

Library Committee Meeting, January 1981

Lehigh Valley Health Network

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Allentown and Sacred Heart Hospital Center

P.O. Box 689 • 1200 South Cedar Crest Boulevard, Allentown, PA 18105

ASHHC/AHA
Joint Health Sciences Library Committee
(Minutes of January 27, 1981)

PRESENT

Dr. Candio
Mr. Cipoletti
Dr. Dimick
Dr. Gaylor
Dr. Gordon
Dr. Lin
Mrs. Iobst
Dr. Morel.
Mrs. Nippert

EXCUSED

Dr. Allman
Dr. Anson
Dr. Klechner
Dr. Lusser
Dr. Wasserman
Mrs. Danko

ABSENT

Mrs. N. Boyer.
Miss K. Fenstermaker
Dr. L. Glazerman
Dr. A. Nedwich
Dr. C. Umlauf
Dr. G. Sherwin
Dr. M.L. Silverman
Dr. J. Wheeler.
Dr. G. Kirchner.



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The Joint ASHHC/AHA Library Committee meeting was called to order on January 27, 1981 at 1300 hrs. in the ASHHC's Board Room. AHA & ASHHC Book/Journal Requests-see attached for approval.

Mrs. Nippert and Mrs. Iobst discussed the lack of space in their respective libraries. Dr. Gordon made the motion that the joint library committee support individual library committees in the search for long and short term space solutions. Dr. Gordon charged the committee with the responsibility of supporting these efforts. Motion carried unanimously.

Dr. Morel, in discussing ASHHC's space allocation with ASHHC's Administration has included the library as well as Nuclear Medicine as critical areas needing expansion. Mr. Cipoletti, who supports the need for Library expansion said that the State Department of Health has also cited the library is inadequate in size to support the hospital staff.

Mrs. Nippert reviewed the budget-year to date. It does not reflect the annual journal subscription renewal.

Mrs. Nippert pointed out that the budget may not totally be expended this year because of lack of space. Additionally, next year's book budget will probably be restricted to replacement copies and new editions of books owned.

Dr. Gaylor suggested that thought be given to dropping journal subscriptions or evaluations which titles are useful. Mrs. Nippert and Mrs. Iobst agreed that is a timely process but because of our commitments to the consortium it may not be feasible to drop many subscriptions.

Alternative solutions suggested was to discard backfiles that ASHHC is not primarily responsible for holding. Mrs. Nippert and Mrs. Iobst pointed out that this would place an additional burden on AHA which is already swamped with ILL requests.

Dr. Gaylor made the motion that the librarians investigate methods for estimating use of journals and methods evaluating the journals. Motion carried.

Mrs. Iobst presented and acquisition policy for Departmental library -- books, journals & A.V. programs. The committee unanimously approved the policy. Mrs. Iobst will have policy placed in the AHA general hospital policy manual. Mrs. Nippert will modify the policy as deemed necessary and will suggest to Administration that it be included in the ASHHC Hospital policy manual.

There being no further business, meeting adjourned.

Respectfully submitted,

Carolyn C. Nippert
Mrs. Carolyn C. Nippert

REVISED: MARCH, 1978
REVISED: January, 1981

AMA MEDICAL LIBRARY
ACQUISITION POLICY FOR DEPARTMENTAL
BOOKS, JOURNALS, AND AUDIOVISUAL SOFTWARES

*** Departments must budget for these purchases prior to the new fiscal year.

BOOKS

The development of large departmental libraries is discouraged by the Library Committee, as this may restrict access of this material to authorized users. It is recognized by the Library Committee, however, that accrediting agencies may require a small core of books or journals in the immediate department. The department must conform to these regulations.

The library will assume responsibility for ordering, receiving, and cataloging the materials. These materials will be purchased with departmental funds and will be permanently housed in the department. The library will retain a set of catalog cards indicating the location of the materials and circulation restrictions.

JOURNALS

The library will be responsible for placing subscriptions and renewing subscriptions for departments. The library does this through a subscription agent. Prior to journal renewal time the department is advised to review its current subscriptions and notify the library to renew the subscription, to cancel the next years subscription, or to place subscriptions for new journals. The library will be responsible for checking in the journal and routing it to the appropriate department.

A department must pay for materials but may request that they be housed in the library.

Newsletters and similar alerting services are to be paid for by the department requesting them.

AUDIOVISUAL SOFTWARES

The Library Committee does not approve of purchasing audiovisual programs out of the general library budget. Library funds are used only to purchase materials required to process audiovisual programs.

Procedure: Audiovisual software requests are submitted to the Librarian. The Librarian will order the program, catalog it and process it. The program may or may not be housed in the library. The program is paid for by the department.

Criteria used to evaluate audiovisual programs include all or some of the following: copyright date, reviews, publisher's advertisements, technical quality, and purpose of the program.