

Library Committee Meeting, February 1982

Lehigh Valley Health Network

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MINUTES OF THE
ALLENTOWN HOSPITAL ASSOCIATION
MEDICAL LIBRARY COMMITTEE

A meeting of the medical library committee was held in Dr. Dimick's office at the Allentown Hospital Association on February 17, 1982. The meeting was called to order by the Chairman, Dr. Gordon, at 1010 hours.

Present:

Dr. D. Dimick
Dr. Gordon, Chairman
Miss K. Fenstermaker
Dr. A. Nedwich
Mr. H. Yorke
Ms. Iobst

Absent:

Dr. R. Allman
Dr. J. Candio
Dr. L. Glazerman
Dr. G. Kirchner
Dr. C. Umlauf
Dr. N. Boyer
Dr. G. Sherwin
Dr. J. Wheeler

LIBRARY COMMITTEE
MEMBERSHIP

Dr. Gordon will send a letter to Dr. Synder, President of the Medical Staff suggesting a bylaw law change in the committee membership. The new membership will include Department Chairman or their designates in an effort to increase attendance at the meetings, and an Administrative representative to comply with the JCAH guidelines.

Closing the present Library at 5:00 p.m. for everyone except physicians

In accordance with a previous recommendation by the Medical Board to Administration, the present medical library will be closed as of March 1, 1981 after 5:00 p.m. in the evening, except for physicians, as it is not possible to provide evening monitors in the library at this time.

Solicit input from Dr. Yarchevski, the Educational Coordinator at ASHHC at future AHA Library meetings

It was suggested by Dr. Gordon that Dr. Yarchevski be invited to future meetings to obtain input from him regarding the development of a learning resource center that would provide continuing medical education and to coordinate the efforts of AHA and ASHHC on this matter.

Fire Extinguishers & Security System for the New Health Sciences Library

A 3M security system is presently being investigated. The installation cost will be approximately \$8000.00 and annual operating expenditures will be around \$100.00 per year. The system would be activated and alarm would sound when the user removed an item from the library that had not been desensitized. The Library Committee suggested that perhaps the medical staff could share the cost with administration. B. Iobst will contact John DeSanctis for further specifications.

Mr. Yorke reported that the type of fire extinguisher appropriate for a library setting would cost approximately \$25,000. Since the fire codes do not require fire extinguishers this expensive system will not be installed. Hand fire extinguishers will be available in the new library.

Policy & Procedure Library Materials in the central collection and those on permanent loan to the departments

This policy & procedure will be effective for budgeting purposes for 1982-83 fiscal year. This p&p creates a hospital educational resources committee that can meet simultaneously with the Medical Library Committee to allow for nonphysician input related to the purchasing of library materials (books, journals, AV softwares, audiovisual equipment)

B. Iobst will distribute a draft copy of the p&p to all Medical Library Committee members for their review.

Medical/Socio/Ethical/
Historical Collection

Dr. Dimick suggested that the Lehigh County Medical Society's new building might be an appropriate place to house this collection. The LCMS would have to agree to organize and maintain the collection, provide adequate space for expansion, and offer a means to accessibility of the collection.

Dr. Dimick voiced his concern for the lack of enthusiasm regarding the development of the collection by the AHA library.

Mrs. Iobst indicated that without clerical assistance the project could not be completed.

Ms. Yorke suggested that Mrs. Iobst draft a policy that would identify the responsibilities of both AHA library and ASHHC library in the maintenance, organization, and technical processing of the collection.

PHOTOCOPIER FOR THE
NEW HEALTH SCIENCES
LIBRARY

B. Iobst suggested that a new photocopier be rented or purchased for the new library. Dr. Nedwich suggested that a high resolution copier be investigated as the need exists for clarity on copies of microscopic plates from journals. Dr. Gordon suggested that a plain paper copier be investigated to take advantage of the hospitals present inventory of photocopy paper.

The committee had Sally demonstrate the copier in the Administration Office to determine whether that model might be adequate.

Dr. Gordon suggested that the medical staff might want to contribute toward the purchase of a new copier.

The number of copies made annually on the library's copier has been

1981	1980
65,668	55,804

PROGRESS REPORT ON
THE LIBRARY RENOVATION
PROJECT

The physical facility will be finished in approximately five weeks. It has been anticipated that no move will be possible for several months, however, as shelving has not been ordered.

B. Iobst will discuss the furnishings with John DeSanctis.

TENTATIVE HOURS FOR
THE NEW HEALTH SCIENCES
LIBRARY

These hours would commence with the opening of the new library:

Sunday 5:00 p.m. - 9:00 p.m.
Mon.-Thurs 8:30 a.m. - 9:00 p.m.
Friday 8:30 a.m. - 5:00 p.m.
Saturday 8:30 a.m. - 12:30 p.m.

In an effort to reduce paid personnel, yet increase the hours, each of the librarians will cover one evening per week and volunteers will be recruited for one evening per week and Saturday. Two nights per week will be covered by a library aid.

The committee was not in favor of having the librarians stagger their time to cover all four evenings. The disadvantages would be:

- 1) No one to cover while the librarian is at a meeting or on break.
- 2) Most trouble shooting which involves other hospital departments needs to be done during the day.
- 3) MEDLINE is only available to 6:00 p.m.
- 4) Most trouble shooting of problems such as journal claims needs to be done during the day.
- 5) Physicians expect both reference and document delivery services during the day so that their secretaries can call in the requests.

BUDGET FOR FISCAL
YEAR 1982-83

No major discussion was held at this time. The topic was deferred until the meeting on March 3, 1982.

REVISION OF LIBRARY
POLICIES

Mrs. Iobst will present revisions at the next meeting.

ADJOURNMENT

The meeting was adjourned at noon.

Respectfully Submitted,

Barbara J. Iobst