

MEDICAL LIBRARIANS' GROUP (VICTORIA)

NEWSLETTER

JUNE 1978

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SPECIAL MEETING

JULY 3RD

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Please note that on July 3rd a special meeting of the MLG will be held to discuss the proposed LAA interlibrary loan voucher system. This meeting will give everyone a chance to examine and comment on the implications of this new system. Please make a special effort to attend. The voucher system will affect everyone.

The meeting will be held in the Medical Library of the Royal Melbourne Hospital at 6:30 pm. Please enter through the Grattan Street entrance, opposite the Dental Hospital. Refreshments will be available from 6 pm.

If you are unfamiliar with the new voucher system, please read the details on page five of this newsletter.

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Minutes of the meeting held at Hoechst Australia Limited, 606 St. Kilda Road, on Tuesday, May 9th, 1978.

Welcome to new members: Simon Gittens and Lorna Crowther from Monash Biomedical Library.

Apologies were received from Helen Cotsell, Jean Foreman, Anne Harrison, Stacey McKeown, Joan Martin, Elisabeth Giddy, Heather McDonald, Fay Baker, Betty McNeice, Elizabeth Griffith, Amy Bush, Cheryl Soafkin, Linda Wilkinson, Judith Quilter, Merle Hall, Berta Mansourian, Joanne Diplock, Lorraine Bell, Dorothy Clark and Marie-France Roger.

The minutes of the last meeting were accepted after an amendment by Anne McLean regarding item 7: the motion that the MLG send a letter protesting about the lack of a hospital librarian on the HCC Consultative Committee was moved by Joan Martin and seconded by Judith Quilter

Included in the correspondence which was tabled were the following items:

The LAA Special Libraries Section forwarded a ruling from the LAA Executive Committee on special interest groups. The MLG, as a special interest group, can request funding from the LAA for special projects.

The Hospitals and Charities Commission has written in reply to our letter protesting the absence of a hospital librarian on the Consultative Committee. They point out that membership will be reviewed regularly and that representatives from the Medical Librarians' Group may be co-opted to sit with the Committee to study special projects.

Mrs. Coard of the Wellington Polytechnic in New Zealand has sent us information regarding patient education in New Zealand.

Minutes of the meeting held on May 9th, 1978 (continued)

### Reports

Treasurer's report: The current bank balance is \$298.07. The books will be audited at the end of June.

Journal list: Ann McGalliard reported on the journal list and asked for comments. She asked if the Abridged Index Medicus should be included on the lists, and how it should be decided which journals were the most important. The list is alphabetical, with a subject and publishers index. In some cases, local agents of the publishers are included. It was decided that MLG funds would cover the cost of printing covers for the journal list. Ann thanked Marion Rock and Susie Goden for their help in compiling the list.

Regional Medical Library Service: Pat Nakouz reported on the appointment of librarians to Mt. Royal Special Hospital for the Aged and Mt. Eliza Geriatric Centre. These are part-time positions which have been approved by the Premier's Office, an encouraging sign. The regionalised cataloguing service has finished 750 items, which will now go into the CMLO Union Catalogue.

The business meeting closed at 7:15 pm.

The meeting was followed by a film, "It's a long way from the laboratory to the preparation". This was a twenty five minute description of the development stages of Lasix.

The film was followed by a talk by Mr. Trevor Topfer, Training Manager from the Pharmaceutical Department at Hoechst, on the role of the librarian in patient education. He mentioned that the mass media dwell at great length on medical topics, which would indicate that the public has great interest (morbid or otherwise) in the subject. Various bodies, such as the Kidney Foundation and the National Heart Foundation, produce pamphlets to educate laymen. Not all doctors discuss disease and problems with patients, although the Family Medicine Programme is educating doctors to counsel patients. A New Zealand survey of librarians was mentioned; attitudes expressed in this survey differed widely. He felt that the medical librarian's role did not include supplying information to the public.

Discussion followed, with Ann McGalliard pointing out that doctors were now coming around to the idea of patient education. Marion Rock said that medical librarians had little contact with patients, while Anne McLean felt that the medical librarian should make doctors aware of material available which was suitable for patients. According to Beryl Miles, books for laymen were discussed by the Geelong Hospital Library Committee and were kept in the library. Virginia Stevenson mentioned that the AMA often received requests from the public but had no suitable material. Marjorie Pinder pointed out that interlibrary loans can be arranged through any municipal library from the subject specialist in the medical field, Knox Public Library. Penny Cole stated that the medical librarian or any other librarian has no right to withhold any information which the public might request.

Esther Martin proposed a vote of thanks, saying that the relationship between doctor and patient was changing, and that the patient now has more say in his treatment and more need for information.

The talk was followed by coffee and informal discussion.

Next meeting: WORKSHOP ON LIBRARY MANAGEMENT, 9th AUGUST, AT THE MAYFIELD CENTRE.

An all day workshop will be held at the Mayfield Centre on Wednesday, the 9th of August, on aspects of library management. We cannot expect to cover all aspects of management in one day, and it is hoped that this workshop will be the first of several, as part of an ongoing medical librarian education programme. Based on feedback from members, we have devised the following programme in conjunction with the staff of the Mayfield Centre:

Your responsibility as a supervisor.

Communication - with management, library staff and library users.

Staff interviewing, induction and discipline.

The workshop will consist of a combination of lectures by members of the Mayfield Centre Staff, films, and discussion. Bring your own specific problems in the above areas, so that they can be discussed and, perhaps, resolved.

A very short annual meeting will be held at the conclusion of the workshop.

WORKSHOP DETAILS

Date: 9th August 1978

Times:	8:45 - 9:15	Registration
	9:15 - 4:30	Workshop (Lunch from 12:30 - 1:30)
	4:30 - 5:00	Annual meeting
	5:00 - 6:00	Informal discussion (Drinks and savories)

Venue: Mayfield Centre, Mayfield Avenue, Malvern (Street parking available)

Cost: \$10.00 (This includes lunch and refreshments after the meeting)

Applications should be returned to

Anne McLean  
 Medical Library  
 Austin Hospital  
 Heidelberg 3084

By July 28th, 1978

Cheques should be made payable to Medical Librarians' Group (Victoria)

MEDICAL LIBRARIANS' GROUP (VICTORIA) AUGUST WORKSHOP

I enclose \$10.00 for the August Workshop on Library Management

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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The Annual Meeting of the Medical Librarians' Group (Victoria) will be held at 4:40 pm on August 9, 1978 at the Mayfield Centre.

NOMINATIONS ARE INVITED FOR THE POSITIONS OF CHAIRMAN, VICE-CHAIRMAN (TREASURER) AND SECRETARY.

Chairman

Proposer (Signature) \_\_\_\_\_

Secunder (Signature) \_\_\_\_\_

Nominee (Signature) \_\_\_\_\_

Vice-Chairman (Treasurer)

Proposer (Signature) \_\_\_\_\_

Secunder (Signature) \_\_\_\_\_

Nominee (Signature) \_\_\_\_\_

Secretary

Proposer (Signature) \_\_\_\_\_

Secunder (Signature) \_\_\_\_\_

Nominee (Signature) \_\_\_\_\_

NOMINATIONS SHOULD BE RETURNED TO THE SECRETARY, JANE OLIVER, BY THE 28th JULY.

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USING MEDLINE

On the 7th June, 1978, a joint meeting was held with the Information Science Section (Victorian Group) of the LAA to examine MEDLINE - its present use and plans for future development.

Sandra Russell and Anne Harrison spoke about their experiences with using MEDLINE at Monash and Melbourne Universities, and Paul Hodgson (Australian MEDLARS Service) gave an insight into the plans for the future of MEDLINE outside the universities. He expressed hope that MEDLINE would extend into the hospital field in the near future.

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LAA VOUCHERS

For some years now, since the introduction by the National Library of Australia of a pre-paid form for photocopying requests, many libraries have been seeking a way to introduce a similar system for their photocopying. At one time it was hoped that the form produced by the NLA could become a redeemable voucher which could be used throughout Australia and thus serve as a library currency for photocopying, but this has not proved to be feasible.

AACOBIS recently approached the Library Association of Australia and requested it to introduce such a redeemable photocopying voucher and the Association has now done this. A \$1 voucher has been introduced. This will be sold to institutions and redeemed by the Association in batches of 50 and 100. The Association will charge a 10 percent handling fee to cover administrative costs, so a pad of 100 vouchers will cost \$110 and be redeemed for \$100. Payment will be made no more than one month after a claim for redemption is made. Each voucher will bear a unique number. To avoid the necessity of the use of registered mails in their transmission, there is a requirement that to become valid a voucher should carry the stamp of the library initially purchasing it. Libraries will apply this stamp on receipt of the pads. Vouchers may, however, be used over and over without further stamping and any institution may redeem surplus vouchers. The minimum number of vouchers redeemable at one time is 50. AACOBIS has recommended that libraries which make charges to other libraries to recover materials and postage costs should charge uniformly in future. The suggested rate is one voucher for one photocopy of an article or one microfiche title.

Vouchers will be available from the LAA office from 1 May 1978. To allow a reasonable period of transitional arrangements to be made, as set out in the accompanying guidelines, it is suggested the 1 July, 1978 be taken as the date from which vouchers might be used. Please note that payment for vouchers must accompany all orders.

The following guidelines for the implementation and operation of the system should simplify procedures:

Transitional arrangements: Libraries intending to introduce the system of pre-paid redeemable vouchers should set a date for doing this two or three months in the future and prepare a statement which can be forwarded to those institutions who use photocopying services regularly. It would be reasonable for such libraries to forward vouchers to libraries whose photocopying services it uses from that date.

Requests by post: All requests for photocopies made by a library to another which uses the voucher system should be accompanied by a suitable number of vouchers; that is one for each article or microfiche title. When in doubt more rather than less should be sent. Photocopies should be supplied where insufficient vouchers have been forwarded and notification given of the deficiency, say on a standard form returned with the photocopies where it is the policy of the supplier library. Vouchers should be returned when notifying unsuccessful requests.

Requests by Telex or telephone: When telephone or Telex requests are made, libraries should adopt the practice of quoting voucher numbers and subsequently forwarding vouchers.

The voucher system is not intended to preclude the use of other arrangements that may be made by libraries. For instance, libraries which have a 'knock for knock' arrangement will no doubt wish to continue it.

The National Library has established a system of pre-paid photocopy request forms which provide a standard form of request in multiple copies: they are essential to its efficient handling of photocopy orders. Therefore, the Library will continue to require regular users of its photocopying services to use its pre-paid forms. If libraries find it more convenient than payment by cheque, vouchers may be used to purchase photocopy request forms, which are priced at the same rate as the LAA vouchers. Information about the Library's services may be obtained from the Loans and Locations Service, National Library of Australia, Canberra, ACT 2600, and from the ANSTEL National Lending Service, Box E333, Canberra, ACT 2600.

As well as individual publicity by libraries, the Association intends to publish in the Australian Library Journal at regular intervals, a list of all libraries willing to accept the LAA vouchers.

If you have any queries about the system, please do not hesitate to contact the LAA office.

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 Medical Librarians' Group (Victoria)

Chairman

Ms Liz Osborn, 36 Dow Street, South Melbourne, 3205. Phone 699 7125

Vice-Chairman/Treasurer

Ms Anne McLean, Medical Library, Austin Hospital, Heidelberg, 3084. Phone 45 0411

Secretary

Ms Jane Oliver, Medical Library, Royal Melbourne Hospital, 3050. Phone 347 7111