

AVIC-MLS, HLS Newsletter 1990 March.pdf  
AUSTRALIAN  
LIBRARY AND  
INFORMATION  
ASSOCIATION

HEALTH LIBRARIES SECTION  
Victorian Group

Newsletter no. 29, March 1990

OFFICE BEARERS 1990

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WE NEED YOU ...

As you will see, there are still at least three vacancies on the Executive Committee for 1990. None of the jobs are arduous so if you feel that you would like to give it a go, please volunteer. A full description of each of the vacant positions can be found on the back page of this Newsletter.

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THE PRESIDENT REPORTS ...

1990 Programme

The Executive Committee held its first meeting of the year on January 23rd. Though depleted in numbers the present Committee is certainly not lacking in

enthusiasm and commitment. We have planned a programme for 1990 which we believe will educate members on professional issues and technical skills, while providing an opportunity to meet and talk with fellow librarians.

The following dates can be noted in your diary now!

Tuesday, 13th March, 1990 - First general meeting

Two important topics will be covered at this meeting. Hospital Librarians have recently achieved, with assistance from VAHPA, professional rates of pay and a revised career structure under the restructured Health Professional Services Award. Yet Library Technicians working in hospital libraries are employed under a variety of industrial awards, classified as anything from audio-typists to medical technicians, and are paid at rates that vary according to the generosity of the institution concerned. Chris Randell from the Victorian Allied Health Professionals Association will explain how we can remedy this situation. He will outline the steps that will need to be taken in determining an Award Classification for librarian technicians and the work that will be required. At the very least a survey would be necessary to determine how many library technicians are working in hospital libraries and under what conditions they are employed. A factor that will be important in any case mounted on behalf of library technicians is the recent upgrading of the old Library Technician Certificate to an Associate Diploma.

Also at this meeting we will discuss the latest draft of the revision of the ACHS Accreditation Guide. The draft of the Library chapter is reproduced in this Newsletter. Please come prepared to contribute to the discussion about this revision.

But the hard work will all be worth it! The bonus is that Crittendens have agreed to provide us with a selection of fine Victorian wines for tasting at this meeting. Our first meeting is assured of being a happy occasion.

Tuesday, 12th June, 1990

Gaetano Raiti, Audio-Visual Librarian at La Trobe University, Abbotsford Campus, will share with us his experiences and expertise in developing an audio-visual collection.

Friday, 7th December, 1990

The 1990 AGM and Christmas Party at an exciting venue to be announced.

We also have plans for the following activities:

A one-day workshop on supervisory skills to be held in May.

A country librarians seminar, to be held in the country! Topics under consideration are report and submission writing, and performance indicators. Other suggestions would be welcome.

A general meeting in October on acquisitions with speakers from libraries and the medical publishing industry.

Some members have provided me with valuable ideas for future topics. It may not be possible to accommodate all your suggestions in the immediate future, but by all means keep them rolling in.

I hope there is something of interest to you in this programme and that we will have the pleasure of your company during the year.

Ruth Lawrence, on behalf of the 1990 Committee.

## Comment and Opinion

Let's have **your** views! Each issue of the Newsletter will highlight a particular issue or concern. If you have something that you would like to "air and share" please send it in. And if you have a comment on any issue raised, then send that in too. Just a paragraph will do.

### Library user's right to privacy

The ALIA Statement on professional ethics (adopted 1986) states that "Librarians and library technicians must protect each user's right to privacy with respect to information sought or received, and materials consulted or borrowed."

The current practice of many libraries in adding the name of their library user to an inter-library loan request form would appear to show little regard for the privacy of that user.

Is this a cause for concern? Send your views to the Newsletter Editor.

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### NEWSLETTER DEADLINES 1990

Contributions to the Newsletter will be most welcome. The proposed deadlines are as follows:

May 2/5/90  
August 1/8/90  
November 31/10/90

### NEWSLETTER ADVERTISING

#### **Rates:**

Full page \$60.00  
Half page \$30.00  
Quarter page \$15.00

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### HANDBOOK OF MEDICAL LIBRARY PRACTICE

The HLS (Victorian Group) has purchased a copy of the 4th edition of the Handbook.

It may be borrowed by any member.

Call Ruth Lawrence if you would like to make use of it.

# SPP

## MEDICAL BOOKSELLER LIBRARY SUPPLIER

- ★ SPP carries comprehensive stock in all areas of medicine and allied health.
- ★ SPP provides fast efficient service. We can supply any book from any publisher.
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COUNTRY LIBRARIANS' SEMINAR, NOVEMBER 30th 1989

The second Country Librarians' Seminar for 1989 was held on 30th November at the Alfred Hospital Staff Education Centre. Twenty-five librarians from both the country and city assembled to hear another varied and interesting programme organized once again by the energetic Scott Holmes.

Pat Raynor, Quality Assurance Officer at the Monash Medical Centre managed to persuade at least some of her audience that quality assurance is indeed "the most exciting thing in health care" by her infectious enthusiasm and entertaining delivery. Quality assurance she emphasized was a method for solving problems in health care delivery, not a device for catching cheats, detecting overservicing, or punishing people whose work fails to come up to standard. It is a common sense method for evaluating what your department does. One valuable suggestion made by Pat was the importance of practitioners assisting each other in implementation of quality assurance, particularly where practitioners are working in isolation. A network of librarians could help each other, Pat suggested, with the design and implementation of quality assurance programmes. I tackled a number of librarians over coffee and during the discussion group that followed about their reaction to this suggestion and the general feeling seemed to be one of approval so I intend to follow this up during my term as President.

The second main speaker was Viki Moreria, from the Health Promotion Unit at Box Hill Hospital. Viki spoke about the concept of "health promotion" and such initiatives in the field at the Box Hill/Doncaster public library health collection, which hold 3,000 titles, and a database of information held at other health agencies. The provision of information to patients, and their use of hospital libraries, caused a good deal of discussion. Viki was all in favour of hospital librarians providing information to patients, ideally by having a separate collection for them, but other options include directing patients to centres and Citizen Advice Bureaux. She suggested that signs indicating that the hospital library is a "technical library for use of staff and to consult the librarian on duty" might be helpful if librarians are concerned about patients using the main collection.

Marianne Broadbent spoke about continuing education for librarians, with particular reference to the Master of Business in Information Technology offered by RMIT. Judy Stoelwinder spoke about the meeting of GRATIS members and the birth of GRATISNET, the National network, and Scott gave a report on the highlights of the Joint Conference of the Health Libraries Sections of ALIA and NZLA in Auckland.

The Seminar was followed by the 1989 Annual General Meeting.

Ruth Lawrence.

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ACHS ACCREDITATION GUIDE REVIEW

The arrangement for the 9th edition of the **Accreditation Guide** will be changed somewhat. The Specific Services chapter is to be broadened to incorporate all the general criteria for the management and review of a department. The Library Service chapter will include only those aspects which relate to a library service.

As this represents a major change it is important that we ensure that our views are known. Please come along prepared to offer your thoughts at our first meeting on the 13th March, 1990. If you are unable to attend the meeting then please send any comments to Ruth Lawrence by the 16th March.



# THE AUSTRALIAN COUNCIL ON HEALTHCARE STANDARDS

LEVEL 1, 7-9A JOYNTON AVENUE, ZETLAND, 2017. TELEPHONE: (02) 662-2311 FAX: (02) 662-6370

## ACHS ACCREDITATION — STRIVING FOR EXCELLENCE

Please refer to covering letter

FIELD REVIEW DRAFT  
January 1990

### LIBRARY SERVICE

#### PREAMBLE

These standards apply to an organised Library Service. Criteria in the Standards 1 - 6 of the "Specific Services" Chapter of the ACHS Accreditation Guide apply as well as the following criteria. For smaller facilities where a formal library is not justified, the criterion relating to reference collections is cited in 5.6 in the Governing Body and Management Chapter. (\* see over)

#### STANDARD

The Library Service is organised to meet the information needs of facility staff, affiliated health workers and students.

#### CRITERIA

- 1 Written objectives which reflect the role of the facility, and guide the activities of the Library Service, are readily available.

#### INTERPRETATION

The extent and scope of the Library Service will vary with the size and responsibilities of the healthcare facility and should be considered in relation to local, regional and other resources.

- 2 The Library Service is based on the principle that it is directed by a qualified librarian.

#### INTERPRETATION

The person in charge of the Library Service may be full-time, part-time, based off-site at a central or area facility or available in a consultant capacity. If no on-site trained librarian is justified by the size and nature of the facility, responsibility for the day to day activities of the library is delegated to a specific on-site staff member.

P.T.O.

ACHS Field Review Draft - January 1990  
Library Service

- 3 There is a Library Service advisory committee, or its equivalent, consisting of the librarian and appropriate representation of user groups.
- 4 Policies and procedures are developed by the librarian in consultation with the Library Service advisory committee or its equivalent.
- 5 There is a written collection policy congruent with the objectives of the healthcare facility. It defines the major fields of interest, the depth of subject approach, the relevant years of publication and other aspects pertinent to the facility.
- 6 There is evidence of regular review and updating of the collection.
- 7 There is a written policy which defines the administrative and financial relationships between the central Library Service and other collections and libraries in the facility or area.
- 8 Where there is more than one library in a facility, a central cataloguing system is developed to optimise use of resources.
- 9 Library Service staff provide an orientation program which introduces new staff and affiliated health workers to relevant aspects of the Library Service.
- 10 There are systems in place to minimise loss or damage to the Library Service collection.

#### \* Governing Body & Management:

New Criterion for 9th Edition of The ACHS Accreditation Guide:

- 5.6 Where a facility does not have a teaching and research program which requires a Library Department, staff have access to professional reference material, both printed and audio-visual.

### CONSPECTUS IN AUSTRALIA

Derek Whitehead, Director of Collection Management at the State Library of Victoria spoke to a meeting of the Special Libraries Section (Vic.) on 22/11/89.

Derek is a member of the ACLIS conspectus taskforce which is adapting conspectus for Australian use. The taskforce has representatives from the State, university, college and CSIRO libraries. Its report was to have been presented to ACLIS in December and will probably be released to members shortly.

Conspectus is a standardized way of describing a collection. Though originally developed in the United States of America it has also been used in Canada and Scotland. The purpose of the Taskforce is to find a way of implementing conspectus in Australian libraries with minimal modification.

Conspectus provides two standardized tools for the description of collections:

1. Description levels, ranging from 0 (not collected) to 5 (research level collection)
2. Subject descriptors, 4,000 different subject descriptors will be used in the Australian conspectus.

Four techniques are recommended for assessing the level of a collection in a particular subject:

1. look at the collection ie. at the number of serials held
2. measure the shelf list - literally. The thickness of a stack of shelf list cards is a guide to how many titles are held
3. use check lists ie. compare your serials held to those listed in Index Medicus
4. get an expert in the subject field to assess the collection for you.

Conspectus is primarily an internal management tool. The reasons for using it are the same as those for developing a written collection development policy. To write a collection development policy the library collection must be analyzed and conspectus provides a vehicle for such an analysis with the bonus that the language of conspectus is standardized. This bonus confers two advantages: 1) economies of scale as common guidelines and training programs can be established for library staff and 2) better cooperation between libraries particularly, it is hoped, in the rationalization of collections.

The ACLIS Resources Subcommittee has undertaken two pilot programs in conspectus, in education libraries and in chemistry libraries. It is also negotiating with the Pacific North West Regional Library Service (U.S.A.) to distribute their software in Australia. This software runs on an IBM or compatible and can be searched by subject, Dewey classification number or keywords. After inputting their own library's collection levels a copy of the software could be made by the librarian and sent to the National Library of Australia to be added to the national conspectus database, if the proposed database is implemented. The software would be accompanied by a manual and worksheets to assist library staff in implementing conspectus.

Postscript. The taskforce's report has been approved by the ACLIS National Council. ACLIS members should contact the Secretariat for copies.

Ruth Lawrence.

### NICAN DEMONSTRATIONS AND TRAINING

NICAN is a National information network that lists hundreds of sport and recreation activities available to people with disabilities. It is one of the databases on INFORM, a computerised information retrieval system which uses the PAXUS ComNet telecommunications system. NICAN could be a valuable resource for librarians, providing information which can be used by those in rehabilitation, etc.

The Executive Director, Diane Lowther will visit Victoria from 13-16 March to hold demonstrations of NICAN and to provide training in the use of the database.

Demonstrations will be held at the following locations:

- \* Disability Resource Centre, 791 High Street, Thornbury  
13th March (Contact Frank Hall-Bentick or Emilio Savle 480 2877)
- \* State Library of Victoria  
14th March (Contact Monica Raszewski 669 9888)
- \* Geelong  
15th March (Contact Joc Bignold 052 22 3289)
- \* Ballarat  
15th March (Contact Michael Lanyon 053 33 4721)
- \* Bendigo  
16th March (Contact Wanda Berry 054 41 1655)

Extra demonstrations may be arranged. Contact Diane at NICAN 062 73 4091.

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### IS YOUR LIBRARY ON THE MAILING LIST?

The **Australian Casemix Bulletin** is published by the Australian Institute of Health. It began publication in February 1989. Its aim is simple - to exchange information among people working on casemix in Australia with the minimum of fuss and with a high degree of speed. The **Bulletin** is free and the publisher is now looking for more names for the mailing list!

If you are interested the address is : Australian Institute of Health, GPO Box 570, Canberra ACT 2601.

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### ABOUT PEOPLE ...

Norma Worswick, Librarian, Ballarat Base Hospital is currently overseas in the U.K. She has exchanged jobs with Dilys Hall who is currently "holding the fort" in Ballarat. Welcome Dilys! Dilys must be the only person ever to drive from Sydney to Melbourne via Kangaroo Island!

Bon voyage to Jenny Bergin (RCH) who is off on a back-packing holiday to Europe and the U.K. We record our appreciation to Jenny for her contribution to the HLS Section during her stint as **Newsletter** editor.

Congratulations to Judy Czuchnowski (PANCH Nursing Library) on the safe arrival of her first child.

If you have any gossip that might be of interest to others then please contact the **Newsletter** editor.

Remember, this is your **Newsletter**. Let's use it to communicate with one another!

# Employment

## **TREASURER**

Money skills are a must for librarians! As Treasurer you have the chance to develop your understanding of basic book-keeping and financial management by handling all accounts and payment of monies on behalf of the Section. The Executive Committee will expect a report on cash-flow and liquidity each month. In December present a detailed statement of income and expenditure to the AGM. At the end of the year submit our accounts for audit to ALIA. In the meantime you act as a co-signatory for the Section's cheques.

## **CORRESPONDENCE SECRETARY**

Keep your finger on the pulse! As the officer who handles most of the incoming and outgoing correspondence you gain a fascinating insight into the inner workings of ALIA and of current issues in librarianship. This pivotal role requires good communication and organizational abilities. The agendas for the monthly Executive Committee meetings will be compiled by you and you also act as co-signatory for the Section's cheques.

## **PROFESSIONAL DEVELOPMENT OFFICER**

Promote and flourish! Continuing education is the major activity of the Section and as Professional Development Officer you have an opportunity to contribute to the continuing education of members while developing your marketing and promotional skills. Assist in the organization of general meetings, seminars and workshops by liaising with guest speakers, arranging venues and providing refreshments. Promote meetings, particularly through INCITE and BRANCHWATCH, and provide copy on our Section's activities to our newsletter editor and the INCITE feedback section.

For further information on any of these exciting career opportunities ring Ruth Lawrence on (03) 813 1611 ext. 296, NOW!





AUSTRALIAN LIBRARY AND INFORMATION ASSOCIATION  
HEALTH LIBRARIES SECTION  
Victorian Group

FIRST GENERAL MEETING FOR 1990 ...

COME ALONG TO SAMPLE A SELECTION OF FINE VICTORIAN WINES

Supplied by Crittenden's Wine Merchants

DATE : Tuesday, 13th March, 1990

TIME : 6.00 p.m. (sharp)

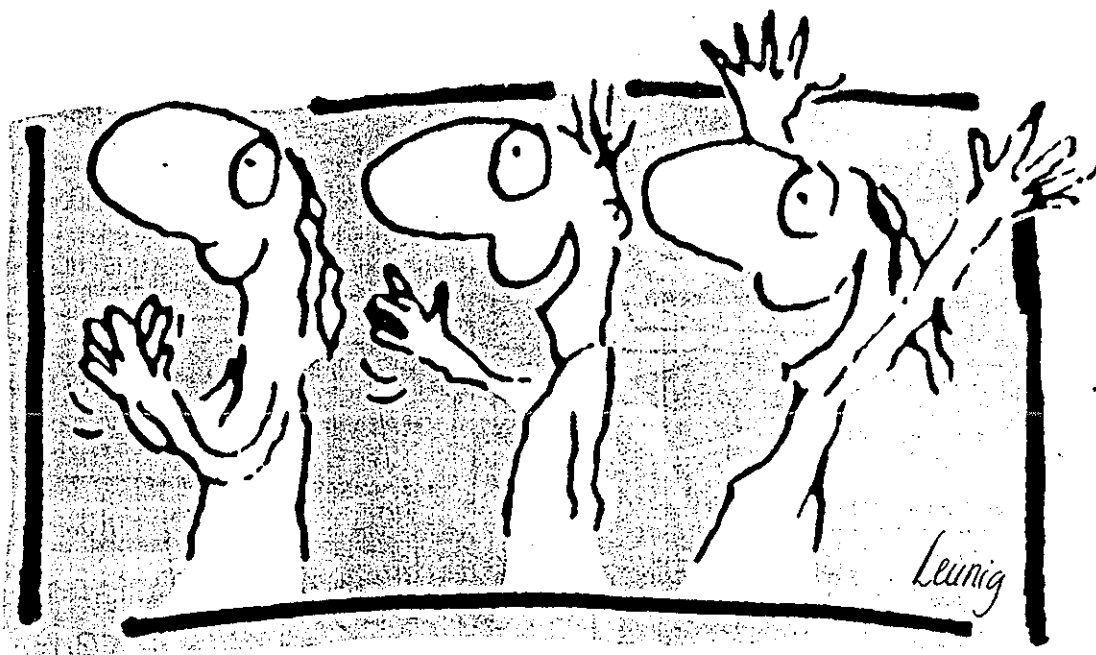
VENUE : Medical Library, Prince Henry's Hospital  
Gate 9A, Wells Street, South Melbourne

TOPICS AND SPEAKERS :

Library Technicians in Hospital Libraries  
Speaker: Mr. Chris Randell  
Industrial Officer, VAHPA  
Assistant Secretary, HEF no. 3 Branch

Revision of the ACHS Accreditation Standards  
Come along prepared to discuss the draft  
(included in the Newsletter)

CONTACT : Ruth Lawrence 03 813 1611 ext. 296



Prince  
Henry's  
Hospital

Library  
behind  
Gate 9A

