

**ALIA HEALTH LIBRARIES SECTION. VICTORIAN GROUP
EXECUTIVE COMMITTEE MINUTES**

Minutes of the meeting of the Executive Committee held on Tuesday 11th June, 1991, in the Board Room, Walter & Eliza Hall Institute, at 5.30pm.

1. Present : J. Martin, R. Lawrence, A. McLean, R. McIvor, E. Meldrum, J. Marshall, J. Rusciano
Apologies : A. McGalliard, V. Craven, J. Hindson

2. **CONFIRMATION OF THE MINUTES**

Minutes of the meeting held on 14th May required one amendment as follows : 3.6 Statement on Library and Information Work. J. Marshall to co-ordinate responses and organise a reply.

3. **BUSINESS ARISING FROM THE MINUTES**

- 3.1 **LIBRARY STATISTICS**

V. Craven contacted Denise Bird from the Specials Group and requested that the discussion of collecting library statistics take place during the two days of the Conference which concentrate on Health Librarianship. Denise will do what she can.

Six statistics sheets have been returned, and it is hoped more will come in at the end of the financial year.

- 3.2 **PROGRAMME FOR 1991**

The Quality Assurance Workshop was very successful, with 19 participants. Questionnaires were filled in at the end of the night to provide feedback to the organisers.

The General Meeting on the 16th July will be held at the Blood Bank. The flyer is to be sent out shortly, but 4 replies have already been received. The Blood Bank Librarian, Tarangini Bansal, has generously offered to provide Indian savouries for the evening, but it was suggested that we should offer to pay for these. Some time has been set aside before the speaker to have a tour and a meeting.

The October meeting will involve a demonstration of AUSTRALIS by Max McMaster from CSIRO AUSTRALIS. This will include a look at STN, a chemical database. The Pharmacy College was suggested as a possible venue for this meeting.

Planning for the Christmas Party/Meeting on the 28th November is to get under way with an application for a quote from the caterers of last years do.

ACTION: Jo Marshall to contact caterer

3.3 COUNTRY LIBRARIANS' REPRESENTATIVE

Joan Martin spoke to Joanna Boast from the Latrobe Valley/Central Gippsland Hospitals who said that she would be prepared to be Country Rep. However, she was worried about costs involve with correspondence, phone calls, trips to Melbourne etc., and asked if these could be subsidised. A list of duties will be sent to her, along with a request to give us an estimate of her possible costs. A decision will then be made on payment of costs. Joanna and other Country Librarians were keen to continue with the Country Librarians' Seminar.

ACTION: E. Meldrum to send letter to Joanna Boast. J. Rusciano to liaise on Seminar.

3.4 RESPONSE TO LIBRARY & INFORMATION WORK STATEMENT

A letter outlining five main points concerning this statement has been sent by J. Marshall and E. Meldrum to Anne Hazell in South Australia.

4. VIC BRANCH MEETING

There was no Vic Branch meeting held. Next meeting 12th June.

5. AUSTRALIAN COUNCIL OF ALLIED HEALTH PROFESSIONALS

There was nothing of importance to report. A full report will be given at the next meeting.

6. TREASURER'S REPORT

The current balance is \$2261.99 (including cheques paid for Quality Assurance seminar). The bill fom FLIS for 19 participants at \$90 each is \$1710. A. McGalliard is sending out receipts, and she has been authorised to pay the FLIS bill.

7. CORRESPONDENCE

Correspondence was as listed in the Agenda, with the addition of the following :

E. Meldrum to write to the Executive Director, ALIA re: submissions to national enquiries - could we have the opportunity for perusal of documents before final submission ?

Penny Rawlins, Librarian from the Mayfield Centre, sent a copy of brochures for workshops on "Running a small health care library" and "Organizing your book collection - basic cataloguing". Copies of these brochures were distributed and will be discussed at the next meeting.

8. OTHER BUSINESS

Review of Hospital Standards : are we expected to produce something concerning this? There has been no written request to do so.

ACTION: E. Meldrum to find out

A. McLean tabled a book mark produced by the Preservation Section of the National Library of Medicine which contains hints to users on preserving books. Perhaps a good idea for us to follow.

ACTION: J. Marshall to check on production possibilities.

E. Meldrum tabled a brochure produced by the Canadian Health Libraries Association, which is aimed at promoting libraries and librarians among Health professionals. We will discuss the possibility of our own version at the next meeting.

ACLIS meeting on Libraries and the VCE. R. Lawrence is attending this meeting. It was suggested that we should set up a registry of information services on various subjects in order to refer people to the best sources. Box Hill Public Library has some sort of database of information sources which could be useful.

ACTION: A. McLean to talk to Box Hill Librarian for more information.

The meeting closed at 7.05pm.

The next meeting will be at 5.30pm on the 9th July.