

**AUSTRALIAN LIBRARY AND INFORMATION ASSOCIATION
HEALTH LIBRARIES SECTION
MINUTES, EXECUTIVE COMMITTEE, 18TH SEPTEMBER 1996**

1. **PRESENT** Stephen Due, Helen Cotsell, Jan Riches, Judy Stoelwinder, Melanie Kammernann
APOLOGIES David Lloyd, Anne McLean, Karen Tempest, Peter Nunn
2. **CONFIRMATION OF THE MINUTES OF THE MEETING HELD 21ST AUGUST 1996**
Proposed - Judy; Seconded - Jan
3. **BUSINESS ARISING FROM THE MINUTES**
Nil
4. **PROGRAMME FOR 1996**
 - 4.1 **Lobbying Workshop**
This was cancelled due to lack of expressed interest.
 - 4.2 **ALIA Biennial Conference**
AGM will be held in the Corryong Room. All welcome regardless of whether they are attending the Conference or not.
 - 4.3 **HLS/VICGRATIS Seminar Day**
Charges for attending were discussed. Final charges will be dependent on what VICGRATIS want to charge. It is most likely that the full day charge for members will be \$25 and for non members, \$35. Jan and Judy will man the door. RSVPs to Jan by 15th October.
*Action: David to contact Ruth Lawrence and clarify VICGRATIS charge.
Peter to put a flier out within the next 2 weeks. Internet access at the venue needs to be confirmed.*
 - 4.4 **AGM and Christmas Party**
Karen and Melanie are STILL searching for a venue.
5. **PROGRAMME FOR 1997**
Item deferred with a note to add Code of Ethics.
6. **HEALTH INFORM**
In Anne's absence, Stephen reported. The September issue is at the printers. A couple of things were inadvertently left out but these don't pose great problems. Ivan Trundle from ALIA has notified the Section that back issues of HI have been archived on ALIANET.
7. **TREASURER'S REPORT**
Current balance is \$3681.65
8. **VIC BRANCH**
Vic Branch want comments on ALIA's strategic plan to Margie Anderson by 20 September. It is hoped that attendance figures for the biennial conference will pick up.
There was no response to a student recruitment night so the activity was cancelled.
Items for the newsletter are required by the end of September.
Mentoring Working Party: an evaluation report was given which will be written up for publication in the newsletter; it is suggested that mentors bring mentees to meetings.
Vic Branch Christmas Party will be held at the Old Observatory, Botanical Gardens. Date not set as yet.
Meg Paul reported that the Library Board is to merge into the Library Council. Specialist committees need

to be maintained to advise Council so that librarians still have professional input into government decisions. Divisions/Sections heads will be asked to write to the Minister of the Arts, J. Kennett. Meg Paul will circulate information Sections can use when writing letters.

9. **CORRESPONDENCE**

9.1 **IN From**

9.1.1 **Bridgette Glockner**

The Anne Harrison award is available to individuals in the year of the Specials conference while the alternative years are earmarked for Sections (to help with CE). There has been no response to the award this year.

Meeting closed at 7 pm

Next meeting will be held on 16th October 1996 at North West Hospital.

**AUSTRALIAN LIBRARY AND INFORMATION ASSOCIATION
HEALTH LIBRARIES SECTION
MINUTES, EXECUTIVE COMMITTEE, 16TH OCTOBER 1996**

1. **PRESENT** Stephen Due, Helen Cotsell, David Lloyd, Jan Riches, Melanie Kammermann
APOLOGIES Anne McLean, Peter Nunn, Judy Stoelwinder, Karen Tempest
2. **CONFIRMATION OF THE MINUTES OF THE MEETING HELD 18TH SEPTEMBER 1996**
Proposed - Helen; Seconded - Jan
3. **BUSINESS ARISING FROM THE MINUTES**
 - 3.1 **Anne Harrison Award**
Due to there being no applicants the Anne Harrison award was not awarded. The money will be returned to the capital fund.
Action: HLS will give thought to making a Section submission in 1998.
4. **NOMINATIONS FOR THE COMMITTEE FOR 1997**
Mellita Vertigan from the Alfred Hospital has been nominated.
The Committee feel it would be worthwhile seeking a nomination from the university and/or special library sector.
The closing date for nominations will be extended to 5th December:
Proposed - David; Seconded - Helen
5. **PROGRAMME FOR 1996**
 - 5.1 **Review of National HLS AGM during ALIA Biennial Conference**
Issues covered included:
 - No recipient for the Anne Harrison Award.
 - Motions asking that money be transferred from the Anne Harrison Trust to the HLS operating account.
 - A progress report on the 1997 Specials, Health & Law Librarians' Conference. All is going well. It was announced that Prof. Joanne Marshall will be delivering a plenary session.
 - A motion seeking endorsement for an Australian bid for the 2005 International Medical Librarians' Congress. This motion tied in with the National Executive's review of the current rotation schedule for the Specials, Health & Law Librarians' Conference. The National Executive are seeking responses from the States re the proposed rotations.
 - ACHS have introduced a new accreditation system (EQIP) which does not have any library specific standards. A National working party needs to be set up to produce a document in conjunction with ACHS to fill this gap. This document would supersede the current National Guidelines for Hospital Libraries.
Action: Vic HLS to write to National Executive seeking involvement and clarification of the intended procedures for developing this document.
Prue Deacon has put together an outline for a health libraries brochure. The National Executive will look for comment, redraft and arrange publication.

Action: Helen, Jan and Melanie will write for HI regarding their perceptions of the Conference.
 - 5.2 **HLS/VICGRATIS Seminar Day**
Action: David will finalise catering and Internet access with Jo Marshall. Melanie will arrange a present for Else Paeglis.

- 5.3 **AGM and Christmas Party**
Karen and Melanie will have a venue finalised before the HLS/VICGRATIS meeting on 25 October. Invitations need to be sent out within the next 2 weeks.
6. **PROGRAMME FOR 1997**
It was decided that it would be a good idea to conduct a brainstorming seminar on the document proposed to supplement the EQIP accreditation system.
7. **DRAFT BROCHURE ON HEALTH LIBRARIES**
See point 5.1.
8. **HEALTH INFORM**
No report available.
9. **TREASURER'S REPORT**
The current balance is \$3351.05.
10. **VIC BRANCH**
No report available.
11. **CORRESPONDENCE**
11.1 **IN From**
11.1.1 **Cheryl Hamill**
Proposed rotation of schedule for the Specials, Health & Law Librarians' Conference.
12. **OTHER BUSINESS**
12.1 **Procedure Manual**
Melanie proposed that a procedures manual for the Vic. HLS Section be developed.
Action: Stephen will begin drafting.
- 12.1 **MLA Manuals**
Ruth Lawrence has an MLA Handbook from the early 1980s. The Committee feels she can throw it out.

The meeting closed at 7 pm.

Next meeting to be held on Thursday 20th November 1996.