



# THE LIBRARY ASSOCIATION OF AUSTRALIA

## MEDICAL LIBRARIES SECTION - VICTORIAN GROUP

### EXECUTIVE COMMITTEE

#### MINUTES (1/85)

Minutes of the Executive Committee (Victorian Group) meeting (1/85) held on Monday 25th February 1985, at 5.30 at Brownless Library.

- Action
1. Present.
  1. Joan Martin, Sandra Russell, Barbara Jacoby, Andrew Rooke, Mary Arnold, Bronia Renison, Susan Liepa, Aina Zalitis.
  2. Apologies.  
No apologies.
  3. Minutes.  
Moved (Aina Zalitis/Susan Liepa) that the minutes of the previous meeting 7.11.84 be accepted.
  4. Business arising.  
Draft Minimum Standards for Victorian Hospital Libraries: Moira McKinnon has replied that the Board of Education Standards Committee has been disbanded and could not therefore consider the Standards. Louise Lansley will present them directly to Council for consideration. No reply has yet been received from John Gunn (HCV).

#### 5. Correspondence.

##### CORRESPONDENCE IN: November 1st 1984 - February 25th 1985

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Re</u>
8.11.84	LAA Exec Dir.	Secretary	Motions for General Council
26.11.84	Sec Vic Br.	Secretary	Branch reps for 1985
29.11.84	LAA Vic Br.	Secretary	Minutes of Branch Meeting
6.12.84	Asst Exec Dir	Secretary	Visit of Dr Dennis Lewis
6.12.84	LAA Exec Dir	Secretary	LAA Office Bearers 1985
6.12.84	Asst Exec Dir	Secretary	Annual reports 1984
12.12.84	Aust Assoc	President	Conference proceedings available
12.84	Occup Ther	President	Minutes, 7-8 Dec. 1984
12.84	Gen Council	President	Minutes, 7-8 Dec. 1984
2.1.85	LAA Exec Dir	Secretary	Lobbying
2.1.85	LAA Exec Dir	Secretary	Code of Professional Ethics
17.1.85	P Nakouz	President	Medical Library Directory
20.1.85	Spec Lib Sect.	Secretary	Office Bearers/Annual report
1.85	LAA Vic Br	Secretary	Minutes of meeting 12 Dec.

##### CORRESPONDENCE OUT: November 1st 1984 - February 25th 1985

12.84	Secretary	Mailing list	Office bearers 1985
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Action

6. Business arising from correspondence.  
A separate file should be created for LAA administrative instructions. SR  
 Copies of the Draft Code of Professional Ethics will be circulated to Committee members for comment.  
 The Section would exchange newsletters with the Special Libraries Section.  
 Mary Arnold to check whether our minutes should be sent to Branch Council. MA
7. Report from Branch Council.  
The State lobbying objective this year would be to have a Teacher-Librarian appointed to all primary schools.  
 A program budgeting course will be presented at RMIT in April. librarians registering at the CES are being registered as clerks, and missing some professional employment.  
 The Section Treasurer is to submit the 1984 report to Branch Treasurer (Bruce Davidson) BJ  
 An additional statement on volunteers has been issued.
8. Treasurer's Report.  
 Balance \$146.02  
 The bank account is being transferred.
9. Book List  
 Postage cost for the Book List is \$1.10. This should be added to the price of future editions. Two copies (in addition to a file copy) should be retained in case deposit copies are requested by NLA and SLV. Deposit copies of Newsletters should be sent to these libraries.
10. Conference Planning Committee Report.  
 The LAA has approved a recoupable grant.  
 Planning is running smoothly, though Abstracts are slow to arrive, and there are still some places to sell in the Trade display. Standish will sponsor the opening cocktail party.
11. Work Level Standards.  
 Lengthy discussion produced a report to be sent to the LAA.
12. Volunteers in Libraries.  
 A report incorporating the various opinions of members was compiled to be sent to the LAA.
13. Mailing list.  
 We should request the LAA to use work addresses on mailing labels, in order to take advantage of courier services.  
 The Victorian state mailing costs about \$40. SR

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Action

14. Programme 1985.

Andrew to coordinate the Programme/Continuing Education Committee.

Suggested topics:

Budgeting (HCV Hospitals Financing Officer and an academic.)

Survey results from Manual of Hospital Library Practice.

Subscription agents and acquisitions librarian on evaluating agents, and purchasing methods.

Formulating procedure manuals; policy development. AR

Suggested meeting dates:

Thur. 28 March, at Brownless.

May, at PHH (?)

July

Nov. AGM / Christmas Party.

Members to tell Andrew of other possible venues.

15. Working Committees

Publications - current work ended.

Standards - in recess.

Continuing Education - Andrew Rooke and Mary Arnold (or other volunteer) to coordinate.

Call for volunteers at next General Meeting.

Publications Committee could work on a revision of the Medical Libraries Directory, using a microcomputer.

Bronia to be Newsletter editor, with typing assistance, if required, from Susan. BR/SL

16. Civil award.

Joan has discussed this with Prof. Russell who advised that it is a very complex process. She suggested a fund to form a named award.

17. Other business.

Should the MLS have a representative on AACOBS? Aina to investigate: how many medical libraries are members; what are criteria for membership of committee? AZ

HCV and CMLO are working together on cooperative ventures in hospital library automation. The first papers will be issued this week, and a CMLO working group\* has been called into operation. Ideas and requirements will be requested from librarians.

* Anne McLean	Helen Cotsell	Joan Martin
Pat Nakouz	Anne McGalliard	Brownless Library rep.
Mary McGill	Jocelyn Dixon	

18. Next meeting. 3rd April, 5.30 pm at Brownless Library.

The meeting closed at 8.50 pm.

cc. Joan Martin	Sandra Russell	Barbara Jacoby
Andrew Rooke	Mary Arnold	Bronia Renison
Susan Liepa	Aina Zalitis	