

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

Minutes of the meeting of the Executive Committee held on Tuesday 14th May, 1991, in the Board Room, Walter & Eliza Hall Institute, at 5.30pm.

1. Present : J. Martin, R. Lawrence, A. McLean, R. McIvor, V. Craven,  
E. Meldrum, J. Hindson, J. Marshall  
Apologies : J. Rusciano, A. McGalliard
  
2. **CONFIRMATION OF MINUTES**  
Minutes of the meeting held on 9th April, 1991 were accepted as a true record of the meeting.
  
3. **BUSINESS ARISING FROM THE MINUTES**
  - 3.1 **LIBRARY STATISTICS**  
V. Craven and J. Hindson have revamped the form for collecting statistics, and sent an explanatory letter out with the form in the last Newsletter. Denise Bird from the Specials Group is looking into organising a half hour slot during the Canberra conference to discuss the topic of collecting library statistics.  
ACTION : V. Craven to contact D. Bird again and suggest that this discussion be held during the two days which concentrate on Health Librarianship.
  
  - 3.2 **PROGRAMME FOR 1991**  
A mistake has been made in the flyer sent out for the FLIS Quality Assurance seminar. FLIS Training Ltd is NOT a Registered Training Agency as stated at the bottom of the Program Outline. This mistake was made by the Health Libraries Section Executive Committee, and regrets were expressed to FLIS for any problems incurred. An amendment explaining the mistake will be sent out in June.  
ACTION : J. Martin to inform FLIS of amendment and make apologies on behalf of the Executive.
  
  - 3.3 **COUNTRY LIBRARIANS' REPRESENTATIVE**  
Stephen Due has reluctantly declined the invitation to be Country Representative. There was some discussion concerning the relevance of the Country Librarians' Seminar, and the problems of finding someone to run it. It was agreed, however, that there is a need to reach more isolated people.  
ACTION : J. Martin to look for interest in the Latrobe Valley/Warragul district.
  
  - 3.4 **DUTIES & RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS**  
Further changes were suggested for the new list of duties. The main change was the renaming of the position "Past President" to "Branch Council Representative" with the stipulation that this position be filled by the past president if available. A final draft of the list will be drawn up and distributed.
  
  - 3.5 **POSSIBILITY OF MEMBERSHIP DRIVE**  
J. Martin presented a list of aspects to be considered in a membership drive. These included identifying potential members, sending letters to these people, holding functions to encourage membership (no charge for attendance), following up these people, looking at cost effectiveness of the whole procedure, and finally deciding whether to continue with

the procedure periodically.

A. McLean suggested that in the future, with the aid of desk top publishing, the Newsletter could be available as a subscription to non members.

An increase in members this year may mean that a membership drive is unnecessary.

4. **VIC BRANCH MEETING**

The Vic Branch Council is preparing a student recruitment session on Librarianship, and have requested that we produce a sheet or pamphlet describing Health librarianship. R. Lawrence presented a first draft which was discussed and amended.

ACTION: R. Lawrence to draw up 2nd draft and send out with next agenda.

Further details of the meeting are appended to these minutes.

5. **AUSTRALIAN COUNCIL OF ALLIED HEALTH PROFESSIONALS**

The ACAHP representative on the Australian Council of Health Care Standards gave a brief resume of the latest meeting of the ACHCS.

E. Meldrum can be contacted for details.

6. **TREASURER'S REPORT**

The current balance is \$977.84.

7. **CORRESPONDENCE**

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

IN	FROM	RE
14/5/91	ALIA Vic Branch	Branch Watch
10/5/91	Vic Branch	Minutes of meeting 10/4/91
		Agenda of meeting 8/5/91
9/5/91	ALIA HLS secretary	Copy of letter to Meg Paul
		FLIS re visit of Guy St Clair
2/5/91	Vic Healthcare QA Assoc	Outline of association
23/4/91	Aust Soc Archivists	Directory of Archives in Australia
OUT	TO	RE
7/5/91	Helen McCardless	Draft Standards for
	Adelaide City Council	Australian Special Libraries

8. **OTHER BUSINESS**

There is a new British publication available titled "Quality Assurance in Libraries : the health care sector".

R. Lawrence received notice from Mr Fuller of the Australian Nursing Federation (Federal), who is culling their collection of Nursing books. Anybody can collect books free of charge.

The Mayfield Centre is rumoured to be running courses on "Basic Cataloguing" and "Running A Small Health Library".

ACTION : E. Meldrum and A. McLean to check whether these courses are accredited etc.

The meeting closed at 7.50pm.

The next meeting will be at 5.30pm on 11th June.