Forward

This special issue of *MHSLA News* is one of the tangible products of the Executive Board Retreat held November 12-13, 1987 at the Sheraton Fashion Square in Saginaw. The ideas for newsletter articles came so thick and fast during those two days that it became clear a special "Retreat Issue" was in order.

The Retreat was the brainchild of Stephanie John. She introduced the idea in April 1987 with the purpose of setting aside time to devote to organizational planning. Due to time constraints, regularly scheduled board meetings are concerned primarily with the day-to-day business of the Association. It was felt that a day and a half of concentrated planning would allow Board members to take a step back and look at the Association in a broader context. It must also be remembered that the Retreat culminated a year of planning activities, beginning with a Pre-Board planning session in the fall of 1986 and including the Open Forum at the 1987 conference. That this planning effort was successful is evidenced by the status report on the Retreat action statements located elsewhere in this issue. A brief narrative on the major topics discussed at the Retreat may serve to put the action statements in perspective.

1986-87 Planning Process

Stephanie John reported on the planning activities which took place during her presidency. A Pre-Board planning session was held in Fall 1986, shortly after the 1986 Conference. Ideas were proposed including the telefacsimile grant and the survey of hospital libraries which were then taken to the full Board for approval and implementation.

The second major planning activity of the year was the open forum held at the Kalamazoo Conference. Major concerns identified at the forum were future funding, the possibility of obtaining more grants and the statewide interlibrary loan network. These issues were scheduled for discussion during the retreat.

Membership

Bonnie Swegles presented an analysis of the current

To Charge or Not to Charge
The Interlibrary Loan Dilemma

The basis for Interlibrary Loan agreements/cooperation has been sharing resources to enable the end user (Physician/patient) access to needed information from a combined pool of resources. Online Searching, Docline, and Fax machines are designed to find the information, find out who has it, and zap it out.

But first check out the resources and their gatekeepers — not all operate equally. Variations exist in searchers, finders, and senders. There are variations in collection builders and lenders; in cell builders (Docline) and in calling/answering when Docline is not available.

Two non-charging and two charging Medical libraries have submitted brief position papers on the topic of free ILLs.

The non-charging libraries believe the only cooperation possible that benefits the greatest number of health professionals and their patients is free ILLs. The charging libraries believe cooperation is possible and desirable but the volume of ILLs has so seriously eroded staff time and budgets that charging is the only way to reduce the volume.

The following are the positions taken by Ingham Medical Center, Hurley Hospital, St. Lawrence Hospital and Henry Ford Hospital. They are expressed in the desire to help all librarians understand both sides of the issue.

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Ingham Medical Center
David G. Keddle, Director
Chi Medical Library

The following are the reasons for the Chi Medical Library of Ingham Medical Center not charging for Interlibrary loans.

1. Goes against the total philosophy of cooperation between libraries.

2. Billing is a problem, just in staff time.

Membership

membership. As expected, MHSLA is composed over-whelmingly of hospital librarians. The need for revision of the membership form was discussed. The difference between the membership list and the mailing list was clarified. Mildred Kingsbury suggested producing a membership brochure to assist in recruiting members. Para-professionals were discussed as a group to be targeted for membership. There was no clear-cut consensus on the issue of institutional membership. It was felt that it was not appropriate to tie DOCLINE funding to membership in MHSLA. The Bylaws Committee will investigate the pros and cons of institutional memberships.

A common MHSLA database was suggested as a desirable goal, rather than maintaining separate files for membership records, MISHULS information and the Technology Directory. Judy Barnes, Bonnie Swegles and Carol Aebli will work toward this end.

An exciting new benefit of membership was announced. Login Brothers is offering a 12% discount to all members of MHSLA. Sandra Martin will follow through as contact person.

Resource Sharing

MHSLA is recognized as the organization which co-ordinates the statewide interlibrary loan network. In this respect, it has succeeded in uniting the state into a common network from the separate historical followings of MASH and ULOSSOM. The Document Delivery Committee will collect statistics annually and will incorporate suggestions for appropriate use of telefacsimile into the Interlibrary Loan Guidelines.

Due to the popularity and widespread use of DOCLINE, a decision was made to produce MISHULS only once a year. DOCLINE participants will be billed directly for the cost of the OCLC tape rather than continuing to take funds from the Treasury. The Document Delivery Committee will contact libraries eligible for DOCLINE and encourage them to participate. Regular updating of members' OCLC serial holdings will continue to be a concern and priority of the Committee.

Discussion was generated on the need for educational opportunities to support resource sharing activities. Specifically, a workshop was suggested for people at the day-to-day operational level, to take place in several locations around the state. Recording the program in an audiovisual format would encourage a wider audience.

A number of online catalogs exist in the state which allow dial access. Judy Barnes will coordinate an effort to collect specific information on each of these systems and publish the results in the newsletter.

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Cooperative acquisitions was discussed as another aspect of resource sharing. An Ad Hoc Committee was suggested to analyze DOCLINE data and investigate methods for using the data for journal rationalization in the State of Michigan. The Committee is also charged with investigating the feasibility of an online union catalog of monographs.

Education Issues

The annual educational conference has traditionally been the strongest focal point of the Association. The recent practice of scheduling nationally known speakers has been well received. One area that could be strengthened is the relationship with vendors.

The Flint Area Health Science Library Network extended an invitation to sponsor a one day educational conference in the fall of 1990. This arrangement would allow the Association to conduct its business and fulfill its annual meeting requirement while allowing members the opportunity to attend MLA in Detroit.

The Educational Committee was charged with developing educational opportunities for members apart from the annual conference. The Document Delivery workshop mentioned earlier is only one possibility. Concern for carrying on the tradition of the Online Update was also expressed.

Organizational Interaction

In a general discussion of local group versus statewide responsibilities, it was agreed that MHSLA has appropriately taken responsibility for the interlibrary loan network. MDMLG will forego collecting statistics and signing an annual agreement. Continuing education continues to be a shared responsibility among many professional groups.

The concept of "special interest groups" affiliated with MHSLA was introduced. Two potential groups are Consumer Health Information and Audiovisual. MHSLA is willing to entertain proposals and will maintain as much flexibility as possible in exploring new avenues of cooperation.

In the past, our relationship with the Library of Michigan centered on the Regions of Cooperation and other types of LSCA funding. Mildred Kingsbury has had success in requesting and receiving funding from her ROC. She will submit an article to the *News* on strategies for working with local ROCs. Recently the MHSLA members have become more involved with the organization. Barbara Kormelink is a member of the Board of Trustees. Dina Nameth is a member of the Task Force on Interdependency/Funding. The President serves as the MHSLA representative to the Task Force on Interrelationships Between the Library of Michigan Board of Trustees and Michigan Library Organizations. When the first meeting

is called, she will raise the issue of staging an annual "Summit Meeting" of Michigan Library Organizations to discuss plans for the year.

The Michigan Library Consortium is in the process of revising its bylaws. Concern was expressed about fair representation of health science librarians on the Executive Council. The President was charged with investigating the issue and sending a letter to MLC if deemed appropriate. MLC has proven very flexible and helpful in securing group discounts on library supplies and equipment.

The Immediate Past President serves as MHSLA's representative to the Michigan Hospital Association. Stephanie John will contact MHA about supplying an article on MHSLA for publication in *Michigan Hospitals*.

Management Issues

In general it was felt that the Association has reached a level of sophistication which requires a more formalized and business-like structure. The Bylaws should be thoroughly overhauled to remove excessive detail which requires a lengthy membership approval process to change.

The need for a more formalized budgetary process was discussed. At the beginning of each fiscal year, committee chairs and Board members should submit in writing, to the Treasurer, an estimate of projected revenues and expenditures for the year. After a discussion on financial accountability, the Treasurer was charged with verifying our tax exempt status with the IRS, checking the michigan Nonprofit Corporation Act and obtaining information on Certificates of Deposit. The Bylaws Committee will investigate procedures for audit and bonding. Nancy Winslow will research the liability question.

A policy and procedure manual is necessary to document the business of the Association, especially if the Bylaws are simplified. Position descriptions will be written for officers, committee chairs and local groups representatives. Recurring procedures will be documented for future officers and committee chairs. The President will design a common format to ensure consistency.

Association planning will now take place on an annual basis. An overall organizational timetable will be composed based on data from individual committees and officers. Objectives will be set at the beginning of the year.

The work of the Association has just begun.

— *Lynn Sorensen Sutton*

Partial Access to OCLC

by Judy Barnes

OCLC offers partial access for those libraries who wish not to participate in cataloging as a full member.

Partial members may use any subsystem other than cataloging, whereas full members must at least participate in cataloging.

The cost for partial users is $4,800.00 per year. Up to $1,500.00 in credit will be applied against the $4,800.00 per fiscal year against online charges.

This fee includes access to any item (serial, monograph, etc.) and any library's holdings in the database.

Additional charges are:

$ 1.29 per ILL produced
$ 1.29 per ILL referred
$ 150.00 Annual statistics
$ .30 per page report for statistics

Online access charges through Compuserve or gateway networks is $7.59/hour.

A search only capability is available at a cost of $.25/holdings display use.

All of these charges are deducted from your annual credit of $1,500.00.

Initial charges for start up training, which usually is about one day, are $200.00 per day plus expenses.

Training in searching the online catalog and interlibrary loan subsystem is currently free.

To participate in the OCLC partial user program you must be a member of MLC. Annual membership is $85.00 per institution.

To access OCLC you must have an IBM PC compatible or microcomputer with local memory.

IBM PC compatibles can make use of the OCLC terminal software, which makes logging in easier. Current price of the software package is $300.00.

Other microcomputers may access OCLC using their own communications software.

To Charge or Not to Charge

3. If we charge for ILL we will have to pay for all ILL and that would be more costly than giving it away free.

4. The other problem is if the bigger hospitals start to charge, than soon everyone is charging each other, and everyone is billing each other, and it will just slow down the whole process of ILL.

5. Let's try to come to an undrstanding among all medical libraries in Michigan to use the smaller libraries for the brandon list titles. Request only non brandon list titles from the large hospital libraries in Michigan.

6. It would be much easier and much more cost effective to solve this ILL problem before it gets to the point that it is out of control, and is taking a big bite out of everyone's library budgets.

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Hurley Medical Center
Martha Studaker, Director
Hamady Health Sciences Library

Hurley Medical Center began charging for Document Delivery in 1984 when a rising trend became apparent: the amount of requested items more than doubled the amount of items received by HMC.

1983: 2,508 sent   541 received
1984: 1,933 sent   653 recieved

One-third to one-half of the articles needed by the HMC library are provided by charging institutions. This means that the figures are even more disproportionate than they appear at first glance. The conclusion drawn from these figures is that our larger library collection was being used to subsidize smaller library collections with no gain or equal exchange for our library. Libraries need to distrubute their requests in a responsible manner so as not to create a burden on any one library.

Trying to stay within the spirit of resource sharing, we feel that we have come up with an equitable document delivery system. Our system allows on a yearly basis, 15 free interlibrary loans and also a credit for interlibrary loans requested by us. This formula is fair and also indicates our desire to co-operate within reason and our support of a valuable network.

As for the "time-consuming record-keeping" arguments: statistics have to be kept anyway — only the bill is extra. It takes considerable less time to process a bill than to pull, copy, and process the amount of interlibrary loans we were supplying.

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Docline has complicated this process somewhat. Now we must check records of libraries who indicate "free" only. This process is still more cost-effective than a return to a non-charging system. Our charges are lower than most charging institutions, and we will not charge additional fees for telefacsimile. Telefacsimile articles will be billed only if they are beyond the established credit.

This sytem seems to be working well for us. January through November 1987 statistics:

1380 sent   940 received

(306 of our requested items came from charging institutions). This indicates that we are providing to the ILL network double the amount that our own institution requires.

With staffing and operational cutbacks occuring and still on the horizon, our library cannot justify to our administration a document delivery load which is extraordinarily beyond our own institution's needs.

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St. Lawrence Hospital Medical Library
Jane B. Claytor, Manager

As medical librarians we are each challenged to create and maintain a wide-ranging collection of specialized medical information. To do so we depend to an extent upon the assistance and goodwill of our fellows. That's why we at St. Lawrence Hospital oppose the idea of charging for inter-library loans. Doing so would reduce the sharing of information among health care providers and thereby lower the quality of service to patients, who are the ultimate beneficiaries of the service we provide.

Good medical care depends on getting detailed, up-to-date information as quickly as possible — sometimes lives depend on it. Providing that information is the job of all of us. No one library can contain the constantly-expanding medical literature. Instead, each library specializes in a few areas such as oncology, mental health, geriatrics, or orthopedic surgery, supplementing its collection in other areas by inter-library loan. The result is a medical library system made up of hundreds of specialized collections. It's a system that can provide the latest information on any medical problem to nurses and physicians throughout Michigan.

Aren't we all a part of Michigan's health care system, concerned about providing the best patient care possible? Our cooperative network means a more supportive work environment for each of us, and a greater hand in superlative health care for all our neighbors and loved ones. Let's continue to pull together as professionals on Michigan's health care team by providing free inter-library loans.

★

Henry Ford Hospital
Dina L. Nameth, Director
Sladen Library

Appropriate use of large hospital library collections by other libraries is an issue which is impacting interlibrary loan now, and will continue to do so in the future. At Henry Ford Hospital, we very much appreciate the support of the interlibrary loan network in Michigan. However, circumstances have developed which have made it necessary fo us to begin charging for interlibrary loan.

Henry Ford Hospital started charging for interlibrary loan borrowing in 1987 because much of the use of the collection was for items held in other hospital libraries. Our request over the years, have been that libraries use our collection only for unique titles, and not for titles commonly held in many other collections. Also, the volume of interlibrary loan borrowing has grown to the point where additional staff would be necessary to handle the workload.

YEAR	# LOANS	
1982	5,428	
1983	6,196	
1984	6,457	
1985	8,023	
1986	7,572	Quota system established.
1987	4,528	Charge system established.

Although we initiated a quota system in 1986 to control the ILL activity, the rate did not decline significantly and charging began.

A few facts regarding interlibrary loan at Henry Ford Hospital will round out the picture.

1. All libraries from whom we borrow receive a quarterly lending credit. For each interlibrary loan we borrow from another library, their account is credited and we deduct one ILL from their bill.

2. Henry Ford Hospital pays for over 50% of the interloans which we borrow. Due to the nature of our information and research requirements, most of what we need can't be borrowed from the network. Although we borrow a large number, the statistics don't tell the whole story.

3. The interlibrary loan lending program at Henry Ford Hospital is national in scope because we borrow nationally and because our holdings are in OCLC. It would be difficult to regulate usage from this group and from other libraries not active in MHSLA unless we charge for interlibrary loan.

In designing our ILL program, we have been as thoughtful as possible to the library community and libraries that loan to us at no charge. We appreciate the support we receive from other hospital libraries, and look forward to a continuing productive relationship with our collegues.

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Hospitals are in close competition with each other for health care dollars. They are not giving away patient care. Librarians on the other hand, have a tradition of working together and sharing resources to provide better service to their clients. Hospital administrators are now looking closely at budgets, and the library as a non-income producing department gets an even closer look. We have seen staff layoffs, cuts in collection budgets and even library closings within the MHSLA membership.

The answers and solutions are not readily at hand. If the hospital administration mandates charging for ILLs sent out, there is not much the librarian can do and still stay in business. On the other hand, libraries with limited collections and budgets are going to have problems obtaining the information their clients need. A point to remember . . . ILLs are not free to either borrowers or lenders in terms of staff time (too often time is not counted as money).

We know there is a lot of publishing going on that could better be left on the editing room floor. How many misprints, corrections, wrong citations, and misinformation have you see lately? As librarians we spend much time on the Reference Interview to find exactly what information the client needs. Perhaps we need an ILL Interview, not so much to cut the quantity of items we borrow, but to improve the quality of information the client needs and receives. The phrase 'Quality filtering' has appeared in the literature . . . something to keep our eyes on. A concept that may change the way we search, find, borrow, and lend information.

— Nancy Winslow

Leave No ROC Unturned:
Hospital Libraries and Regions of Library Cooperation in Michigan

Fourteen Regions of Library Cooperation (ROCs) have been in existence in Michigan since 1980. Hospital libraries are essential partners in these multitype library organizations. Funds are made available through the Federal Library Services and Construction Act - Title III

Leave No ROC Unturned

for distribution through the fourteen ROCs. The purpose of the Title III funds is to promote interlibrary cooperation and resource sharing. The Library of Michigan feels "it is imperative that grants be awarded to benefit a broad range of library types" with the common goal being "to improve the availability of resources to meet the needs of all Michgian citizens. Regions of Library Cooperation receive formula grants to establish, expand and operate multitype library networks to achieve this end."*

Michigan statewide projects funded by Title III monies include, in part, the statewide listing of periodicals and serials and the establishment of a telefacsimile network. In addition, a number of grants have been funded by local ROCs for hospital libraries in Michigan. These local grants have been awarded because of the active participation of hospital librarians as well as their innovative and worthy grant proposals. In order to benefit from LSCA Title III grants, a hospital librarian must attend local ROC meetings, seek appointment to the LSCA Committee, or if the ROC operates on a less formal level, participate in LSCA funding discussion. Since hospital librarians have a history of sharing and networking information as well as having a firm commitment to community service, it is important that they make themselves known to local ROCs and provide them with information and statistics on hospital library services to the academic, health professional and public community. If you are not known to your local ROC, you might present a program to the ROC Board detailing your activities, highlighting your participation in resources sharing. Another means of getting to know your ROC is to host an open house at your hospital where you can provide on-line demonstrations of your operations. As a hospital librarian you are an important provider of resources for your community, and as such you deserve your fair share of Title III funds.

The grants listed below are only a few examples and do not represent the total grants funded for these or other Michigan hospials:

Munson Medical Center, Library
awarded by Mid-Michigan Library League

Photocopier	$3,862
IBM PC	2,600
ILL support (covering 3 years)	1,525

Ingham Medical Center, Chi Library
funded by Calnet

M-300 Work Station	3,074
FX-100 DOT Matrix Printer	644
OCLC Retrospective Conversion	2,798

Marquette General Hospital, Library
awarded by UPRLC

Professional Software Bindery

Management Program	400
KAYPRO XL Computer System	912
Epson FX-286E Printer	579

*Summary prepared by Library of Michigan

— Mildred E. Kingsbury
Library Director
Marquette General Hospital, Inc.

Word Processing Data File Transfer from One Program to Another

by Judy Barnes

One of the charges of the Technology Committee Chair was to locate a program which translates one word processing program's data to another's. In other words, using Library X's data on WordPerfect on Library Y's Multimate program.

At last — I found one!

The program is called SWAP and sells for $79.95, requires 256K of memory and is IBM compatible. SWAP will convert files from Wordstar, Wordstar 2000, Multimate, WordPerfect, Displaywrite 3, ASCII and others. You do not need the word-processor you are converting from — just the one you are converting to. SWAP is available from Selective Software, 903 Pacific Avenue, Santa Cruz, CA 95060, 1-800-423-3556.

For those of you who don't have the $79.95, there is a book you should get! *Things the Manual Never Told You*, compiled by The Boston Computer Society, Reading, MA; 1985 (ISBN 0-3011-10706-6) sells for $12.95. In addition to its chapter "Reading a file from another word processor," it is filled with lots of wonderful tips. In that chapter the book tells us that "the ease with which you can move files from one word-processing software makes it a snap to switch word-processing software." Tips are given to "unWordStar" or "unMultiMate" files which are not produced in standard ASCII format.

Beyond that, if you are working in harmony with another person and know in advance that you will be sharing files, for instance for the purposes of grant writing, there are

Action Statements

DUE DATE	ACTION	STATUS
	President, L. Sutton	
12/1/87	Forward copy of MHA's tax and liability information to N. Winslow	Accomplished.
1/1/88	Write summary article re: Retreat for the President's Column in the January issue of the MHSLA newsletter	Accomplished.
2/12/88	Contact S. Phillips re: MLC proposed bylaws changes; send letter to MLC if appropriate; report to Executive Board	Accomplished; Revised bylaws of MLC deemed proportionately fair to hospital libraries.
2/12/88	Develop format for Committee procedures and position descriptions.	Accomplished; distributed at Executive Board meeting.
?/88	Take idea of "summit meeting" to Library of Michigan Task Force. Purpose of meeting to trade information re: C.E. workshops or other projects.	Will do when Task Force meeting is called.
	Recorder for Planning Session II, VII Management Issues; develop and submit summary of session.	Accomplished.
	Immediate Past President, S. John	
12/1/87	Forward Michigan Hospital Association membership list to B. Swegles to enlarge MHSLA mailing list.	Accomplished.
12/1/87	Research "Quality Filtering", locate expert for possible workshop at 1988 Conference.	Accomplished, located speaker for 1988 Conference.
?/88	Attend Library of Michigan Task Force on Funding meeting; coordinate with D. Nameth; research alternative funding sources.	In process.
?/88	Contact MHA re: article for annual issue.	Accomplished; will submit article.
?/88	Determine rationale for CEO approval for "legislative day".	In process
?/88	Develop contacts available to teach future classes.	Sent letter to MHA
12/1/88	Recorder for Planning session I, MHSLA Planning Process, II Review of Conference Planning Forum, Planning Session II, VI Organizational Interaction; develop and submit written summary of session.	Accomplished.

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DUE DATE	ACTION	STATUS
	President Elect, L. McGaugh	
2/12/88	Develop objectives for Conference Planning Committee	Accomplished.
3/1/88	Forward information on access to OCLC through MLC & U of M online catalogs to J. Barnes	Accomplished.
	Secretary, S. Martin	
11/30/87	Send MDMLG ILL agreement to D. Keddle	Accomplished.
11/30/87	Alert S. Skoglund re: development of slide sound ILL package	Accomplished.
11/30/87	Compile list of action statements; include completion dates	Accomplished.
12/87	Recommend to MDMLG Executive Board that MHSLA III guidelines supersede MDMLG agreement	Accomplished; MDMLG in agreement.
	Recorder for Planning Session II, VIII Wrap-up; submit written summary	Accomplished.
	Treasurer, C. Aebli	
2/12/88	Review "tax exempt" status for potential changes; research implications of new IRS laws; check Michigan Non Profit Corporation Act.	Accomplished. MHSLA in compliance.
2/12/88	Obtain information on Certificates of Deposit (potential investment $2,000.00)	Accomplished, Board voted to obtain $2,000.00 CD for one year.
2/12/88	Coordinate budget projections received from officers, representatives, and committee chairs	In process; need additional committee input.
2/1/88	Follow up on delinquent membership renewals	Will do so in March; 115 members already renewed.
6/1/88	Revise membership for 1988; coordinate with B. Swegles	In process.
6/1/88	Review/Develop position description; include recommendations for change and develop procedures	In process.
10/88	Consult with B. Swegles and J. Barnes on combined directory information	In process.
	Archivist, B. Nelton	
1/1/88	Project Archives budget for 1988; forward to C. Aebli	In process.
6/1/88	Develop position description; include recommendation for change and develop procedures	In process.
	FAHSLN Representative, M. Schleg	
6/1/88	Develop position description/procedures for local area representatives; coordinate with D. O'Keefe	Currently gathering information.

Action Statements

(continued from page 8)

DUE DATE	ACTION	STATUS
	MMHSL Representative, B. Heinlein	
?/88	Chair Ad Hoc Committee on Collection Development; coordinate activity with K. Kelly and J. Barnes	Resigned chairmanship; currently seeking new chair.
?/88	Request DOCLINE statistics from GMRMLN	New chair will do.
	NMHSLG Representative, N. Powers (alternate)	
2/12/88	Develop membership brochure with M. Kingsbury; present draft to Executive Board	Submitted first draft of ideas to Executive Board.
	K. Kelly to work with B. Heinlein on Ad Hoc Collection Development Committee	K. Kelly member of committee.
	TAMIC Representative, B. Swegles	
1/1/88	Merge Michigan Hospital Association mailing list with MHSLA list; mail labels incorporating combined lists to D. O'Keefe	In process.
5/15/88	Produce membership directory	In process.
6/1/88	Revise membership form; coordinate with C. Aebli	In process.
10/88	Merge all MHSLA directory databases; coordinate with C. Aebli and J. Barnes; merged database product	In process.
	UPHSLC Representative, M. Kingsbury	
2/12/88	Develop membership brochure; bring draft to Executive Board meeting; coordinate with Education Committee	First draft of ideas presented to Executive Board.
3/1/88	Submit article on funding available through ROCs: "Milking your ROC"	Accomplished.
	WMHSLA Representative, M. Kars	
12/1/88	Recorder for Planning Session II. V Education Issues; submit written summary to L. Sutton	Accomplished.
	Bylaws Committee, L. Behm	
1/1/88	Submit Budget projection to C. Aebli	In process.
2/12/88	Prepare timetable of committee activity	Accomplished.
2/12/88	Investigate Pros and Cons of institutional memberships	In process.
2/12/88	Investigate procedures for audit and bonding; report to Board	In process.
2/12/88	Review and simplify bylaws; develop reduced booklet format	In process.
6/1/88	Develop position description; include procedures and recommendations for change.	In process.

Action Statements

DUE DATE	ACTION	STATUS
	Document Delivery Committee, D. Keddle, C. Scheuer	
1/1/88	Submit projected expenditures to C. Aebli	In process.
2/12/88	Develop objectives and timetable of Committee activity	In process.
2/12/88	Develop document delivery workshop for paraprofessionals; coordinate with Education Committee; submit proposed place and cost	In process.
5/88	Follow up eligible DOCLINE/MISHULS institutions who are non participants	In process.
5/88	Compile and retain ILL statistics; coordinate definitions with D. Nameth as necessary	In process.
6/1/88	Review method of payment for MISHULS/OCLC tape; recommend alternate methods	In process.
6/1/88	Develop position description; include recommendation for change and procedures	In process.
10/88	Provide input to J. Barnes, B. Swegles, and C. Aebli for combined membership database	In process.
?/88	Incorporate suggestions for TELEFAX into ILL Guidelines	In process.
	Education Committee, C. Gilbert	
1/1/88	Prepare and submit budget projections to C. Aebli	Accomplished.
2/12/88	Prepare objectives and timetable of Committee activity	Accomplished.
2/12/88	Proposal for document delivery workshop for paraprofessionals; coordinate with Document Delivery Committee; include recommendations for structure, place, and cost	Document Delivery Committee to take responsibility.
2/12/88	Bring recommendations for Conference speakers and workshops to Board meeting	Accomplished.
6/1/88	Develop position description including recommendations for change and procedures	In process.
10/88	Develop CE course in addition to fall Conference schedule; submit proposed date, cost and place to Executive Board for approval	In process.
?/88	Cooperate in development of membership brochure; contacts: M. Kingsbury and N. Powers	In process.
	Legislation Committee, L. Obrzut	
1/1/88	Submit budget projections to C. Aebli	Accomplished.

Action Statements

DUE DATE	ACTION	STATUS
6/1/88	Develop position description; include recommendation for change and procedures	In process.
?/88	Report to Executive Board re: LSCA funding and procedure used by Library of Michigan to determine amount of appropriation for ROC	Accomplished.

Local Arrangements Committee, B. Craford

5/88	Submit projected Conference budget to L. McGaugh	In process.
2/12/88	Develop timetable of Committee Activities	Accomplished.
12/88	Revise Local Arrangements Committee manual as necessary	In process.

Nominating Committee, D. Blauet

1/1/88	Submit budget projection to C. Aebli	In process.
2/12/88	Prepare objectives and timetable of committee activity	Accomplished.
2/12/88	Prepare formal acceptance of 1990 Educational Conference by FAHSLN; submit to Executive Board	In process.
6/1/88	Revise position description and procedures; coordinate with S. Martin; provide recommendation for necessary bylaws changes	In process.

Publications Committee, D. O'Keefe

1/1/88	Submit budget projection to C. Aebli	Accomplished.
	New Column "Telefax Tips"	In process.
2/12/88	Prepare objectives and timetable of committee activities	Accomplished.
3/1/88	Coordinate article on charging institutions; include policies and rationale; for "Retreat issue"	Accomplished.
3/1/88	Develop "pull out section" for retreat issue; access to online catalogs in state; coordinate with L. Behm and L. McGaugh and J. Barnes	Accomplished.
3/1/88	Publish "Retreat Issue"; include highlights and summary of retreat activity	Accomplished.
6/1/88	Develop position description; include procedures and recomendations for change	In process.

State Council, N. Winslow

	Participate as a member of AD Hoc Collection Development Committee	Member of committee.

Action Statements

(continued from page 11)

DUE DATE	ACTION	STATUS
2/12/88	Obtain information on Incorporation and liability insurance; obtain additional information on MHA's tax and liability from L. Sutton	Accomplished; presented comprehensive report to Executive Board. Consensus was that issue does not warrant action at this time.

Technology Committee, J. Barnes

DUE DATE	ACTION	STATUS
1/1/88	Prepare budget projection; submit to C. Aebli, treasurer	In process.
2/12/88	Prepare objectives and timetable of committee activity	Accomplished.
3/1/88	Coordinate investigation of dial access to online catalogs; coordinate with L. Behm (MSU), L. McGaugh (MLC/OCLC and U of M), include MERIT network; develop into article for retreat issue	Accomplished.
6/1/88	Develop position description; include procedures and recommendation for change	In process.
10/88	Produce combined database with membership information; coordinatee with B. Swegles and C. Aebli	In process.
?/88	Provide input to Collection development committee (B. Heinlein)	Member of committee.
?/88	Investigate translator programs for MHSLA word processing activity	Accomplished.
12/1/87	Recorder for Planning Session II; IV Resource Sharing; Submit written summary to L. Sutton	Accomplished.
12/1/87	Investigate MHSLA membership for Consumer Health Information Group	At meeting in January, group voted to keep membership informal

AD HOC Survey Committee, D. Nameth

DUE DATE	ACTION	STATUS
3/1/88	Develop article for newsletter on desired format/definitions for statistics; coordinate ILL definitions with Document Delivery Committee	Accomplished.

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other ways to cope. The simplest way to is to NOT use control codes (i.e. centering, indenting, underlining, italics, paragraph commands, etc.). Enter the data in the computer the way you wish it to appear — use the space bar rather than tabs, use the space bar to center rather than center command, use a carriage return rather than a paragraph command. Then convert the document to an ASCII file and away you go. Remember to NOT use the Italics, underline, bold commands until you are ready to print the final document. This technique is very useful not only transferring PC to PC compatible files but from Atari to IBM, from Mac to IBM, from IBM to Apple, etc. via telephone modem.

If you are in the market for a good word-processor, check out the February 29, 1988 issues of *PC Magazine* (v.7, no.4). In it they review and test 55 word processors.

Dial-up In Michigan

compiled by Judy Barnes

This special section is devoted to three online university catalogs, LUIS via WSUnet at Wayne State University, GEAC Community access module at University of Michigan and CLSI via MSUnet at Michigan State University. It has been designed as a pull out section for inclusion in your copy of the MHSLA Technology Directory. As information on additional systems is received, their dial-up procedures will be incorporated in the same format in future issues of *MHSLA News*.

In addition to the already existing systems, libraries at Grand Valley State College, Michigan Technological Institute, Western Michigan University, Central Michigan University and Northern Michigan University are all investigating, planning, and/or implementing online catalogs with dial-up access. Michigan Tech and NMU are expected to have dial-up access in the Fall of 1988, and will be coming online with NOTIS.

There is no charge for use of these catalogs and using the Merit Communications system allows you to avoid long distance charges. **Appendix A** is a listing of several local telephone numbers for accessing Merit and switch settings for modems and terminal emulators.

Special thanks to Lee Ann McGaugh, McLaren Hospital; Louise Bugg, Wayne State University; and Leslie Behm, Michigan State University for their input.

Appendix A

Merit Communication System Telephone Numbers

The phone numbers for dial-in access in Michigan are listed below. The 1200bps numbers service Bell 212A and Vadic 3400-series modems unless marked with a B for Bell only or V for Vadic only.

CITY	300bps	1200bps
Ann Arbor	313 763-4800	313 763-6500 (V)
		313 763-6520 (B)
Birmingham	313 258-6811	313 258-6811
Cheboygan	616 627-2214	616 627-2214 (B)
	616 627-2220	616 627-2220 (B)
Dearborn	313 593-5059	313 593-5484 (B)
Detroit	313 577-0335	313 577-0335
E. Lansing	517 353-3500	517 353-3500 (B)
		517 353-4854 (V)
Flint	313 762-3311	313 762-3311
Grand Rapids	616 774-9521	616 774-9521 (B)
Houghton	906 487-1519	906 487-1519 (B)
Kalamazoo	616 383-1360	616 383-1360 (B)
Marquette	906 225-0222	906 225-0222 (B)
Mt. Pleasant	517 774-3790	517 774-3790
Rochester	313 370-4310	313 982-4311
Southfield	313 827-7600	313 827-7600
Southgate	313 283-8822	313 283-8822
Sterling Heights	313 939-3370	313 939-3370
Wayne	313 722-1500	313 722-1500

Calls from these numbers will incur a $2/hour connect surcharge:

CITY	300bps	1200bps
Cadillac	616 775-3760	616 775-3760 (B)
Manistee	616 464-5542	616 464-5542 (B)
Petoskey	616 347-8881	616 347-8881 (B)
Traverse City	616 941-9826	616 941-9826 (B)

Accessing the Dial-up Catalogs

1. Dial a merit telephone number.
2. Merit displays a "%terminal=" prompt. Press <enter>.
3. Then Merit asks "Which Host?":

    to reach Michigan State University type: MSU-CLSI <enter>
    to reach Wayne State University type: WSUNET <enter>
    to reach University of Michigan type: UMLIB <enter>

Switch Settings for Modems, Terminals and Terminal Emulators
for Dial-in Access to Merit Computer Network:

These switches and settings are recommended for all terminals and microcomputers running terminal emulators.

SWITCH	SETTING
Communications	
If labeled on-line/off-line	ON-LINE
If labeled local/remote	REMOTE
Data rate (transmission speed)	110, 300, 1200 bps
Parity	EVEN or NONE
Auto-Line-Feed	OFF
Duplex	
If labeled FDX/HDX	FDX
If labeled FULL/HALF	FULL
If labeled COPY/NOT COPY	NOT COPY
Data Bits	With parity EVEN 7
	With parity NONE 8
	With parity MARK 7
Stop bits	1 (one)
Flow control	
If labeled XON/XOFF	XON
If labeled XON/CONT	XON
If labeled YES/NO	YES
If labeled DC1-DC3/DC2-DC4	DC1-DC3

By default, Merit passes ASCII XON/XOFF flow control to your terminal in response to host or network congestion. It uses standard ASCII CTRL-Q and CTRL-S characters (ASCII DC1 and DC3, respectively).

To ask for help, call the Merit Consultant available at (313) 764-9423

Wayne State University:

Remote Access to LUIS Via WSUNET

*Extracted in part from an article by the same title by Jean Monroe in **MHSLA News**, Autumn, 1987*
and based on information provided by Louise Bugg

LUIS, the Library User Information System, is the online catalog for the Detroit Area Library Network (DALNET) libraries. It contains records for:

1) Wayne State University Libraries, including serials, monographs cataloged since 1975, and many pre 1975 monographs.
2) Oakland University Libraries' monographs.
3) Wayne County Community College LRC materials cataloged through December 1986.
4) Several Detroit area hospitals, including Botsford Hospital of Farmington Hills, William Beaumont Hospital in Royal Oak and Children's Hospital of Michigan.

Records are continually being added for all these libraries. Records for Detroit Public Library will be added in 1988.

LUIS is accessible to users dialing in on the Merit Computer Network throughout the State of Michigan. Access to LUIS requires no special IDs or passwords and is free to use.

Connecting to WSUNET

Dial-up access to WSU net is through the statewide Merit Computer network. You will need either a supported terminal or a microcomputer, like an IBM, Macintosh or Zenith with a modem and a terminal communications/emulation software. WSU's Computing and Information Technology (C&IT) division recommends and supports SIM/PC communications software for IBM computers and compatibles, and Versaterm software for Macintosh computers. Call C&IT's Consulting Office at (313) 577-4778 for information about these products, their configuration, and how to use them.

1. Dial a Merit telephone number (see Appendix A for a statewide list of local nodes)
2. Merit displays a "%terminal =" prompt. Press <enter>.
3. Then Merit asks "Which host?" Type: WSUNET <enter>.
4. "Connected WSUNET" is displayed followed by "Please enter you terminal ID" Type the appropriate number and press <enter>. To display a list of terminals and their ID numbers, enter a question mark (?).
5. The WSUNET menu is now displayed.

Connecting to LUIS

Select LUIS from the WSUNET menu by typing: LUIS <enter>. The "Welcome to LUIS" screen is displayed, showing LUIS hours, your terminal ID, and LUIS logoff instructions. Type again LUIS <enter>.

For assistance with using LUIS, use the LUIS online Help screens by typing H <enter>.

LUIS Searching Guide

Bibliographic records in LUIS look like a catalog card. They include both LC (Library of Congress) and MeSH (National Library of Medicine) subject headings. Each record contains location and call number information for each title in the database.

BEGINNING THE SEARCH:
If you are an inexperienced user, begin with the introductory screen. Type e and press <enter> key. Step-by-step instructions will orient you to LUIS and prompts will guide you through your search.

If you already know how to use LUIS, you may start a title, author or subject search from any screen.

Examples below show how search terms may be entered. Note that terms may be truncated. The computer will "read" your search term(s) from left to right and display all terms in LUIS which match or begin with the letters following the equal (=) sign.

TO FIND	TYPE	TO FIND	TYPE
Title	t = macbeth < enter >	Subject	s = jury select < enter >
	t = for whom the bell < enter >		s = television advert < enter >
	t = to kill a mock < enter >	Medical subject	sm = alzheimer < enter >
Author	a = freud s < enter >		sm = liver neoplasms < enter >
	a = orwell geo < enter >		
	a = wayne state u < enter >		

SEARCHING SUBJECT HEADINGS:

There are two subject heading systems in LUIS. Consult the Library of Congress Subject Headings (LCSH) list for terms which can be searched with s = . Consult also the Medical Subject Headings (MeSH) list for medical terms which can be searched with sm = .

HELPFUL TIPS:

*Information is sent to the computer only after you press the < enter > key.
*The search you type will always appear at the top of the screen after it is entered. Referring to this will help you identify any errors or revise your input if needed.
*When searching titles, omit the initial article (i.e. a, an, the, la, les, etc.)
*If the correct form of a word is not known, try other forms (i.e. initials, acronyms, abbreviations, hyphenations, variant spellings, etc.)
*If you are unsure of the correct title or author, or if your search results in the message "no entries found" try shortening the title or name.
*When typing numbers, do not substitute the letter o for the number 0 or the letter l for the numeral 1.
*At any point during your search, you may type h for a help screen.

SEARCH KEY REVIEW:

TO REQUEST:	TYPE:
Introductory screen	e < enter >
Review of title search	t < enter >
author search	a < enter >
subject search	s < enter >
Search by title	t = (title) < enter >
author	a = (author) < enter >
subject	s = (LC subject heading) < enter >
medical subject	sm = (NLM subject heading) < enter >
Mistake correction	backspace and type over error
Return to guide screen during search	g < enter >
Return to index screen during search	i < enter >
Bibliographic record from index screen	[line number of desired entry] < enter >
Help	h < enter >

LOGGING OFF

*from LUIS
First, CLEAR the screen. On the blank screen, type: logoff < enter >. The WSUNET menu is then displayed.

*from WSUnet
Dial-up users type: Logoff < enter > again to return to Merit. Follow the instructions for your communications software to return to DOS.

GETTING HELP

For additional help using LUIS, call the WSU Purdy Library Reference Desk, (313) 577-4040, or call the appropriate library phone number on the "Welcome to LUIS" help screen.

For help connecting to WSUnet of LUIS, call C&IT's Consulting Office, (313) 577-4778 or Network Control Center, (313) 577-4746.

University of Michigan:

Using the GEAC Community Access Module

based on information provided by Lea Ann McGaugh

GEAC is a computerized circulation system containing author, title, and call number along with location and status information about many of the materials in the University Library. The most complete information is available for books added to University Library Collections after 1977. Serials are only partially represented int he GEAC database. The records of some earlier materials are selectively available. If the materials you are seeking are not found in GEAC, be certain to check the card catalog as it is still the most complete listing of library holdings. The Community Access Module allows users to dial into GEAC through the Campus network, UMnet between Sunday 12 noon and Friday 11:30 p.m., and Saturday 10:00 a.m. to 9:00 p.m.

Local Calls — Logging In

300 baud modem: dial (313) 763-4800

System Responds	You enter
Terminal =	Carriage Return (CR)
Which Host?	UMLIB 300

1200 baud modem:

Bell 212 protocol   dial (313) 763-6520
Vadic protocol   dial (313) 763-6500

System Responds	You enter
Terminal =	Carriage Return (CR)
Which Host?	UMLIB

From a long distance location you can dial the Merit telephone number and at the "Which Host?" prompt, enter "UMLIB <enter>" >

You are now connected to the GEAC Community Access Module

If the system does not respond immediately, or if a colon (:) appears on the screen, press (CR). It is likely that you will enter the system where the previous user ended. To return to the beginning, enter E followed by (CR). You will receive the message "Welcome to the U of M Library Circulation System Community Access Module". If you fail to get this message, press (CR), or type E followed by (CR). Press N to by-pass all menus, press any other key to display instructions. To recall a menu, press H. Use your (CR) to enter a command into the system. Your screen will now display the main menu. It is your guide to all GEAC searching.

A = Search by Author   T = Search by Title
C = Search by Call Number   D = Don't show me this menu anymore
E = End this session

Author Search

Select A
Type Author's name
GEAC will respond by typing 10 names. If the name you are seeking is not on the list, enter F to browse forward, or B to browse backward, until you find the correct name. Select Q and author's number. GEAC will respond by printing 3 titles by that author. To get more titles by that author select G. To obtain a listing of copies available at UM Library locations, select M followed by the book number.

A menu will appear allowing you to select options for further searching.

Title Search

Select T
Type title of book
GEAC will respond by printing 3 titles. Select M and book number for copies available at UM Library locations. Do not type a (*) sign before your number or you will receive an error message. Use only the desired numeral. We regret that Community Access Module is unable to give you due dates for items that are charged out. However, public access terminals in the Graduate, Engineering, Natural Science, North Engineering, Taubman Medical and undergraduate libraries will give you that information.

Call Number Search

GEAC will respond by printing 3 titles. The first book on your list is you match. The next two books are works on the same or related subjects. Select M and book number for copies available at UM Library locations.

A menu will appear allowing you to select options for further searching.

Logging Off

Press Break, type % QUIT press (CR)
Turn off modem.

Become familiar with your microcomputer or terminal's break key. Incorrect use of it will result in a new menu rather than a disconnect.

NOTES:
*If the message "Copies Available — Check Card Catalog" appears on the screen, at least one UM Library owns the book, but circulation information is not available through GEAC.

*If a 0 (zero) appears in the column labelled number available, go to that library to place a hold on the book.

*GEAC on-line community access module is unable to:
    — place holds
    — provide personal charge records
    — identify materials on reserve for a course.

PROBLEMS? Check with the staff of the library you regularly visit.

Michigan State University:

Local — MSUNET Dial-up Access

based on information provided by Leslie Behm

The telephone numbers for MSUnet access are:

(517) 353-8500   300-2400 autobaud modems
                                      1200 bps service at this number supports Bell 212 compatible modems only.

(517) 353-8530   300-1200 baud modems
                                      1200 bps service supports both Bell 212 and Vadic 3400 compatible modems.

Long distance users may dial the closest Merit number and at the "Which Host?" prompt, enter "MSU-CLSI <enter>".

After the modem establishes a connection, you will see several characters appear on the screen. Press <return> once or twice to establish your baud rate. You will then receive a prompt for terminal type (%terminal =). This prompt can generally be answered by pressing <return> twice. Note: if your terminal or terminal emulation program automatically sets the baud rate, you will not receive the %terminal = prompt. Instead you will see the "Which Host?" prompt as discussed below.

You will then receive the prompt: Which Host?
Enter: CLSI <return>
The machine will respond: %HOB:ELO45A-EA15:XA00 clsi
                                     %call connected
                                     proc
                                     INQUIRY
                                     title?

At this point you may search for author, title or subject.

TITLE SEARCH
enter a period (.) followed by the title, followed by a dollar sign ($)

       INQUIRY
       Title?   .indoor bonsai$

AUTHOR SEARCH
enter a comma (,) followed by the author's last name, followed by another comma (,) a space and then the first name or initial followed by a dollar sign ($).

       INQUIRY
       title?   ,lesniewicz, paul$

                                       OR

       INQUIRY
       title?   ,lesniewicz,p$

SUBJECT SEARCH
enter a semi-colon (;) followed by an LC heading

        INQUIRY
        title?   ;bonsai

CALL NUMBER SEARCH
enter a slash(/) followed by the call number

        INQUIRY
        title?   /sb433.5.145131985

TO LOG OFF:
At the TITLE? prompt type: < Ctrl > < Break >
The response will be: !
Then type: %QUIT < return >

Alternately, you may hang up your phone connection or issue the appropriate command to your modem to break your connection.

If you have questions or need additional information, contact a consultant in the User Information Center Room 403 Computer Center, (517) 353-1800.