

MICHIGAN HEALTH SCIENCES LIBRARY ASSOCIATION

BOARD MEETING

April 10, 1981

Archivist report-

After the formation of the Michigan Health Sciences Library Association, it became apparent that something should be done with the material relating to past conferences, that lay in desk draws throughout the state. In March 1980, Mary McNamara recommended and with Board approval, Carole Colter, then President, appointed me Archivist for the group.

Since then I have attempted to gather all material, papers, pictures and memorabilia from the first conference in 1973, held at the Ponchartrain in Detroit, to the last one in 1980, held at Bay Valley Inn, in Bay City.

I have sent requests for material through the MHSLA Newsletter and also made verbal requests for everything that might be kept in the archives. I also requested that the original copy be sent for safekeeping. If you wish to keep a copy for your files, keep a xeroxed copy. Pictures, brochures, minutes of meetings, including ad hoc committee minutes, announcements, etc., are but a few of the things I mentioned.

All the material that has been gathered so far, has been divided according to the year of the conference, from 1973 through 1980. I have gone over it again through 1978 and subject headed it broadly. Planning, registration, financial reports, budget, constitution and by-laws, are but a few of the titles I am working with. The remaining years will be handled in the same manner. The plan is to review the headings and refine them, where necessary.

Anxious to do the best job possible as Archivist for the Association, I enlisted the aid to two lovely ladies, who have been very instrumental in guiding and leading the group from before its formation to the present time, Mary McNamara and Faith Van Toll. It was at their suggestion that I contacted Jack Shaffer, Librarian and Archivist, at St. Vincent Hospital and Medical Center, at Toledo, Ohio. He gave me some good ideas and made a few suggestions. After talking with him, I found that the things I am doing and other things planned, are exactly what I should be doing. Included in this report is a list of things that I, as Archivist, will be looking for.

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Archivist report - continued

1. Records that exist pertaining to the establishment and operation of the organization.
2. How we started? why?
3. Constitution and by-laws
4. Who are the founders? include vitae and photographs
5. When did we start? history
6. Printed programs, agendas, minutes, handouts of all meetings including sub-committees and ad-hoc committees
7. Relationship to other organizations, if any
8. Photographs of meetings, from informal social snapshots to posed photographs of officers, committee members, etc.
9. Details on annual meetings, workshops, seminars and continuing education offerings as to their planning, organization, financing reservations, printing, speakers, honorariums, evaluations, etc.

I do have some of the things listed but many more are missing. With reference to the Founders, I plan to ask Mary McNamara and Faith Van Toll, who also was first President of the Association, to send me a portrait and a curricula vitae. I will also ask each succeeding president to do the same.

I would like to recommend that a budget be considered for the archives to include such items as postage, photo albums, file folders, stationery, film and developing.

Respectfully submitted  
Helen Howley,  
Archivist - MHSLA  
April 10, 1981