



ARCHIVIST REPORT

Friday, May 7, 1982

Affiliated Groups

- Flint Area Health Sciences Library Network
- Metropolitan Detroit Medical Library Group
- Mid-Michigan Health Sciences Libraries
- Northern Michigan Health Sciences Libraries Group
- South Central Michigan Health Sciences Libraries Association
- Upper Peninsula Health Science Libraries Consortium
- Valley Regional Health Science Librarians
- Western Michigan Health Sciences Libraries Association

Materials for the Archives have not come in as expected. Perhaps some of you are not aware of what constitutes archival material, when in doubt, send all.

Before the next Board meeting I will set up a check list of things that should be kept in the Archives. Every Officer, Committee Chairperson and Committee member will receive a copy of the form.

Meanwhile a few reminders

OFFICERS Copies of all reports, correspondence and other materials relating to the function of the Association, should be kept.

COMMITTEES Copies of the minutes of your meetings should be in the archives, dated and clearly identified.

1. committee name
2. names of committee members
3. when possible, submit originals
4. committee correspondence
5. have someone take a picture, or pictures of the committee either 'in action' or as a group. Be sure to identify those in the photo and listing those not present
6. Identify the Institutional affiliation of each member

To date, nothing has been received from the committee studying the feasibility of our merger with MHA. This is an important event in the Association's history.

PRESIDENT Be sure to send a portrait of yourself accompanied by a curriculum vitae. It need not be lengthy; you may wish to combine your curriculum vitae with a short autobiography, this makes for interesting reading, however, the option is yours, either way please do it before your term of office expires.

Follow-up letters will be going out to all past presidents who have not already complied with this request.

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FUNDS

I am not sure if a budget has been set up for the archives. I am however, requesting permission from the Board to purchase some needed supplies.

Helen Howley
Archivist