

FINAL REPORT

MHSLA  
MHSAL - MC/MLA JOINT CONFERENCE

Lansing, Michigan

17 - 18 October 1985

prepared by

Mary A. Hanson  
Conference Planning Chair

St. Mary's Hospital Library, Grand Rapids, MI

April 1986

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## FINAL REPORT

### MHSLA - MC/MLA JOINT CONFERENCE

Lansing, Michigan  
17 - 18 October 1985

The 12th annual Education Conference of the Michigan Health Sciences Libraries Association was held at the Hilton Inn, Lansing, Michigan, on Thursday and Friday, 17 - 18 October 1985, in conjunction with the Annual Meeting of the Midwest Chapter of the Medical Library Association. There were also two pre-conference events--the NLM Online Update on Tuesday, 15 October, and Continuing Education courses on Wednesday, 16 October.

#### GENERAL COMMENTS

Overall, the conference went well. The remarks on the evaluation forms were generally favorable. One criticism that was not reflected on those forms was that meals were included in the registration fee. MHSLA has done this for several years with favorable reports from participants. Evidently, MC/MLA has not done this, and, apparently, it caused problems for some academic librarians.

The Registration Committee had some difficulties with late registrants, who insisted on being placed in workshops/courses that were filled. The Education Committee reported similar problems--especially with the continuing education courses. Properly registered participants were displaced by those who chose to ignore the registration procedure. This caused considerable confusion. It also contributed to the delay in issuing attendance certificates, since it was nearly impossible to determine who had attended which events.

See appendix A-1.

#### CONFERENCE PLANNING

The Conference Planning Committee, chaired by Mary A. Hanson, was comprised of the Local Group Representatives to the MHSLA Executive Board and the chairs of the Local Arrangements and Education committees. There was no one from MC/MLA on the committee. (Very little information--or even communication--was received from MC/MLA. Michele Klein, MC/MLA President, was on a maternity leave, and therefore, was unavailable. Judy Madson was very helpful, but it was June before she contacted us.) The committee functioned as a sounding board for the ideas generated by the Education and Local Arrangements committees, and chose which would be implemented. It also approved all major expenses. For all planning purposes, 200 participants were anticipated.

See appendix B-1.



#### EDUCATION COMMITTEE

The Education Committee, chaired by Bonnie J. Swegles, was responsible for selecting topics for workshop and Continuing education courses, for making any necessary arrangements (contacting the speakers, transporting speakers, etc.) to present those workshops. Except for choosing the original date, the NLM Online Update was arranged by GMRMLN. The Committee also developed a theme for the conference. These activities were subject to the approval of the Conference Planning Committee and/or the MHSLA Executive Board. No direction was received from MC/MLA, concerning topics that might be of interest to those participants.

See appendix C-1.

#### LOCAL ARRANGEMENTS

The Local Arrangements Committee consisted of the Mid-Michigan Health Sciences Libraries Group and was chaired by Judy Coppola. This committee was in charge of arranging the practical aspects of the conference. The people in of the various activities were:

Judy Coppola	audio-visual equipment
David G. Keddle	exhibits
Bethany Heinlen	Food
Bill Nelton	publicity
Rosalie Ray	registration
Leslie Behm & Jane Claytor	special events

Assigning appropriate spaces for the workshops, meetings, exhibits and breaks and instructing the hotel in the desired room lay-outs were other important duties.

Most of the sub-committee activities are self-explanatory; however, others need some elucidation.

**FOOD** - Even though, there are fewer complaints when meals are served buffet-style, only the pool-side breakfast was served as a buffet because of the logistics involved for 200 people. Although it would have been helpful, no specific count was taken for the banquet; however, an approximation was gleaned from the registration for that day.

**PUBLICITY** - Publicity included designing and printing the preliminary brochures and announcements of the conference; printing the registration forms and final brochures; and designing and printing the tote bags.

**REGISTRATION** - The final registration count was difficult to determine. However, there were approximately 1983 people registered for the Thursday-Friday portion, and 87 registered for continuing education classes on Wednesday. No count was available for the NLM Online Update since GMRMLN handled that.

**SPECIAL EVENTS** - Special events included arranging for entertainment at the banquet; and arranging tours of local facilities.

See appendices D-1, E-1, F-1, G-1, H-1, I-1, and J-1.

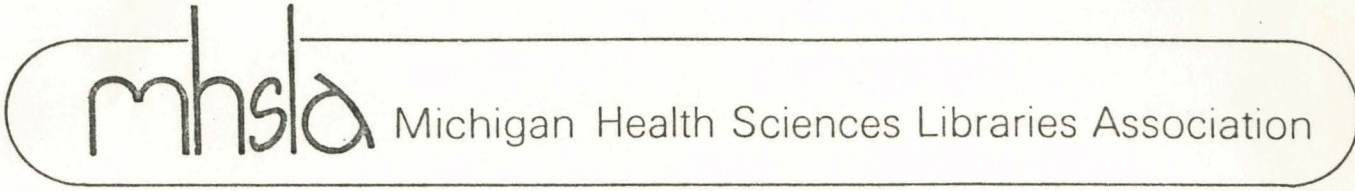


#### FINANCIAL REPORT

There was no official budget--proposed or approved. Due to changing circumstances each year--mainly being in a different city, MHSLA has historically accepted costs as they arise. Obviously some expenses have been within our control, but not meals and room fees at the hotel. An attempt is made to keep speaker expenses "within reason". Approved expenses for speakers are travel, lodging for one night--two, if necessary, an appropriate number of meals, and the speaker's customary fee.

MC/MLA offered \$500 in seed money. This was refused for three reasons: 1) it was not necessary; 2) there was considerable confusion about possible legal implications; and 3) concern about sharing the profit, should there be any, but not sharing the work.

See appendics K-1 and L-1.



**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
- Thumb Area Medical Information Consortium
- Upper Peninsula Health Science Libraries Consortium
- Valley Regional Health Science Librarians
- Western Michigan Health Sciences Libraries Association

**CONFERENCE EVALUATION  
LANSING 1985**

1. What did you like about this conference.

useful CE Courses, workshops	7
bindery tour	2
microcomputers- excellent	2
online update	.
liked meals included	
keynote speaker	15
location	
pool area for exhibits	
Janet Everitt	
contact with colleagues	
info on software	
well organized	
people friendly/ helpful	
variety of seminars	
2 1/2 hour seminars across from 3 hour	
pool area was the pits	
support staff -terrific 1, lousy- 3	
more courses on online on Tues and MC/MLA on Thur	

2. Were the CEU's informative and useful? yes-25 no-1  
 planning CE good  
 micro course not cohesive enough  
 full-text should have had more search strategy

3. Accommodations at the Hilton  
 Excellent 19 good 11 fair 5 didn't stay 3

4. Programs for next conference (see next page)

5. Other Comments:

overlapping workshops a pain	3	Committee did excellent job
less IBM more Apple		very well organized conference
too little time for exhibits		great program!!
those handling intros should introduce themselves		
more course choice		
have a name key speaker again		coordinate checkout and workshop-
alphabetical registrants list		times
Medline update and CE opposite ends		food good and time for eating
business meetings not last		
MC/MLA business meetings should precede state	13	
copy machine on premises a <u>must</u>		





CONFERENCE EVALUATION  
LANSING 1985

Affiliated Groups

- Flint Area Health Sciences Library Network
- Metropolitan Detroit Medical Library Group
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4. Program ideas for next conference

productivity standards  
time management and computer use for small libraries  
in depth how to on Quality Assurance  
in depth how to on productivity measurement  
more on free software 2  
more on searching, computers, bibliographic instruction  
no more marketing  
educational and & end user software/database info  
Electronic mail 2  
telefax  
AV/media  
more on microcomputer software/hardware 2  
longer program on satellites  
JCAH standards or other medical library standards  
information management careers or what else can librarians do  
alternate careers  
DRG continues & other changes in hospital admin effecting libraries  
expand topic on support staff, microcomputers, biomedical ethics  
continue to have similar administrative topic- librarians need  
to expand knowledge base  
"guest relations" in libraries- how do we treat anyone who walks  
in the door  
catalog (eg M300 on OCLC)  
more topics on microcomputers, software  
some of the ancillary to medicine subjects are never discussed  
ie social sciences, criminology, law, etc  
updates on computer software, new developments in automation to  
keep current in fast changing field 2  
contracting out- what libraries are doing if any, what services  
hospital specific ideas suggestion on how i man lib coping  
how to justify staff, equipment, etc  
librarians image  
performance standards  
expand marketing -nitty gritty as well 2  
what's happening in organizational structures of lib. networks  
how to set up software library or microcenter  
how to write small basic programs of IBM or using DOS 2  
Computer -assisted instruction  
table talks wiht short subjects & expert moderator- could be for lunch  
or as a separate formal, for subjects want to know a little about  
and ask questions  
human relations type stuff- communication & interpersonal skills  
computer education center that train end users  
promotional ideas for hospital libraries (PR)  
CE 433 CE 451  
Advance MEDLINE in Mich in 1986

Advanced MEDLINE in Mich in 1986

· searching maybe a workshop on CINAHL searching tips

more on computers, automated systems, software evaluation

good use of library space

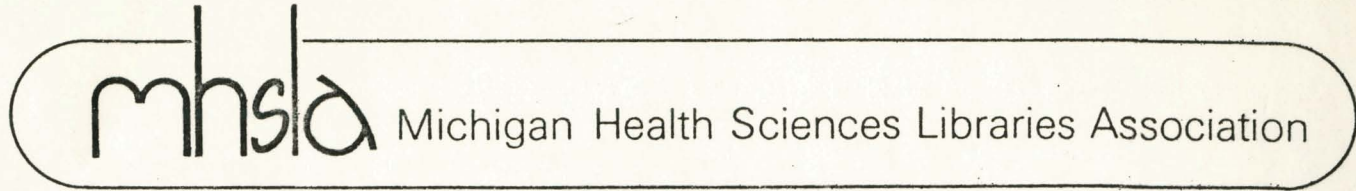
designing newsletters, brochures, announcements for the library

collection development policies

deselection policies

choosing journals to purchase and to deselect





CONFERENCE PLANNING COMMITTEE

ANNUAL REPORT, October 1985

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
- Thumb Area Medical Information Consortium
- Upper Peninsula Health Science Libraries Consortium
- Valley Regional Health Science Librarians
- Western Michigan Health Sciences Libraries Association

The members of the Conference Planning Committee were:

- Mary A. Hanson, WMHSLA, chairman
- Marie Bolanos, MDMLG
- Judy Coppola, Local Arrangements chairman
- Beth Heinlein, MMHS
- Mildred Kingsbury, UPHSLC
- Norma Powers, NMHSLG
- Marilyn Schleg, FAHSLN
- Bonnie J. Swegles, TAMIC, Education chairman

The committee met on the following dates to plan the joint Annual Conference of the Michigan Health Sciences Libraries Association and the Midwest Chapter/Medical Library Association:

- 20 November 1984, Clinical Center, MSU, East Lansing
- 20 February 1985, St. Mary's Hospital, Grand Rapids
- 16 May 1985, St. Joseph Hospital, Flint
- 20 June 1985, Hilton Inn, Lansing
- 8 August 1985, Hilton Inn, Lansing

The MHSLSA Education Committee presented ideas for speakers, workshops and continuing education classes. The committee also, for the first time, applied for continuing education credits from the Medical Library Association. The MHSLSA Local Arrangements Committee handled such details as, facilities, publicity, printing, food and entertainment.

Respectfully submitted,

*Mary A. Hanson*

Mary A. Hanson





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St. Joseph Hospital

October 7, 1985

MHSAL EDUCATION COMMITTEE ANNUAL REPORT 1984-85

The Education Committee membership was confirmed by MHSAL President Leslie M. Behm in December 1984. The Committee met in February, 1985 to begin discussion of topics for the Fall 1985 joint MHSAL - MC/MLA Education al Conference.

February 19, 1985:

A list of proposed topics was made and each committee member was assigned topics to develop/explore further. A time frame was set for the Committee's work, and the committee agreed to adhere to it.

Committee Chair, Bonnie Swegles, had telephone conversations with Kay Simpl, representative of MC/MLA regarding MC's involvement with conference planning. Ms. Simpl indicated that the Education Committee of MC/MLA is not involved, but could supply us with Workshop Certificates if we were interested. She suggested that we contact Michelle Klein, MC/MLA President. This was done by MHSAL President-elect Mary Hanson.

Swegles also had a discussion with Pat Pinkowski, GMRMLN, re: the Online Clinic. Pat Pinkowski requested a schedule change from Saturday to Tuesday. Although the Education Committee and the Conference Planning Committee felt that this would pose a hardship on many attendees, it was agreed to change the date for this joint conference.

April 1985:

The Committee met to report workshop development, workshop times and scheduling. A proposed schedule was prepared for presentation to the Conference Planning Committee. The Committee accepted the direction of the Board to begin the Conference with a 'Keynote Speaker'. It was decided that Eugene Prime would be invited to speak. Difficulties in the program were discussed and resolved with Conference Planning Committee advice.

May 13, 1985:

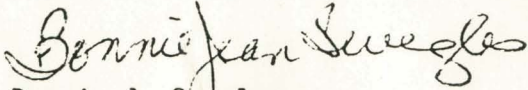
Final reports on workshops were made by Committee members. The Committee was satisfied with their planning and confident that program for the conference was of good quality.



June 21:

Joint meeting with Conference Planning Committee at Hilton Inn, Lansing. Finances and procedures for reimbursement of speakers were finalized. CE credit was applied for.

Respectfully submitted,



Bonnie J. Swegles  
Chairperson  
MHSLA Education Committee

Committee Membership

Janet Everitt - Upjohn Company - Corporate Technical Library  
Ruth Taylor - Wayne State University - Shiffman Library  
Jane Claytor - St. Lawrence Hospital - Medical Library  
Yvonne Mathis - St. Mary's Hospital - Medical Library  
Carole M. Gilbert - Metropolitan Hospital - Medical Library

MID-MICHIGAN HEALTH SCIENCES LIBRARIES  
WELCOMES YOU TO THE  
ANNUAL MEETING OF THE MIDWEST CHAPTER  
OF THE  
MEDICAL LIBRARY ASSOCIATION

REGISTRATOIN  
Hilton Inn - Lansing, Michigan

Tuesday, October 15 - 7:30 - 8:30 a.m. ; 12 N - 1 p.m.  
5:00 - 8:00 p.m.

Wednesday, October 16 - 7:30 - 8 a.m.

Thursday, October 17 - 7:30 - 9:30 a.m. ; 12 N - 1 p.m. ; 5 - 6:30 p.m.

Friday, October 18 - 7:30 - 8:30 a.m.

Welcome to the 12th Annual Educational Conference of the Michigan Health Sciences Libraries Associatin and Midwest Chapter of he Medical Library Association. The luxurious Lansing Hilton Inn will be our conference headquarters this year. There is a fine selection of courses and workshops and we look forward to a great get-together where we can exchange ideas in these elegant surroundings.

Registration is on a first-come first-serve basis so register early and look forward to having a great time in Lansing.

PROGRAM

Tuesday, October 15 Registration 7:30-8:30 a.m.  
8:30 a.m.-5:00 p.m. Online Update  
5:00 - 8:00 p.m. Registration

Wednesday, October 16 Registration 7:30-8:00 a.m.  
8:00 - 5:00 p.m. C.E. Course

1. Teaching Medline to the Health Care Professional  
Learn how to train health care professionals to search Medline (thereby waiving the initial training course for them).
2. CE 129 Hospital Library Management  
Instructor - Eugennie Prime - Director of the Glendale Adventist Medical Center Library and President of the Cumulative Index to Nursing and Allied Health Literature Corporation.

A practical instroductiton to management principles and practices for the hospital librarian. This will include planning goals and objectives; preparing budgets; communicating with staff and administration ; and hiring, evaluating and terminating personnel.



3. CE 342 Nursing Information Resources

Instructor - Laurie Conway - Savitt Medical Library, University of Nevada, Reno.

A new ~~MLA~~ course which will update you on the resources such as databases, texts, reference tools now available in the field of nursing.

10:00-10:30 a.m. Break Coffee/Doughnuts  
12:00-1:00 p.m. Lunch-on-a-plate  
3:00-3:30 p.m. Coke Break  
6:30- MC/MLA Board Meeting  
MHSLA Board Meeting

Thursday, October 17

Registration 7:30-9:30 a.m.  
8:30 a.m. Continental Breakfast  
9:00 a.m. Welcome - John A. Biaggi,  
President, Michigan State  
University - Housekeeping  
9:45-11:30 Keynote address (Ballroom)  
Eugenie Prime (Director of the  
Glendale Adventist Medical Center  
Library) Marketing of Library  
Services  
11:30 a.m. Wagenvoord-Riegel Bindery Tour  
(includes lunch)  
12:00-1:30 p.m. Lunch period  
12:00-1:00 p.m. Registration  
1:30-5:00 p.m. Workshops

*Hildegard  
Jackie ?*

1. Support Staff: Roles and Responsibilities  
Instructor: Rhoda Gargogian <sup>SLA sponsored instructor</sup>  
Learn how to redefine the duties and best utilize those assisting you during these years of lean budgets.
2. Microcomputer Software Panel  
Panel Moderator: Ruth Taylor-Shiffman Medical Library, Wayne State University, Detroit  
Panelists from hospital and academic institutions will review microcomputer software used in their libraries, advantages and disadvantages of these programs, and varied in-house applications which enhance services and improve management.

3:00-3:30 p.m. Coke Break  
3:30-5:00 p.m. Workshops

1. a. Strategies for Requesting a Personal Computer  
b. Fills and Easy Link - Electronic mail options  
Instructor: Rya Ben-Shir, Associate Director of Administrative Affairs, McNeil Hospital, Berwyn, Illinois

*Rya Ben-Shir  
replaces QA.*



A short seminar on how to justify the acquisition of a personal computer for a hospital library. Also, there will be a presentation on using electronic mail for I.L.L.'s.

2. Software in the Public Domain

Instructor; Mollie Lynch, St. Joseph Mercy Hospital, Pontiac  
A presentation about freeware and cheapware that we can take possibly use to augment our lean budgets.

6:00-7:00 p.m. Cocktails (Ballroom)

7:00 p.m. Banquet (Ballroom) Evening Entertainment "Silver Swan Singers"

Friday, October 18 7:00 am. Council Breakfast  
Collection Development Breakfast  
Registration: 7:30-8:30 a.m.  
8:30-10:30 a.m. Poolside Breakfast (furnished by exhibitors)

WORKSHOPS 8:30 - 12:00 noon

1. Microcomputer Software Panel (repeat; see previous description)

2. The Hidden Collection: Fall Text Information Online

Instructor: Janet Everitt, Corporate Technical Library, The Upjohn Company, Kalamazoo, Michigan

Perhaps hidden from the patron but a resource that will enhance our reference services.

10:00 a.m. Break - Go to pool to snack on leftovers.

WORKSHOPS 10:30 - 12:00 noon

1. DRG'S - Instructors: Dr. Samuel M. McMahon, M.D., Medical Education Director at Ingham Medical Center and Mary Schikorra, R.N., Director of Utilization Review at Ingham Medical Center

Find out what the implications are for the ophysicians and hospitals under the new system of reimbursement.

2. Satellite - What, Where, How....in the Library and the Hospital.

Instructors: Francis M. Phillips, Grace Hospital Library, Harper-Grace Hospitals, Detroit and Susan "Candy" Winfield, Harper-Grace Hospitals, Detroit



Find out the latest about this recent development in the field of communication and how you might use it in your institution.

12:15-1:45 p.m. MHS/MLA Business Meeting with Efficiency Lunch  
MC/MLA Lunch on own

2:00-3:15 p.m. MC/MLA Business Meeting

3:30 p.m. Hospital Tour Option *Ingham Medical*

HILTON CHECK-OUT - NOON



**MID-MICHIGAN HEALTH SCIENCES LIBRARIES  
WELCOMES YOU TO THE JOINT MEETING OF THE  
MIDWEST CHAPTER OF THE MEDICAL LIBRARY ASSOCIATION  
AND THE  
MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION**

**Hilton Inn, Lansing, Michigan  
October 16-18, 1985**

Welcome to the 12th Annual Educational Conference of the Michigan Health Sciences Libraries Association held jointly with the Midwest Chapter of the Medical Library Association. The suburban Lansing Hilton Inn will be our conference headquarters this year. There is a fine selection of courses and workshops, and we are looking forward to a congenial and informative meeting.

Registration is on a first-come first-served basis, so register early and look forward to having a great time in Lansing.

**ONLINE UPDATE    Tuesday, October 15, 8:30 a.m. - 5:00 p.m.**

**REGISTRATION**

**Tuesday, October 15**

7:30 a.m.-8:30 a.m./5:00 p.m.-8:00 p.m.

**Wednesday, October 16**

7:30 a.m.-8:00 a.m./5:00 p.m.-8:00 p.m.

**Thursday, October 17**

7:30 a.m.-9:30 a.m./Noon-1.00 p.m./5:00-6:30 p.m.

**Friday, October 18**

7:30 a.m.-8:30 a.m.

**Friday, October 18**

**8:00-10:30 a.m.**

Breakfast - Poolside exhibit area  
(courtesy of exhibitors)

**8:30-12:00 p.m.**

**WORKSHOPS (3 hrs. ea.)**

1. MICROCOMPUTER SOFTWARE PANEL - REPEAT -  
See previous listing
2. THE HIDDEN COLLECTION: FULL TEXT INFORMATION ONLINE  
Instructor: Janet Everitt, Corporate Technical Library, The Upjohn Company, Kalamazoo, MI. Perhaps hidden from the patron but a resource that will enhance our reference services. (MLA CE)

**10:00-10:30 a.m.**

Break - Poolside exhibit area

**10:30-12:00 p.m.**

**WORKSHOPS (1½ hrs. ea.)**

1. DRGs

Instructors: Samuel McMahon, M.D., Medical Director,  
Ingham Medical Center, Lansing, MI.

of Utilization Review, Ingham Medical Center, Lansing, MI. Find out what the implications are of this new system of reimbursement.

2. SATELLITE - WHAT, WHERE, HOW . . . IN THE LIBRARY, IN THE HOSPITAL

Instructors: Frances M. Phillips and Susan "Candy" Winfield, Grace Hospital Library, Detroit, MI. You will learn the latest about this recent development in the field of communication and how you might use it in your institution.

**12:15-2:00 p.m.**

MHSLA Lunch/Business Meeting  
MC/MLA - lunch on own

**2:00-3:30 p.m.**

MC/MLA Business Meeting

**3:30 p.m.**

Optional tour of John Chi Memorial Medical Library, Ingham Medical Center

**HILTON CHECK-OUT: NOON**



REGISTRATION FORM  
MC/MLA-MHSLA JOINT MEETING  
Lansing, Michigan  
October 16-18

Name: Mary A. Hanson Affiliation: St. Mary's Hospital Library  
Address: 200 Jefferson SE City: Grand Rapids, State: MI Zip: 49503 Work Telephone: 616/774-6260

PREREGISTRATION ENDS SEPTEMBER 21, 1985

The \$10.00 late registration fee will be charged for forms postmarked after this date.  
A full refund will be given for written cancellations received by October 4, but after September 21 a \$5.00 handling fee will be charged for cancellations.

CHECK BELOW

Table with 4 columns: Fee Category, Member, Non-Member, Total. Rows include Inclusive Registration Fee, Wednesday Only, Thursday OR Friday, Thursday AND Friday, Late Registration Charge, Binding Unlimited Tour Oct. 17, and Total Amount Enclosed.

Make check payable to: MHSLA  
Mail to: Rosalie Ray  
Chi Medical Library  
Ingham Medical Center  
401 W. Greenlawn  
Lansing, MI 48909

Please indicate below your 1st and 2nd choice for both CE Courses and Workshops:

- Teaching Medline to the Health Care Professional
CE 129
X CE 342

- Thursday Workshops
1:30-5:00 p.m.
X Support Staff: Roles & Responsibilities
Microcomputer Software Panel
3:30-5:00 p.m.
Strategies for Requesting a Personal Computer & F.I.L.L.S. and Easylink
Electronic Mail Options
Software in the Public Domain

- Friday Workshops
8:30-12:00 p.m.
Repeat—Microcomputer Software Panel
X The Hidden Collection: Full Text Information Online
10:30-12:00 p.m.
DRGs
Satellite—What, Where, How

No formal confirmation will be sent. Your cancelled check is your receipt.