

HIRA CATALOG COMMITTEE MINUTES

Present:

Helene Brown, Chairperson
Bill McQueen
Mary Dery
Helen Dimanin, C.H.I.R.P. Office

George Lupone
Mike Kroll

The Catalog Committee met at Shiffman Medical Library on Tuesday, July 1, 1975, at 1:30 p.m.

The revised HIRA Software Development Form was distributed for review.

A few minor changes were made to the form. The procedure to specify audience was discussed. This item was changed significantly. Also, it was decided that the terms used to describe the software would be consistent with NMAC.

The revised software form will be given to the Executive Committee and Peggy Brooks at NMAC for their comments.

Software holdings which are series was discussed. George Lupone suggested that L.C. be checked for title authority and form of entry.

It was decided that the most specific MeSH heading (one) be assigned.

Mike Kroll was given the hardware forms that were used for the recently published Catalog for his suggestions. He will make his recommendations at the next meeting.

The next meeting will be held on Tuesday, July 22, 1975, at 1:30 p.m. at Shiffman Medical Library.

Respectfully submitted,



Helene Brown, Chairperson

H.I.R.A. SOFTWARE DATA FORM

NOTE: PLEASE USE ONE FORM FOR EACH ITEM OF SOFTWARE

NEW TITLE _____ WITHDRAWN _____ INFORMATION CHANGE _____

1. SUBJECT:

2. TITLE:

3. TYPE OF MEDIUM (check all that apply and specify number of items in each category.)

_____ AC (audio-cassette)	_____ VC (videocassette/reel - 3/4 in.)
_____ BP (booklet or pamphlet)	_____ VC (videocassette/reel - 1/2 in.)
_____ FS (filmstrip)	_____ VC (videocassette/reel - 1 in.)
_____ MF (microfilm - reel)	_____ 8 mm regular (reel)
_____ MF (microfilm - cassette)	_____ 8 mm super (reel)
_____ MI (microfiche)	_____ 8 mm super (cartridge)
_____ PD (phonodisc)	_____ 16 mm film
_____ other	_____ 35 mm SL (slides)

4. AUTHOR (first author's name only):

5. PRODUCER/DISTRIBUTOR:

6. YEAR PRODUCED:

7. LENGTH: _____ FR (frames) and/or _____ MIN (minutes):

8. AUDIO: _____ SI (silent) _____ SD (sound)

9. STOCK: _____ B&W (black & white) _____ COL (color)

10. LANGUAGE (if other than English):

11. SERIES:

12. AUDIENCE: _____ AD (administrative)	_____ MS (medical students)
_____ AH (allied health)	_____ NU (nursing)
_____ DE (dentist)	_____ PA (patients)
_____ GE (general)	_____ PH (physicians)
_____ other	

13. INSTITUTION CODE: _____

CHIP COMMUNITY HEALTH INSTRUCTIONAL RESOURCES PROGRAM

(313) 577-1246

Shiffman Medical Library, Wayne State University, 4325 Brush, Detroit, Michigan 48201

H.I.R.A. Executive Committee Memo No. 41

From: Helen Dimanin
Date: January 6, 1976

Attached are the minutes of the H.I.R.A. Executive Committee Meeting held on December 16, 1975 at the American Lung Association.

Best wishes for a Happy, Healthy and Prosperous New Year to all of you from the Resources Office Staff !!

COMMUNITY HEALTH INSTRUCTIONAL RESOURCES PROGRAM

(313) 577-1246

Shiffman Medical Library, Wayne State University, 4325 Brush, Detroit, Michigan 48201

H.I.R.A. Executive Committee Memo No. 42

From: J. Closurdo
Date: February 16, 1976

The next Executive Committee meeting has been scheduled for Tuesday, March 2, 1976 in the Harper Hospital Medical Library at 2:00 p.m.

Attached is a tentative agenda for the meeting. Also, please note that the outgoing Executive Committee is requested to attend this meeting as well as the newly elected officers.

For your information the newly elected officers for the 1976-78 term of office are:

Chairman:	Jan Closurdo
Vice-Chairman:	Robert Smitka
Treasurer:	Michael Kroll
Secretaries:	Mary Dery
	Sharon Buczkowski

PLEASE NOTE: IF YOU ARE UNABLE TO ATTEND THE MEETING, PLEASE CALL THE RESOURCES OFFICE: 577-1246.

Tentative Agenda
H.I.R.A. Executive Committee
Meeting
March 2, 1976
2:00 p.m.
Harper Hospital Medical Library

- I. Approval of Minutes
- II. Outgoing Report from Past President, Chuck Pehkonen
- III. Old Business
 - A. Election results
 - B. KOM report
- IV. Committee Reports
- V. New Business
 - A. Restructing of Committees
- VI. Treasurer's Report
- VII. CHIRP Report
- VIII. Adjournment



COMMUNITY HEALTH INSTRUCTIONAL RESOURCES PROGRAM

(313) 577-1246

Shiffman Medical Library, Wayne State University, 4325 Brush, Detroit, Michigan 48201

H.I.R.A. Executive Committee Memo No. 43

From: J. Closurdo

Date: February 17, 1976

It was recently brought to my attention that the H.I.R.A. Executive Committee, due to membership changes, was no longer fully aware of the relationship between local organizations such as HIRA and the regional medical library programs funded through the National Library of Medicine such as the Kentucky Ohio Michigan Regional Medical Library Program (KOMRMLP). In hopes of giving you some of my own experiences in this area, I have taken the liberty of compiling the attached report. It is distributed to you solely as a mechanism for increased communication, not as required reading for any impending action by the Executive Committee.

The Role of Local Organizations Within the Regional Medical Library System

The existence, stability, and future of health care information have long been a concern of the National Library of Medicine. With the Medical Library Assistance Act of 1965, our national congress gave NLM the wherewithal to encourage health care libraries at the local level. Through separate contracts with the National Library of Medicine, eleven Regional Medical Libraries now attempt to further the existence, stability and future of health care information within their respective regions. These Regional centers, however, cannot hope to reach out directly to all the health care professionals within their regions. They must, and do, rely on organizations at the local level to reach the individual practitioners who are the National Library of Medicine's ultimate goal.

Local organizations are the only logical place to truly assess the needs of health care individuals. They are also the most logical place to disseminate informational materials meant to meet those needs. Finally, they serve as the only access most health care individuals have to the larger regional and national resources. Local organizations thus serve as a conduit to the larger resources, through which specified needs and, hopefully, satisfactory materials are passed.

In return for their assistance to the regions in reaching out to health care individuals, local organizations themselves gain through close contact with the regions. Through regional recommendation, local organizations can seek national funding. Regional centers can, and do, assist local organizations in continuing education efforts for their members, in compilation and evaluation of statistics dealing with the organizations informational system, and in providing the local organization with access to the national information network.

It is imperative for local organizations to work closely with national efforts if our mutual goals are to be reached. In this respect, please consider HIRA and KOMRMLP.

KOMRMLP can offer:

- 1 - access to NLM funding
 - a - assistance with grant preparation
 - b - recommendation for approval
- 2 - an information resource when local resources are exhausted, through
 - a - the region's holdings
 - b - other regions' holdings
 - c - NLM
- 3 - assistance in preparation of continuing education for HIRA members
- 4 - assistance in evaluation of information services delivered by HIRA
- 5 - dissemination of information about HIRA to other regions
- 6 - information about the national network and / or NLM action
- 7 - organizational assistance
- 8 - an access point for HIRA to express needs and/ or opinions both to the region and NLM

HIRA can offer:

- 1 - specification of local needs PARTICULARLY in the area of non-print media
- 2 - distribution points for materials to meet the specified needs
- 3 - a source of data from which materials evaluations can be made
- 4 - a means to expand the national network
- 5 - access to health care individuals
- 6 - health care educators, information specialists, and media specialists with experience in non-academic health care institutions
- 7 - a resource for individuals to express needs and/or opinions, through HIRA, to the region or to NLM.

Both HIRA and the KOMRMLP benefit from a close relationship. HIRA has received invaluable assistance from KOMRMLP for the CHIRP program. KOMRMLP, in return, has had a strong support for non-print media in HIRA, which is the only media organization in the region to work through this health care information network. In order to achieve our own goals of 1) meeting practitioners' needs and 2) furthering the use of non-print media where applicable, HIRA must maintain its communication with KOMRMLP. Separately, we may be able to achieve our goals; but cooperation, the spirit of HIRA, dictates mutual, not exclusive, effort. The concept of HIRA and the goals of KOMRMLP make communication not just necessary, they make it easy.



COMMUNITY HEALTH INSTRUCTIONAL RESOURCES PROGRAM

(313) 577-1246

Shiffman Medical Library, Wayne State University, 4325 Brush, Detroit, Michigan 48201

January 7, 1976

Dear H.I.R.A. Member:

Attached is a communication received from Dr. Joseph Leiter, Associate Director Library Operations of the National Library of Medicine regarding the availability of AVLINE.

If you have any questions regarding AVLINE, please feel free to call the Resources Office at 577-1246.

Sincerely,

Helen Dimanin
Director



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
PUBLIC HEALTH SERVICE
NATIONAL INSTITUTES OF HEALTH
BETHESDA, MARYLAND 20014

NATIONAL LIBRARY OF MEDICINE

Dear MEDLINE User:

I am pleased to announce that an operational AVLINE data base will be available on line in mid-January. The scheduled date is January 12. This data base will contain approximately 700 entries which have received a peer review and have been classified as "highly recommended" or "recommended". The data base will increase at the rate of approximately 200 per month for the next several months.

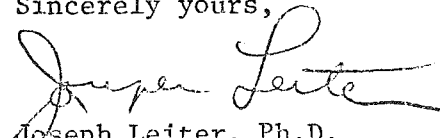
Charges for the use of AVLINE will begin on February 1 and will be detailed in the billings in the same way as MEDLINE and other billable data bases.

The bibliographic control of AVLINE is maintained by the Catalog Section, National Library of Medicine. All queries regarding the operation of the AVLINE should be addressed to MEDLARS Management Section, NLM who will coordinate and expedite the responses to your queries or refer you to the appropriate technical resource at the Library.

Specifications for the development of an annual AV Catalog which will include the current AVLINE data base have been prepared. This will be in a format similar to the "Current Catalog". Publication details will be announced in the near future.

The companion data base AVSTAT will not be released at this time. Further details on AVSTAT will be announced in the Technical Bulletin early next year. Please refer to the Technical Bulletin for future information on AVLINE.

Sincerely yours,


Joseph Leiter, Ph.D.
Associate Director
Library Operations

COMMUNITY HEALTH INSTRUCTIONAL RESOURCES PROGRAM

(313) 577-1246

Shiffman Medical Library, Wayne State University, 4325 Brush, Detroit, Michigan 48201

H.I.R.A. Executive Committee Memo No. 44

From: Helen Dimanin
Date: March 15, 1976

Attached are the minutes of the H.I.R.A. Executive Committee Meeting held on March 2, 1976 and the H.I.R.A. Tel-Med Task Force Meeting held on February 19, 1976.

HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED

hira

Executive Board Meeting
at
Harper Hospital
March 2, 1976
2:25 to 4:00 P.M.

Present:	Absent:
Jan Closurdo	Bayard Lawes
Helen Dimanin	Helene Brown
Bill McQueen	James Williams
Mary McNamara	Susan Gibson
Hildegard Joseph	Sharon Buckowski'
Julie Miller	
Bob Smitka	
Mike Croll <i>Kroll</i>	
Mary Dery	

Jan Closurdo called the meeting to order at 2:25 P.M. There were no corrections to the minutes of the last meeting so it was moved and seconded that they be approved as submitted. The motion passed.

Jan reported that she had attended the KOMRML meeting in Louisville on January 13, 1976 as a representative of our basic unit HIRA. Helen Dimanin was appointed chairperson of a task force for AV for KOMRML by their administrative committee. It was moved and seconded that we chose a member from HIRA either by selection committee or executive committee to attend future KOMRML meetings and that that person will be subsidized by the HIRA treasury for their expenses. The motion passed. It was then moved and seconded that the above motion be amended so that priority for selection be given to a person or persons who are AV production oriented. The motion passed.

Committee reports:

Helen Dimanin reported for Helene Brown that catalog forms were due March 1, 1976 and many are outstanding. The catalog committee has to review the forms for April 1, 1976 input to the computer.

The loan committee needs more forms.

The TEL-MED task force met on February 19, 1976 and came up with several ideas of ways in which HIRA can help promote TEL-MED and make it effective in reaching the public. The committee felt before it can act on any of the ideas, that HIRA's commitment to Tel-Med must be clearly delineated, including its financial and office space responsibilities. The executive board felt it could only define these when we know the roles the Wayne County and Michigan State Medical Societies are going to play. It did feel that all of the committee's ideas were good ones. The program committee has planned the following activities:

March 23, 1976 at Wyandotte General Hospital Mr. Richard Piekarski of the Wayne State University College of Pharmacy and Allied Health will present his award-winning videotape production: "DRUG CONSULTATION AND MONITORING as applied to the hypertensive patient."

In May we will have Mort Miller, the director of medical communication from Wayne State University.

In July Bayard Lawes has planned a tour of a photoprocessing lab.

In October we will have a dinner meeting at the Michigan Inn with Mack Joliff, a writer for an advertising firm, as our speaker. There will be no business at this meeting.

New business:

Jan Closurdo presented her choices for new committee chairmen:

Bill McQueen--Catalog Committee Chairman

George Jenkins-- Program Committee Chairman (has not accepted as yet)

Bayard Lawes--Nominating Committee Chairman (has not accepted as yet)
Hildegard Joseph--Loan Committee Chairman
Publications Committee-- will ask the general membership for a volunteer
Mike Croll--Finance Committee Chairman

There was no treasurer's report because the former treasurer was absent and had not as yet passed on the books to the new treasurer.

It was moved and seconded that HIRA finance the acquisition of media boxes for resale to hospital community members who have already committed themselves to pay for them. The motion passed.

CHIRP reported that it will have three workshops:

March 27, 1976--coordination of a slide and audiocassette program

April 27, 1976--modified technological program with DENT

May--sound and photography

Mike Croll will conduct an AV problems clinic at the Michigan Health Sciences Librarians meeting April 1 and 2.

It was moved and seconded that we (HIRA) continue the functions and activities of the CHIRP office, review priorities and solicit new funding for the above HIRA service. The motion passed and is to be regarded as a charge to the finance committee.

Announcements:

There will be a HIRA exhibit at the Michigan Health Sciences Librarians Conference, March 31 to April 2, 1976. Call Helene Brown to volunteer to attend exhibit.

Charles Pehkonen has had an article "Training gets a co-op assist" published in Michigan Health Educator 1:12-13, Jan-Feb 1976.

Adjourned at 4:20.

Respectfully submitted,

Mary A. Pery
Mary A. Pery, Secretary

HIRA Committee on explorations of TEL-MED

Meeting: February 19, 1975

Place: Oakland University

Present: Tom Lyons

Marilyn Pawlowski

Helen Dimanin

Sue Gibson

Hildegard Joseph

Tom reported that Mr. Lughermo, of Blue Cross, was to meet with both the Wayne County and Michigan State Medical Societies today, and that the expected outcome of the meeting was favorable. Mr. Lughermo will be contacted very soon as to that outcome. Tom felt that Blue Cross was ready to GO on Tel-Med.

HIRA's role will be to promote utilization of the Tel-Med programs. HIRA can offer technological assistance, ie..copying tapes and the production of new programs.

Sue Gibson moved: The first step of our Committee will be to have a joint meeting with the Wayne County Medical Society's Committee on Tel-Med with the goal of determining what their plans are and to specify the technological expertise that is available through HIRA, so that each organization knows of the others' actions and how to help make Tel-Med work. The motion was seconded and passed.

The Committee feels that before it can act upon any ideas, that HIRA's commitment to Tel-Med must be clearly delineated, including it financial and office space responsibilities. This commitment will be discussed at the HIRA Executive Committee Meeting to be held on March 2, 1976.

A brain-storming session produced the following suggestions as to committee actions:

HIRA to prepare a promotional Program to promote Tel-Med in the Metropolitan area.

HIRA promote Tel-Med with promotional literature to its own member institutions and through its member institutions to the public.

To prepare foreign language duplications of Tel-Med programs, this would include languages other than Spanish for the identified foreign language speaking communities of our target area.

That HIRA be active in identifying topics for which no TelMed presently exists and relaying these needed topics to the Medical Societies.

That HIRA administer the creation of identified topic area programs so that the writing, approval of the Medical Societies,, and technical creation of these programs be a smoothly coordinated operations.

That Tom contact radio stations WCAR to borrow their program on Tel-Med for us to hear and review.

The promotion of health education is an integral part of the new Health Systems Agencies, and we feel that we can logically expect that they will be interested in contracting some of this education through HIRA and Tel-Med.

Respectfully submitted
Hildegard Joseph



COMMUNITY HEALTH INSTRUCTIONAL RESOURCES PROGRAM

(313) 577-1246

Shiffman Medical Library, Wayne State University, 4325 Brush, Detroit, Michigan 48201

H.I.R.A. Executive Committee Memo No. 45

From: Jan Closurdo
Date: April 9, 1976

The next H.I.R.A. Executive Committee Meeting will be held at 2:00p.m. on April 20, 1976 at Metropolitan Hospital Conference Room 3C.

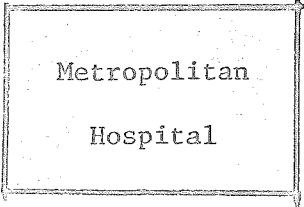
Agenda

- I. Approval of Minutes
- II. President's Report
- III. Treasurer's Report
- IV. Committee & Task Force Reports
- V. CHIRP Office Report
- VI. New Business



EXIT HERE IF GOING SOUTH

ELMHURST



Metropolitan
Hospital

main entrance

parking lot

EXIT HERE IF GOING NORTH

WEBB

traffic
light

WEST CHICAGO

MILWAUKEE

FORD FREEWAY (I-94)

WOODROW WILSON

JOHN LODGE FREEWAY

Mary Perry

COMMUNITY HEALTH INSTRUCTIONAL RESOURCES PROGRAM

(313) 577-1246

Shiffman Medical Library, Wayne State University, 4325 Brush, Detroit, Michigan 48201

EXECUTIVE COMMITTEE MEMO NO. 46

FROM: HELEN DIMANIN

DATE: MAY 20, 1976

ATTACHED ARE THE MINUTES OF THE HIRA EXECUTIVE COMMITTEE MEETING
HELD ON APRIL 20, 1976 AT METROPOLITAN HOSPITAL.

HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED

hira

Executive Board Meeting
at
Metropolitan Hospital
April 20, 1976
2:15 to 4:25 P.M.

Present:

Michael Kroll
Hildegard Joseph
Mary McNamara
William McQueen
George Jenkins
Tom Lyons
Mary Dery
Jan Closurdo
Bob Smitka

Absent:

Chuck Pehkonen
Bayard Lawes
Sharon Buczkowski

Meeting opened at 2:15 with a viewing of a film on diabetes made for the Michigan Diabetes Association by the 8-16 Cinematography Club. Film was over at 2:35. A short discussion between Bob Smitka and George Jenkins followed regarding the fact that the Cinematography Club would produce a 10 minute, 16mm silent film for \$150. The possibility of making a film for Tel-Med rather than duplicating commercially available topics was discussed.

The past president is a member of the executive board.

The minutes were approved as printed.

Tom Lyons of Oakland University is willing to be HIRA representative to KOMRL. The executive board approved this representation.

Jan Closurdo read a letter from Tennessee inquiring about HIRA.

She also read a letter from Sharon Buczkowski resigning as secretary. Bayard Lawes of the nominating committee will be notified to provide us with a new secretary. A revision of the by-laws is recommended to make procedure to follow when such a resignation occurs more explicit. In the meantime Jan will contact: Catherine Pennington of St. Joseph Hospital, Mt. Clemens; Janis Fox of Pontiac Osteopathic Hospital; Phyllis Arcure of Crittenton, Rochester to see if one of them will be acting secretary.

Treasurer reports a balance of \$1282.66. We are changing list of officers with bank for signing of checks. Our bank is the National Bank of Detroit.

A-V boxes have not been ordered as yet but will be within 30 days.

The last workshop ran a slight profit.

Hildegard Joseph is to get information to register the name HIRA with Oakland County. Mike Kroll will check the same information for Wayne County. Mike will also file for non-profit organization status.

The finance committee is composed of Mike Kroll, Helene Brown and Bob Smitka. It will meet in the first week of May.

The loan committee and the catalog committee are now one committee. Hildegard Joseph and Bill McQueen are co-chairman. It will meet April 29, 1976 at 2 P.M. at Metro-

politan Hospital.

The program committee had no report.

Tom Lyons gave the Tel-Med report. He talked to Joe Lughermo on March 15. The Wayne County Medical Society approves of Tel-Med but hasn't given any money as yet. He plans to start Tel-Med in August 1976 (hopefully). Will use only tapes available at first.

Constitution goals need revision to be more consumer oriented.

There have been no volunteers for publication committee chairman.

Sharon Buczkowski is still willing to be a member of publication committee.

Jan will ask Tony Dubcek to be publication committee chairman.

Plan to show HIRA promotional film at next workshop. We want to promote personal memberships. For this purpose a public relations committee will be formed. Jan will ask for a chairman for this committee at the next general meeting. Plan to send notice of meetings to workshop attendees.

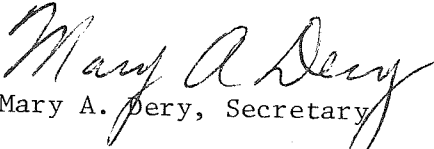
CHIRP has 14 signed up for the April Workshop. Will have brochures ready for May Workshop to pass out at the April Workshop. June will be a graphic arts workshop. Plan an 8 week session for the fall to actually produce a consumer oriented slide tape presentation.

Next general meeting is May 18 at Harper.

Next executive board meeting is June 7 at 2 P.M. at Wayne County General Hospital.

Meeting adjourned at 4:25 P.M.

Respectfully submitted,


Mary A. Dery, Secretary

Mary Levy



COMMUNITY HEALTH INSTRUCTIONAL RESOURCES PROGRAM

(313) 577-1246

Shiffman Medical Library, Wayne State University, 4325 Brush, Detroit, Michigan 48201

Executive Committee Memo No: 47

From: Helen Dimanin

Date: May 21, 1976

Attached are the minutes of the HIRA Tel-Med Task Force Committee held on February 19, 1976.

HIRA Committee on explorations of TEL-MED

Meeting: February 19, 1975

Place: Oakland University

Present: Tom Lyons
Marilyn Pawlowski
Helen Dimanin

Sue Gibson
Hildegard Joseph

Tom reported that Mr. Lughermo, of Blue Cross, was to meet with both the Wayne County and Michigan State Medical Societies today, and that the expected outcome of the meeting was favorable. Mr. Lughermo will be contacted very soon as to that outcome. Tom felt that Blue Cross was ready to GO on Tel-Med.

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Respectfully submitted
Hildegard Joseph

COMMUNITY HEALTH INSTRUCTIONAL RESOURCES PROGRAM

(313) 577-1246

Shiffman Medical Library, Wayne State University, 4325 Brush, Detroit, Michigan 48201

H.I.R.A. Executive Committee Memo No. 48

From: Helen Dimanin

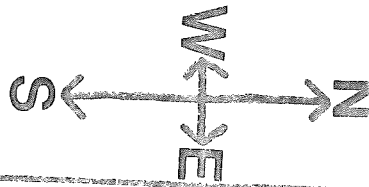
Date: May 28, 1976

The next H.I.R.A. Executive Committee Meeting will be held on Monday, June 7, 1976 at Wayne County General Hospital Room 1420, 2:00 p.m. Wayne County General Hospital is located at 2345 Merriman Road, Eloise, Michigan. Parking is available in front of the building.

Attached you will find a map directing you to the Hospital.

PLEASE NOTE: IF YOU ARE UNABLE TO ATTEND THE MEETING, PLEASE
CALL THE RESOURCES OFFICE: 577-1246.

TO WAYNE, MI



MERRIMAN ROAD



Wayne County General Hosp.
2345 Merriman Road
Eloise, Michigan 48132
Room 1420

Henry Ruff Road

MiddleBelt Road

Inkster Road

Telegraph Road

MICHIGAN AVENUE

I-94

I-75

FROM
Downtown
Detroit

COMMUNITY HEALTH INSTRUCTIONAL RESOURCES PROGRAM

(313) 577-1246

Shiffman Medical Library, Wayne State University, 4325 Brush, Detroit, Michigan 48201

H.I.R.A. Executive Committee Memo No. 49

From: Helen Dimanin

Date: June 3, 1976

Attached are the minutes of the last H.I.R.A. Catalog Committee Meeting held on April 29, 1976 at Metropolitan Hospital.

The meeting of the H.I.R.A. Catalog Committee convened at 2:15 p.m. on Thursday, April 29, 1976. Those present were Mary Dery, Hildegard Joseph, Helen Dimanin and William McQueen, chairman. Those absent were Helene Brown and Michael Kroll.

A letter was drafted by the Committee (see attached sample) to be sent to those institutions which have not yet submitted their software holdings. The absolute deadline for responding is August 1, 1976.

It was recommended that the feasibility and costs of putting the list of holdings on microfiche be investigated by the Committee Chairman by conferring with Dr. Pings.

It was decided that the Catalog Committee Members will call those institutions not reporting their holdings to see if they are having difficulty in reporting and the members (committee) would try to advise.

Some discussion was spent on what would happen once the funding of C.H.I.R.P. is terminated. It was felt that the catalog was essential to the group.

Again returning to a discussion of reporting holdings, it was felt that CME credits should be identified when submitting the form. It was also suggested that possibly qualified people might evaluate software for a fee.

The Committee also thought that a recommendation be sent to the Program Committee to schedule software evaluations as a part of general membership programs and that it is essential to have people involved in evaluation.

Two troublesome spots in the software reporting forms were rectified.

The committee adjourned at 3:30 p.m.

The next meeting will be June 21st at 2:00 p.m. at Metropolitan Hospital.

SAMPLE LETTER

Dear Member Institution:

The successful completion of the next H.I.R.A. Catalog is dependent upon your active and cooperative participation. Fifty percent of the member institutions have submitted their software holdings. We have not as yet received your holdings.

The final deadline for inclusion in the computer is August 1, 1976. If you are unable to comply with the above deadline date, please contact the Resources Office (313) 577-1246.

Sincerely,

H.I.R.A. Catalog Committee



COMMUNITY HEALTH INSTRUCTIONAL RESOURCES PROGRAM

(313) 577-1246

Shiffman Medical Library, Wayne State University, 4325 Brush, Detroit, Michigan 48201

H.I.R.A. EXECUTIVE COMMITTEE MEMO NO. 50

FROM: HELEN DIMANIN
DATE: JUNE 10, 1976

ATTACHED ARE THE MINUTES OF THE HIRA EXECUTIVE COMMITTEE MEETING
HELD ON JUNE 7, 1976 AT WAYNE COUNTY GENERAL HOSPITAL.

HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED

hira

Executive Board Meeting
at
Wayne County General Hospital
June 7, 1976
2:30 to 3:30 P.M.

Present:	Absent:
Janette Closurdo	Michael Kroll
Mary Dery	Mary McNamara
Helen Dimanin	William McQueen
George Jenkins	Tom Lyons
Hildegard Joseph	Bob Smitka
	Chuck Pehkonen
	Bayard Lawes

Meeting opened at 2:30 with the viewing of a slide-tape presentation about Wayne County General Hospital. A discussion about the organization of such a presentation followed.

Because there was not a quorum we could not conduct formal business. People who can not come to executive committee meeting should notify the CHIRP office or the president.

Helen Dimanin reported that Joe Lughermo said that Tel-Med will be alive by either July 1 or August 1, 1976. Blue Cross will finance the first year. Wayne County Medical Society will approve the content and house it. HIRA should get busy with its 16 mm promotional movie, spot commercials for TV and radio. Task force will decide how many and the scripts.

Tom Lyons and Jan Closurdo will be going to KOMRL meeting.

There will be a video-tape workshop in the fall at Mercy Center, 11 Mile and Middlebelt. Legal Tapes Inc. will be the instructors. HIRA dinner meeting is October 1, 1976.

Helen Dimanin will be gone July 6 to August 2, 1976. Call 577-1168 to talk to Jim Williams or Mary McNamara if any CHIRP problems come up. Talk to Yolanda about location of software titles.

July meeting will be at Meteor Film Lab.

Media boxes have arrived and should be distributed June 8, 1976.

No executive committee meeting in August unless otherwise notified.

There will be a general business meeting in September.

There will be production workshops in the fall.

The secretary is going to transfer some of the back records to the CHIRP office.

We may have workshops as our bi-monthly meetings with a 15 minute business meeting.

Meeting adjourned at 3:30.

Respectfully submitted,

Mary A Dery, secretary

COMMUNITY HEALTH INSTRUCTIONAL RESOURCES PROGRAM

(313) 577-1246

Shiffman Medical Library, Wayne State University, 4325 Brush, Detroit, Michigan 48201

H.I.R.A. Executive Committee Memo No. 51

From: Helen Dimanin
Date: July 7, 1976

Attached are the minutes of the HIRA Catalog Committee Meeting held on June 29, 1976 at Shiffman Medical Library.

Minutes of the H.I.R.A. Catalog
Committee Meeting on June 29, 1976
Shiffman Medical Library
at 2:00 p.m.

Members present:

Hildegard Joseph
William McQueen, Chairman
Helen Dimanin, ex-officio

The CHIRP office reported that only eleven HIRA member institutions have submitted their software holdings for inclusion in the new HIRA Catalog of Software, leaving 23 institutions who have not responded.

A letter was composed to be first read to Jan Closurdo for approval and then sent to those institutions which have not submitted their holdings to encourage them to do so or be left out of the catalog. The final date for reporting has been deferred to September 1st.

After August 1st, phone inquiries will be made to those institutions which have not at that time submitted their software holdings.

Helen Dimanin suggested that each member institution be contacted by the end of August in regards to whether they can accommodate a microfiche format.

The meeting adjourned at 2:55 p.m.

Respectfully submitted,

William McQueen
HIRA Catalog Committee
Chairman

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Shiffman Medical Library, Wayne State University, 4325 Brush, Detroit, Michigan 48201

H.I.R.A. Executive Committee Memo No. 53

From: Helen Dimanin
Date: September 7, 1976

The next H.I.R.A. Executive Committee Meeting will be held on Tuesday, September 21, 1976 at 2:30 p.m. at the Oakland County Health Department, South Unit.

Attached please find a tentative agenda and directions to the Health Department. If you are unable to attend the meeting, please call the Resources Office at 577-1246.

September 21, 1976
H.I.R.A. Executive Meeting
Agenda

1. Status of Chairman-elect
2. Finance Discussion
3. Tel-Med
4. Committee Reports
5. Report of June KOM Meeting
6. New Business

Oakland County Health Department
South Unit Auditorium
27725 Greenfield
Southfield, Michigan

Southfield

11 Mile

Catalpa

12 Mile

Greenfield



Coolidge

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Woodward

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H.I.R.A. Executive Committee Memo No. 54

From: Helen Dimanin
Date: October 1, 1976

Attached are the minutes of the last H.I.R.A. Executive Committee held on September 21, 1976 at the Oakland County Health Department, South Unit.

H.I.R.A. EXECUTIVE COMMITTEE

September 21, 1976

PRESENT: Jan Closurdo
Robert Smitka
George Jenkins
Tom Lyons
Hildegard Joseph
Bayard Lawes
Helen Dimanin, CHIRP office
Jim Williams

Absent/
with excuse: Mary Dery
Mike Kroll
Bill McQueen

Meeting was called to order at 2:55 P.M. in the Oakland County Health Division.

Status of Chairman Elect:

Bob Smitka expressed his concern about his ability to continue in the position of Chairman Elect since he has recently taken a new position at St. Joseph Mercy Hospital, Pontiac.

It was moved, seconded and passed that Bob Smitka give the Executive Committee a statement as to whether he will continue in the position of Chairman Elect on the H.I.R.A. Executive Committee, by the end of December, 1976.

The financial statement prepared by Mike Kroll, Treasurer was distributed.

Discussion on the future H.I.R.A. directions followed.

Helen Dimanin read a letter praising the CHIRP Workshops on A.V.

The value of the continuing education programs for professionals was discussed. Workshops can be held, but since the grant monies will no longer be available to cover the costs of speakers, sites and supplies, the entire cost of the workshops would be reflected by increased workshop registration fees. It was moved by Bob Smitka, seconded and passed that H.I.R.A.'s CHIRP workshop efforts be discontinued as of January, 1977 and that the continuing education effort of H.I.R.A. be continued through the general membership meetings programs. The theme of these programs will be generalized education useful for entire H.I.R.A. membership.

The President, Jan Closurdo, will contact the Finance Committee Chairman, reiterating the charge made to that committee, requesting the committee meet by the end of October and report on their progress of finding new operating monies. The progress on finding and applying for grant money is to be reported at the next Executive Committee meeting.

Tom Lyons reported that Tel-Med will go into effect on October 4. The operating hours are to be 11:00 A.M. to 9:00 P.M., Monday through Friday. Brochures prepared by Blue Cross/Blue Shield will be distributed to all H.I.R.A. members. Blue Cross/Blue Shield is underwriting the entire cost of the Tel-Med Program.

It was moved by Bayard Lawes, seconded and passed that Tom Lyons send a letter of our intent to cooperate with Tel-Med to the Wayne County Medical Society, with copies going to Joe Lughermo of BC/BS and the CHIRP office.

COMMITTEE REPORTS:

Constitution and By-Laws Revision Committee reported some of the proposed changes they have identified as needed. There is need for additional revisions, including setting a dues structure that will reflect different types of H.I.R.A. membership and half-year dues. These changes are to be reported at the next Executive Committee meeting.

Brief Catalog Committee and Program Committee reports were given.

The CHIRP office report: Television Workshop will be held September 24, 1976. The Dinner Dance, October 1st. Work on the next 8-week A.V. sessions is still in progress.

It was moved, seconded and passed that H.I.R.A. Chairperson, Jan Closurdo call and personally invite Yolanda to be our guest at the Dinner Meeting, October 1.

K.O.M. meeting - attended by Tom Lyons and Jan Closurdo.

K.O.M. is undergoing organizational change. Tom Lyons was introduced to the Advisory Committee as H.I.R.A.'s representative and was placed on its A.V. Sub-Committee.

NEW BUSINESS:

Much discussion was undertaken about the structure of H.I.R.A. General Membership Meetings.

It was moved, seconded and passed that: Future H.I.R.A. General Membership Meetings will be devoted entirely to Educational Programs, with no business discussed; that they be open to members and non-members. Further: that there be an Annual Business Meeting for which a written report of H.I.R.A. and its Committee's shall be distributed by mail before the meeting; and that the next General Membership meeting shall follow the program format and not be held until a good program is developed. Further it was moved that appropriate Constitution and By-Law changes be made to give constitutional recognition and agreement to these changes.

The President will prepare a letter, announcing that the General Membership Meeting's will be program directed, to be sent along with the announcement of the next General Membership Meeting to the entire mailing list.

Because of the changes anticipated in the operation of the CHIRP office, it was decided that the Finance Committee should prepare a Budget that will reflect the need of the interim H.I.R.A. responsibility for operational, clerical and speaker activities.

Respectfully submitted,

Hildegard Joseph,
Acting Secretary

H.I.R.A. Financial Resources as of August 31, 1976

Balance forward May 17, 1976

\$ 1282.66

Revenue

Carousel Boxes 380.46

Membership dues

1975-76 25.00

1976-77 675.00

700.00

700.00

Workshops 656.00

Misc. 25.00

1761.46

1761.46

3044.12

Expenses

Carousel Boxes 814.45

Workshop food service 800.60

Annual Dinner Reservation 100.00

Travel (KOM) 18.20

Bank service charge 15.94

1749.19

1749.19

\$ 1294.93 Balance

Michael [Signature]
Treasurer

COMMUNITY HEALTH INSTRUCTIONAL RESOURCES PROGRAM

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H.I.R.A. Executive Committee Memo No. 55

From: Helen Dimanin
Date: October 11, 1976

The next H.I.R.A. Executive Committee Meeting has been set for 1:30 p.m., Friday, November 19, 1976 at the Oakland County Health Department, Executive Conference Room, South Unit.

The address of the South Unit is:

27725 Greenfield
Southfield, Michigan

IF YOU ARE UNABLE TO ATTEND THE MEETING, PLEASE CALL THE RESOURCES OFFICE (577-1246).

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HIRA Executive Committee Memo No. 56

From: Helen Dimanin
Date: November 30, 1976

The next H.I.R.A. Executive Committee Meeting is set for 1:00 p.m. on December 15, 1976, at the Oakland County Health Department - North Unit Library Conference Room (see attached map for directions).

The agenda for the meeting is as follows:

1. Status of Chairman - Elect
2. Resignation of Treasurer
3. Resignation of Program Chairman
4. Appointments to fill vacancies
5. Constitution Committee Report
6. Memo to Membership
7. Future Funding
8. CHIRP Report

IF YOU ARE NOT ABLE TO ATTEND, PLEASE CONTACT THE RESOURCES OFFICE AT 577-1246.

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H.I.R.A. Executive Committee Memo No. 57

From: Helen Dimanin

Date: January 17, 1977

The next H.I.R.A. Executive Committtee Meeting has been set for 1:30 p.m., Friday, January 28, 1977 at the Oakland County Health Department, South Unit.

27725 Greenfield
Southfield, Michigan
(see attached map for directions)

The agenda for the meeting is as follows:

1. President's Report
2. Treasurer's Report
3. Constitution Committee Report - Discussion
4. Committee Reports
5. New Business
6. CHIRP Report

IF YOU ARE UNABLE TO ATTEND, PLEASE CONTACT THE RESOURCES OFFICE AT 577-1246.

Oakland County Health Department
South Unit Auditorium
27725 Greenfield
Southfield, Michigan

Southfield

11 Mile

Greenfield



Catalpa

12 Mile

Coolidge



Woodward

*Mary Shery
Library*

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H.I.R.A. Executive Committee Memo No. 58

From: Helen Dimanin

Date: January 25, 1977

Attached are the minutes of the H.I.R.A. Executive Committee Meeting held on December 15, 1976 at the Oakland County Health Department, North Unit.

HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED



Executive Board Meeting
at
Oakland County Health Department
North Unit Library Conference Room
December 15, 1976
1:25 to 3:15 P. M.

Present:	Absent:
Janette Closurdo	Bob Smitka
Mary Dery	Michael Kroll
Helen Dimanin	William McQueen
Hildegard Joseph	George Jenkins
Tom Lyons	Chuck Pehkonen
Mary McNamara	Bayard Lawes
Jim Williams	

Jan Closurdo opened the meeting at 1:25 with a letter of resignation from Bob Smitka who can no longer be our chairman-elect. She also announced that Michael Kroll resigned as treasurer because he is moving to Chicago. George Jenkins also resigned as program chairman due to a change in jobs at the hospital.

Hildegard Joseph has accepted appointment as Treasurer.

Bill McQueen is willing to help a new program chairman but will not accept the position itself.

Jan should appoint a new nominating committee by calling Mitzi Pawlowski, Doo Yee and Sharon Buczkowski first and then trying to get others if these cannot serve. The CHIRP office will contact these three right away since Jan will be out of town.

Hildegard Joseph gave the Constitution Committee report. The Executive Board discussed the changes and recommended rewording in a few instances. Before the next program meeting Jan will send a memo about the proposed constitution and by-laws changes to the general membership.

The treasurer needs more information before she can turn in a budget.

The next Executive Board Meeting will be January 28, 1977 at 1:30 at the South Office of the Oakland County Health Department.

Jan will attend the Michigan Society for Health Manpower Education and Training meeting and will bring more information about this group to the next meeting.

Meeting adjourned at 3:15.

Respectfully submitted,


Mary A. Dery, Secretary

Mary Dery

COMMUNITY HEALTH INSTRUCTIONAL RESOURCES PROGRAM

(313) 577-1246

Shiffman Medical Library, Wayne State University, 4325 Brush, Detroit, Michigan 48201

H.I.R.A. Executive Committee Memo No. 59

From: Helen Dimanin
Date: March 8, 1977

Enclosed please the minutes of the H.I.R.A. Executive Committee Meeting held on January 31, 1977 at the Oakland County Health Department, South Unit.

Please note that the next H.I.R.A. Executive Committee Meeting will be held on March 16, 1977 at 2:00 p.m. at the Oakland County Health Department, North Unit Library Conference Room (map enclosed).

IF YOU ARE UNABLE TO ATTEND THE MEETING, PLEASE CONTACT THE RESOURCES OFFICE AT 577-1246.

HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED hira

Executive Board Meeting

at

Oakland County Health Department
South Unit Conference Room
January 31, 1977
2:50 to 4:20 p.m.

Present:

Janette Closurdo
Mary Dery
Helen Dimanin
Hildegard Joseph
Tom Lyons
Bayard Lawes
Mary McNamara

Next Executive Board Meeting is March 16 at Oakland County Health Department, North Unit.

Jan was delayed so the rest of us started out by making suggestions of places to hold the October dinner program. Helen will check on the five possibilities that were suggested.

The treasurer's report was discussed until Jan arrived and told us about the letter she was sending to the members along with the revised constitution for voting as to its acceptance at the next meeting.

Jan reported about her attendance at the meeting of the Michigan Society for Health Manpower Education and Training. They are very interested in HIRA and have 132 members. She also brought back some of their brochures. We do have many things in common and they are an affiliate of the American Society for Health Manpower Education and Training which is affiliated with the American Hospital Association.

The board decided that it should have a planning meeting to get data together for another issue of Hiraglyphics. It will be Thursday, February 24, 1977 at 1:30p.m. at Shiffman.

The board directed Hildegard to buy books (up to a sum of \$50) on how to get grants after checking area libraries to see what they have on this subject.

Jan had a letter from Diana Slater from the University of Wisconsin Medical Center, Wm. S. Middleton Medical Library. She wants copies of our constitution, by-laws, consortium agreements, procedure manuals, cooperative acquisition lists, written description of activities and problems. She is developing a course syllabus for a new Medical Library Association continuing education course tentatively entitled "Establishing and developing a Health Science Library Consortium." The committee voted to send the materials to Ms. Slater.

Jan also had a discussion with Ernest Hammel, director of Oakland Health Education Programs. This group is composed of physicians and has been existing for 6 years.

The KOM executive committee meeting is February 18 and Jan, Helen, Mary and maybe Tom Lyons will attend.

The proposed budget was approved as presented and the financial report was accepted.

The catalog committee reports that the catalog is progressing well.

CHIRP reports that it is in the middle of producing the first segment of a videotape on Home Care. It was taped Saturday, January 29 and Saturday, February 5. Editing will take place February 12. A videotape on Nutrition is to be taped on February 19. Both productions should be completed by the end of February.

Mary A. Dery

Oakland County Health Department
South Unit Auditorium
27725 Greenfield
Southfield, Michigan

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H.I.R.A. Executive Committee Memo No. 60

From: Helen Dimanin

Date: May 9, 1977

Attached are the HIRA Executive Committee Meeting Minutes of March 16, 1977 as submitted by Mary Dery.

HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED

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Executive Board Meeting
at
Oakland County Health Department
North Unit Conference Room
March 16, 1977
2:10 P.M. to 3:10 P. M.

Present:
Jan Closurdo
Mary Dery
Hildegard Joseph
Tom Lyons

Jan opened the meeting by noting that there would be one change from the program in Membership Memo No. 1. Kitty Basco will not be there.

Hildegard presented the treasurer's report and then informed the board that there is \$29.77 more in our bank account than the balance in the report shows. She will use the more figure in the future. The direction HIRA is going was discussed but we will have a better idea of these directions after the next general membership meeting. With this information Hildegard and Tom will get together to see what private and government grants could help us get there.

Catalog committee report: Jan has not been able to reach Bill McQueen. If he's not at the general meeting Jan will write him and ask him to respond or she will appoint a new chairman. The catalog itself is ready for input into the computer.

Program committee: Helen Dimanin will finish program and get a memo out.

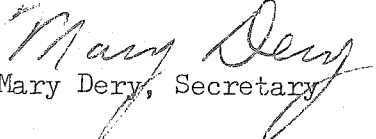
Newsletter committee: Mary Dery reported that the committee had met as scheduled and decided to ask the members for information to put in the letter via a questionnaire. The committee prepared a list of types of information to be included in the newsletter.

KOMRML report: Tom Lyons reported that the Regional Library Directors and NLM seem to be playing tug-o-war. NLM likes responsibility more broad based. Regional Directors think there should be a national interlibrary loan charging system. Who is primary clientele was discussed. Resource libraries should be able to tell borrower when he should buy rather than borrow. NLM is pushing for consortiums. State librarians gave their views. Each state handles interlibrary loans differently.

CHIRP report: Eastman Kodak has asked HIRA to co-sponsor a workshop on super 8 and video productions. They will furnish speakers and equipment. We will furnish advertising, postage, and rental of space. It was moved, seconded and passed that HIRA sponsor the program Kodak is offering to present. The program will be limited to 30 people. Oakland University may offer space. Tom will be talking to Helen about this.

Meeting adjourned at 3:10.

Respectfully submitted,


Mary Dery, Secretary