

TREASURERS REPORT AND COMMENTARY, October 15, 1974

I believe H.I.R.A. membership should be open only to Institutional or Corporate membership. Any interested individual within the institution or corporation could be a participating member. Voting rights would have to be allocated on a one vote per institutional membership, regardless of the number of individuals belonging.

The tax status of H.I.R.A. will not be affected even though dues are levied. I do believe a tax form must be filed annually however. This will be looked into.

It seems logical that the financial committee should serve as the membership committee saving the proliferation of efforts in mailings, etc.

To date our treasury contains \$744.20 with no outstanding debts to date. Our bank deposit is in the name of M.H.A.V. and I believe a motion should be passed to transfer the funds into a H.I.R.A. account.

Respectfully submitted,

A handwritten signature in cursive script that reads "Bayard Lawes". The signature is written in dark ink and has a long, sweeping underline that extends to the right.

Bayard Lawes
Treasurer, H.I.R.A.

H.I.R.A. Financial Report

February 8, 1979

Balance Forwarded \$1172.91

Income:

Super 8 Workshop	\$228.36
Membership	25.00
Art Centre Hospital	
1977 Banquet	240.00
Total Income.....	<u>\$493.36</u>

Expenses:

1977 Banquet	\$389.13
Dinner	\$341.89
Invitations	<u>47.24</u>
	\$389.13
KOMRML	\$221.66
J. Closurdo	\$102.58
T. Lyons	<u>119.08</u>
	\$221.66
Total Expenses.....	<u>\$610.79</u>

Balance.....February 8, 1979 \$1055.48

Respectfully submitted,
Hildegard Joseph, Treasurer

HIRA CATALOG 5TH EDITION
REPORT

1. SIZE

2075 records, double the size of the 4th edition
389 pages (260 title, 113 subject, 14 intro, 2 supplement)
75 copies

The title section is stored on PC-FILE and the subject section is on TEXTRA, a word processing program. subsets can be generated, i.e. an institutions' holdings Hardware requirements include an IBM-PC, XT, 256k, 2.0 DOS or higher, and a harddisk is desirable.

2. COSTS

\$694	File setup, record entry
685	Printing title & intro sections 274 pages @ 2.5¢ per page, 75 copies
78	Printing first subject section 103 pages @ 2.5¢ per page, 50 copies
127	Printing second subject section 113 pages @ 1.5¢ per page, 75 copies
37	Color paper differential
9	Mailing envelopes
?	Corrections, supplement costs are forthcoming

\$1630

costs
\$ 2.10 / pg

costs
\$ 23.00 / catalog (\$12.26 printing)
.85 mail +
.45 envelope

3. RECOMMENDATIONS

- A. Adding a new record, 50¢
- B. Deleting a full record, 40¢
- C. Changes, 10¢ each. Adding/deleting a holdings code, subject heading
- D. Printing subject list \$10.00, title section \$25.00

CONSIDERATIONS/RECOMMENDATIONS

1. The workload for maintaining and producing the list be divided. One person be responsible for each of the following:

- a. *mary jh* checking subject headings and maintaining consistency.
- b. *Jeanne* printing and distributing the catalog and supplements.
- c. *Doris* maintaining the database.

2. Technical considerations.

- a. Look for a database management program which can produce the subject section in it's current format, possibly Dbase III.
- b. TEXTRA needs to be replaced to handle large growth with ease.
- c. Explore having list printed out on a high speed letter quality printer, probably commercially.
- d. Consider having the catalog on microfiche.

3. Growth and subject section policy and practices.

- a. Use narrow more specific subject headings rather than broad headings. Use subheadings.
- b. The patient education subject list is five pages long, it should be broken up.

4. Prepare for expansion. Divide catalog into three sections binders, one subject and two title. Use existing binders/ for subject section and buy contrasting binders for title sections.

* 5. Weeding. There's alot of materials from the 70's. Suggest that a HIRA program be on evaluating and weeding AV collections. Encourage all libraries listed in the catalog to weed before next edition.

6. Series listing, should it be continued?

← give to ONE person

7. Should a micro software catalog be developed? If yes, start as a separate section oa the catalog. Keep the record compatable with the AV record for possible future merger.

[1985]