

April 25, 1979

Mary McNamara
KOM Regional Medical Library
Shiffman Medical Library
4325 Brush
Detroit, Michigan 48201

Dear Ms. McNamara:

The Executive Board of MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION is pleased to ask you to serve as chairman of the Publications Committee for the balance of the 1979 business year and through the 1981 business year. Catherine Helbers and Jae Walker are being asked to serve with you as committee members. Carol Graham is the ex officio member from the Executive Board.

The charge to the Committee is: "The Publication Committee shall propose a mechanism for written communication of news and other items of information concerning the MLA," with reports or recommendations being made to the Executive Board at least once a year before the Annual Business Meeting.

The Executive Board hopes you will accept. Please let us know before May 9, 1979. We encourage you to share this information with your administrator upon your acceptance.

Sincerely,

Anthos Hungerford, President
MICHIGAN HEALTH SCIENCES LIBRARIES
ASSOCIATION
Hurley Medical Center
Hamady Health Sciences Library
6th Avenue at Begole
Flint, Michigan 48502

June 24, 1979

Mary McNamara
KOM Regional Medical Library
Shiffman Medical Library
4325 Brush
Detroit, Michigan 48201

Dear Ms. McNamara:

The Executive Board of the Michigan Health Sciences Libraries Association thanks you for accepting the Chairmanship of the Publications Committee. Your term will expire at the Business Meeting of 1981. The charge to the committee is: "The Publication Committee shall propose a mechanism for written communication of news and other items of information concerning the MLA."

Please activate the committee as soon as convenient and be prepared to submit a short report on whatever activity can be started or accomplished at the Annual Conference in October.

Catherine Helbers and Jae Walker will be serving with you on this committee.

Sincerely,

Anni Hungerford / dj

Anni Hungerford, President
Michigan Health Sciences
Libraries Association

1979 JW 7/3

MHSLA Publications Committee

Minutes

The Publications Committee of the Michigan Health Sciences Libraries Association met at Ingham Medical Center on Thursday, June 21, 1979. Committee members present were Mary McNamara (Chairman), Shiffman Medical Library, Wayne State University; Jae Walker, Ingham Medical Center; and Cathy Helbers, Chelsea Community Hospital.

The first action of the Committee was to agree that the committee charge probably contained a typographical error and that "MLA" in the charge should read "MHSLA". Discussion continued on that premise.

The scope of the Publications Committee was discussed. It was decided that the duty of the committee was to produce, in order of priority, a newsletter for the members, a directory of members, a promotional brochure, and press releases as needed for the association. Copies of sample newsletters were reviewed and specific elements of some were discussed.

Dependent upon the acceptance of the Publications Committee report by the Executive Committee of MHSLA, editorial policy and guidelines will be determined. These guidelines will reflect the state group as a whole and will strive to avoid localism.

Specific elements of a future newsletter were considered. Topics covered were the concept of the newsletter, the masthead, format, production, reporting, distribution, and content. This discussion was preliminary to formulating a survey form.

After a break for lunch, a form was devised to be mailed to each member of the association to determine member interest and preference regarding a newsletter. The survey form will be mailed in mid-July with a note to be returned by mid-August to Jae Walker. The results of the poll will be presented to the Executive Board at their September, 1979, meeting.

It was agreed that more printers will be contacted by Jae and Cathy in their local areas to get more price estimates for comparison.

The next meeting of the Publications Committee will be held at Chelsea Community Hospital at a date yet to be determined.

Submitted by,

Catherine A. Helbers

Catherine A. Helbers

July 1, 1979

- cc: J. Walker
- C. Helbers
- A. Hungerford
- M. McNamara ✓

The Publications Committee of the Michigan Health Sciences Libraries Association met at the Olde Worlde in East Lansing on Saturday, Nov. 17, 1970. Committee members attending: Mary McNamara (Chairman), Shiffman Medical Library, Wayne State University; and Jae Walker, Sparrow Hospital Library.

Jae reported on her meeting with Jane Winter of Abbey Press. Abbey Press provided samples of typestyles and paper colors. The committee selected Theme 11 Medium for the text, Theme 11 Bold for subtitles, and color stock #28 (putty). Samples attached. Jae will find out the number of words per column inch and what extra expense (if any) there would be for having the headings done in chartpak lettering.

Since Jae is in Lansing, the committee decided she would type the dummy and mail the newsletters, and provide storage space for unmailed newsletters. Mary and Cathy will contact Marge Kars, Mildred Kingsbury, Dina Nameth, Barb Kormelink, Nancy Dingman, Sharon Buczkowski, and Carole Colter regarding articles for the first issue.

The committee planned the layout for the first issue as follows:

Page One: A statement of editorial purpose, listing of our officers, procedures for submitting articles, and, space permitting two articles of a feature nature.

Page Two: Column 1 will be reserved for the calendar of upcoming events. Column 2 will hold the MHS LA Officer's Perspective. (Mary will write to Carole Colter for a presidential statement.)

Page Three: Items from local groups and announcements of interest to the membership.

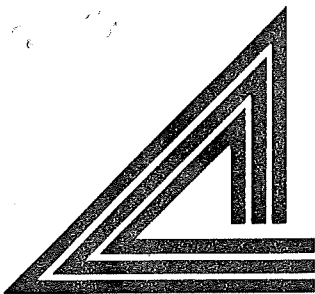
Page Four: The top half will contain personal notes (promotions, changes, classified notices, lists of people holding exchange lists, etc.) The bottom will be reserved for mailing information.

The committee agreed that the newsletter should carry the following information on a regular basis: dates of special events, changes in local policies (JLL and others), notice of studies applicable to the state group, notice of CE courses, announcements of three state library schools' mini-courses and seminars, and dates of the following: PLAC meetings, SLA meetings, Michigan Library Association meetings, Medical Library Association meetings, and any other information deemed useful to the group.

The meeting adjourned about 1:30 pm.

cc: Carole Colter
Margo Dix
Cathy Helbers
Mary McNamara

Added note: There is no extra charge for adding our own headlines to the proof, and there are approximately 30 words per column inch.
Jae



Theresa

KOM /// kentucky ohio michigan regional medical library network

September 5, 1980

Carole A. Colter, President
MHSLA
Midland Hospital Center
Health Sciences Library
4005 Orchard Drive
Midland, Michigan 48640

Participating Institutions

Cleveland Health Sciences Library

Medical College of Ohio at Toledo

Michigan State University

Northeastern Ohio Universities
College of Medicine

Ohio State University

University of Cincinnati

University of Detroit

University of Kentucky

University of Louisville

University of Michigan

Wayne State University

Wright State University

Host Institution

Wayne State University

Dear Carole:

Attached please find the 1979-80 report for the Publications Committee. I have submitted it to the members of my Committee and will incorporate their suggestions, changes in the final report which will be given at the Conference business meeting.

Please note that the cost for issue no. 1 is given as \$155.44. My report to you dated April 3, 1980 gave a total cost of \$200.44. However, I indicate in that report that "at this writing the invoice from the printer has not been received". The printing cost was estimated to be \$45.00. No bill was ever received and I have not asked why. This results in the total of \$155.44 noted in the annual report. I thought I should make this clear for the records.

I have enclosed your copy of the MHSLA News no. 2. For some reason Jae sent me only 182 copies to send bulk mail. I must have 200. My call to her finds her on vacation in the north country. Consequently, I have had to hold this mailing until she returns September 9 when I can ask her to send me sufficient copies. This was unfortunate and I have yet to know the reason. I thought you could show the issue to members of the Board. They should receive their copies in due course.

Please accept my thanks for all your support and assistance in the publication of MHSLA News this year. It has been a pleasure working with you.

Sincerely,

Mary E. McNamara, Chairman
MHSLA Publications Committee

MEM/pjp



Liz: *S. Stufli...*

Please issue an invoice to:

Michigan Health Sciences Libraries Association
c/o Carole Colter
Library
Midland Hospital Association
4005 Orchard Dr.
Midland, MI 48640

Mailing labels for MHSIA News issue No. 2
Fall 1980

.50

Postage for above

9.91

Total

\$10.41

Invoices



KOM /// kentucky ohio michigan regional medical library network

Participating Institutions

- Cleveland Health Sciences Library
- Medical College of Ohio at Toledo
- Michigan State University
- Northeastern Ohio Universities College of Medicine
- Ohio State University
- University of Cincinnati
- University of Detroit
- University of Kentucky
- University of Louisville
- University of Michigan
- Wayne State University
- Wright State University

Host Institution

Wayne State University

Robin Rand, Treasurer
 Michigan Health Sciences
 Libraries Association
 Saginaw Health Sciences Library
 1000 Houghton Suite 2000
 Saginaw, MI 48601

March
 6
 1980

Dear Robin:

Enclosed is the billing from Accurate Composition Service for the typesetting of the first issue of MHS LA News. Enclosed is a copy of the newsletter.

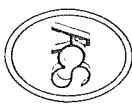
Please let me know if you cannot issue a check for this amount within ten days.

Thanks so much.

Sincerely,

Mary E. McNamara, Chairman
 MHS LA Publications Committee

cc: Accurate Comp. Serv.



ACCURATE COMPOSITION SERVICE

19100 West Ten Mile Road • Suite 104 • Southfield, Michigan 48075 • 357-4330

BILL TO: Michigan Health Sciences Libraries Assoc INVOICE NO. 5431

c/o Mary McNamara

Kentucky-Ohio-Mich RML

Shiffman Medical Library

4325 Brush

Detroit, Michigan 48201

DATE 2/29/80

Terms: Net 30 Days

Attention: _____ Customer Order No. _____

JOB DESCRIPTION	PRICE
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Typesetting charges for Vol. 1 No. 1 - 4 pages	\$115.00
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To insure proper credit, please return yellow copy with your remittance.

MHSLA PUBLICATIONS COMMITTEE

JOB DESCRIPTION OF CHAIRMANSHIP

- I. Responsibilities of the Committee: (see Bylaws as well)
The Committee publishes at least four newsletters a year, the annual membership directory and maintains the MHSLA mailing list (about 400 names) and membership lists (about 125 names). The chairman attends the MHSLA board meetings.
- II. Calendar:
 - A. Immediately after taking office in October:
 1. At the first board meeting, set the publication dates for the newsletters and the directory.
 2. Before the first newsletter:
 - a. Find a printer that will make things as easy as possible for you. If you have a personal computer available to you, many printers now have the capability to download information from personal computers for printing. This saves typos, proof-reading of galley sheets, and charges for typesetting. If you need the names of some of these printers, contact a previous chair or ask at the board meeting.
 - b. Send out a form letter to all the committee chairs, officers, and local group representatives. Tell them that you will be contacting them for information for the newsletter during the next year and give them the deadlines set at the board meeting and ask that they mark it on their calendars. Include a brief description of the type of information you're after. Then follow up with a specific request before each newsletter.
 - c. Order your mailing labels from MHA. They take about 7 to 10 days to arrive.
 3. For the first newsletter:
 - a. An updated membership renewal/application form (the Treasurer handles membership renewals and the Ad Hoc Membership Committee has devised a new membership form for FY 85/86 which should include a mailing and work address, INTERACT code, etc. The Board may have suggestions for both the form and the way information about members is disseminated to the Board).

- b. Remind readers that they must renew by ... to be included in the directory and other issues of the newsletter, and that the second issue will include the Search Aid.
 - c. Send the first newsletter to all persons on the mailing list. You may wish to add something about "check here if you want to remain on the mailing list" or "check here if the address has changed".
 - d. When designing or altering the newsletter, keep in mind that you will have to be able to put on mailing labels easily, and to seal the edges with either a staple or an adhesive dot. If you will be using a postage meter, room needs to be left at the upper right hand corner on the back for the "stamp". Clear the design with whomever will be handling your mail. Bulk mail usually is not cost-effective for us, as this is the largest mailing MHS LA does (about 425).
4. Order extra copies of each issue for those people who join late and for the archivist, GMRMLN, MLA, MC/MLA, and other associations who may be interested in MHS LA's activities. Get the names of the officers a.s.a.p. and add them to the mailing list; also add them to a supplemental mailing list for the newsletter so that they receive it although they are not MHS LA members.
5. Relationships with the treasurer.
 - a. Have the treasurer send you all changes in memberships, including changes in addresses, etc.
 - b. Forward all bills to the Treasurer, with an explanation if not on the bill itself (e.g., "\$32.92 for postage for xxx newsletters and the check must be payable to ... institution"). MHA bills the person who requests the mailing lists and is notorious for lack of detail (one example: \$26.44 for mailing lists, and so forth").
6. Ask the committee chairs, board members, and local group representatives for information for the next newsletter.
7. Submit an annual report as requested by the president.
8. Update this job description for the next chairman's benefit.

INFORMATION TO BE INCLUDED IN FORTHCOMING NEWSLETTERS

1. You might want to put in a small article about government periodical jobbers (e.g. C.W. Associates and others who get Index Medicus and its tool for you faster than NTIS, automatically, and at the same price) or association publication jobbers and explain what they are, what their prices are, their advantages and disadvantages, etc. Try to have some-one who uses them discuss them.
2. List the conferences coming up.
3. Place a notice in the newsletter that the archives need all minutes, etc. from committee chairs, etc. (Ask Bill Nelton for a list of what he needs - he's very reliable & will get it to you as soon as you need it.) Also - the archives are soliciting samples of library guides, forms, and policies and procedures. These will be placed in expandable files and circulated for ? weeks to members (only?).
4. News item: Doris Asher is back at Sparrow Hospital in Lansing. She was in Indonesia. Betty Gabhardt, her substitute, may be considering going into the Peace Corps? Call both of them for details and permission to publish this (you usually don't need permission to publish personal items, it's just the situation here). At any rate, list Betty's home address because people were asking about her at the MHSLA conference. Her address is: 18949 Tackles, Pontiac, MI 48054, 313/666-1709.
5. Please publish my home phone number: 517/790-4881. If you can't get me at work, leave a message on the machine.
6. Hurley in Flint is having a birthday party - contact Marilyn Schleg for more information.
7. The first newsletter is always sent to every-one on the mailing list. The MHSLA membership form is included in that newsletter. Be sure to have a separate notice in the newsletter that that form should be in there. Consider putting a banner or box on the front page so people know that the membership form is in there (many put off reading the newsletter or may discard it without realizing it contains that form). Be sure to spell out the advantages of membership in that article (you get newsletter, directory, cut-rate at conference. If you buy the membership now instead of at conference time, you get newsletters and directories. Don't mention that you must belong to MHSLA to be on a committee - that's up the committee chairs to enforce.)

8. Put a notice in the first newsletter of every year requesting people to please return the post-conference evaluation form. If there's room, consider reprinting the entire form. At any rate, include the name of the person to request a form from or to phone information to (Valerie Reid, this year).

9. Put a committee interest survey into the last newsletter of the year, including a description of each committee.

HELPFUL HINTS

1. At the very beginning of the year, get together a form solicitation letter to send to all local group representatives, board members and committee chairs asking for their news items by x date. Ask MHSLSA's secretary of mailing labels for these people.

2. Choose a good printer. Graphikos in Detroit is what Joan Emahiser used for MDMLG's newsletter, and for the MHSLSA conference, and she found them to be quite good. Avoid small town printers like the plague. (Even Saginaw's a 'small town', so go for Detroit, Ann Arbor, Lansing, etc.) They will put your stuff off if a bigger account comes in. When you drop stuff off, TELL them WHEN you'll be back for it (five business days is fine - and this means they have to find a reason they CAN'T).

3. Ask Bill Nelson, the outgoing treasurer, for copies of bills of past newsletters so you know what you can spend. (Or just have him read how much for how many to you over the phone or have him do a printed report of the past five year's numbers, costs, and printers that you can save for future committees.)

4. The newsletters have been done in light brown paper and dark brown ink in the past. If you'd like to change that or the logo on the front page, you'd better ask the board, if you want to avoid grief.

5. Consider contacting the presidents or programs chairs of the Michigan and Western Michigan SLA chapters, the Michigan chapter of ASIS, the program chair for MDMLG, and the program chair for the Michigan Library Association. Ask them if they have upcoming events that they'd like in our newsletter, including annual or other meeting dates of their boards, memberships, etc. Inform MHSLSA's education chair, Yvonne Mathis of St. Mary's in Grand Rapids, of upcoming

programs you think she might not know about so we won't duplicate them at the annual meeting.

6. Get some-one to check the INTERACT monthly calendars for interesting events and put them in the newsletter, too.

7. If you can, put the membership expiration date for each member on their mailing label and inform the members that that's where they can find it to determine if we think their membership is paid up. Example:

Marion Librarian 12/87
10000 Anywhere
Doe City, MI 40000-2134

8. Get the ILL/Union List committee to contribute a DOCLINE column, giving hints on the use of and solutions to problems with DOCLINE. Current plans include establishing a DOCLINE mediation panel, and you may want to include their names in every issue. Caryl Scheuer of Hutzell will be chair of ILL and Dave Keddle of Ingham in Lansing will be chair of the Union List. One example which has already been suggested: You can refer ALA forms you receive in the mail via DOCLINE if you have the LIBID of the borrower. Just put the UI into the bibl field online and the statistics will show that that library borrowed the item.

9. Set the newsletter publication dates early. (This will be part of setting a timetable for your committee.) Publish the dates for deadlines for submissions for the entire year in each newsletter. That way, no-one'll have to call to ask. Consider putting that in a 'notice me' type of box in the first issue and tell the people with newsletter submission responsibilities (e.g., local group reps, board, chairs, etc.) to mark that on their calendar. You will also need to establish a deadline date for the directory in conjunction with the treasurer, who will have to tell you of all last minute members. The bylaws state the general deadline for the directory.



Michigan Health Sciences Libraries Association

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

SUBJECT: Guidelines for MHSLSA Publication Committee
FROM: Mary McNamara, Chairman *MJM*
DATE: April 28, 1981

At our meeting on May 8 at Chelsea I would like to discuss some guidelines for our Committee. Please think about the following so that we can make some decisions at that time:

1. Those who should regularly receive the newsletter (other than members). For example, library managers in hospitals with limited library service developed, individuals we would like to have as members, etc.
2. Number of copies of each issue which should be sent to officers, archivist, authors of signed articles.
3. Correspondence and other documents which should be sent to Archives
4. Disposal of copies of the newsletter held by those leaving the Committee
5. Any other matter which you may think of

MHSLA CONFERENCE
Publicity Committee Meeting
Minutes
July 9, 1986

Pre-publicity brochure

Gayle announced that the pre-publicity brochure had been completed and mailed. She noted that many complements were received---especially about the logo.

News releases

Gayle noted that she sent news releases to the following publications: MLA News; SLA Bulletin; The Michigan Librarian; Hospital Library Section News; 3 Sources; Midline and the Interact Bulletin Board. A follow-up letter was necessary due to an error in listing Sharon Phillips' address. Gayle noted that press releases will be sent local St. Clair papers closer to the date of the conference.

Articles for the MHSLA News

Gayle stated that Dina's article on the American Plan appeared in the most recent issue of the MHSLA News. It was well received and the Steering Committee was very pleased with the format and content.

Since Susan Hobbs who edits the MHSLA News is changing jobs, a new editor will be appointed by Mary Hanson. Gayle noted that the last issue publication date was delayed so only one more issue may get out before the conference as opposed to the two we had planned for. It was noted that Nancy had agreed to write the next article on the Keynote speaker. Gayle will provide Nancy with the information she has and suggested Nancy call Bonnie Swegles for further information. Gayle asked Nancy to complete the article by early August and mail it to her. Gayle will see that it gets to the new editor.

Preliminary Program

The committee spent much of the meeting reviewing the registration instructions Dina prepared and Preliminary program copy Gayle had ready.

The committee agreed that Dina had done an excellent job on preparing the instructions--they were clear and to the point. It was decided that the instructions would be on a separate sheet of paper.

The committee discussed the layout and format for the Preliminary Program. It was decided to generally follow the pattern set in previous years. The committee reviewed the copy and noted changes, corrections, and additions.

Gayle and Joan will meet at Graphikos to discuss timing and layout. Committee members may be asked to proof copy.

Final Program

Gayle stated that the committee still had to prepare the final program.

Gayle



Affiliated Groups

Flint Area Health
Sciences Library Network

Metropolitan Detroit
Medical Library Group

Mid-Michigan Health
Sciences Libraries

Northern Michigan Health
Sciences Libraries Group

Thumb Area Medical
Information Consortium

Upper Peninsula Health
Science Libraries
Consortium

Valley Regional Health
Science Librarians

Western Michigan Health
Sciences Libraries
Association

MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION
Publications Committee
November 19, 1987
Meeting Minutes

1. D. O'Keefe welcomed the new committee members: Dina Nameth, and Sheryl Stevens. Sandra Swanson was not present.
2. D. O'Keefe explained the committee's charge for 1987/88.
3. D. O'Keefe suggested article assignments for the committee members present.

There being no further business, the meeting was adjourned.

Respectfully Submitted,

Diane M. O'Keefe

Diane M. O'Keefe
Chair, Publications Committee

PUBLICATIONS COMMITTEE

Nameth, Nardina	1990
Swanson, Sandra A.	1992
Swegles, Bonnie	1989
Ward, Nancy	1989
Winslow, Nancy (Chair)	1989

MHSLA Publications Committee
Timetable 1992

Dec. 27, 1991	Fall 1991 Newsletter
Jan. 2, 1992	Deadline for submitting materials for Winter 1992 Newsletter via fax or mail
Jan. 6, 1992	Deadline for materials submitted on disk, ascii format
Feb. 1, 1992	Winter 1992 Newsletter to be mailed
Apr. 1, 1992	Deadline for submitting materials for Spring 1992 newsletter (paper copy or fax)
Apr. 1, 1992	Deadline for payment of dues in order to get into the 1992 Membership Directory.
Apr. 6, 1992	Deadline, materials on disk, ascii format
May 1, 1992	Spring 1992 Newsletter to be mailed
May 29, 1992	Membership directory mailing (deadline; will try to get out earlier)
July 1, 1992	Deadline for paper/fax copy materials for Summer 1992 newsletter
July 6, 1992	Deadline, disk/ascii
July 31, 1992	Mailing of Summer 1992 Newsletter
October 31, 1992	ABSOLUTE DEADLINE FOR MATERIALS FOR POST-CONFERENCE NEWSLETTER
Nov. 20, 1992	Mailing of Post-Conference newsletter

Publications Committee Objectives 1991/1992

The Publications Committee shall publish five (5) newsletters, including a Fall 1991 newsletter, as directed by the MHSLA Board. Newsletters will be mailed in December 1991, February 1992, May 1992, August 1992, and November 1992. Newsletters will comply with the guidelines approved by the 1990/91 MHSLA Board.

The Publications Committee will maintain a mailing list of members and will provide mailing lists or mailing labels to the membership and its affiliated organizations upon request.

The Publications Committee will publish a Membership Directory in May, 1992. The Directory will include those members who have paid their dues by the cutoff date set by the MHSLA Board.

Sandra Swanson
Publications Committee Chair
Dec. 16, 1992

MHSLA Publications Committee
Expenses, 1991-92

	MHSLA	In-Kind	Total
Fall 1991 Newsletter (8 p.)			\$122.73
Copying	\$83.13		
Postage (Butterworth)		\$39.60	
Winter 1992 Newsletter (8 p.)			\$118.40
Copying (Lansing General)		\$74.00	
Postage (Lansing General)		\$44.40	
Spring 1992 Newsletter (14 p.)			\$212.61
Copying	\$141.49		
Postage	\$71.12		
Summer 1992 Newsletter (8 p.)			\$114.62
Copying	\$74.34		
Postage	\$40.28		
Fall 1992 Newsletter			
Copying			
Postage			
SUBTOTAL, NEWSLETTERS	\$410.36	\$158.00	\$568.36
Membership Directory 1992			\$1,139.04
Binders, Index tabs	\$1,035.04		
Copying (Lansing General)		\$104.00	
Postage (Lansing General)			
Padded envelopes			
Miscellaneous			\$47.85
Bond paper (certificates)	\$18.72		
Mailing Labels	\$29.13		
TOTAL EXPENSES 1991/92	\$1,493.25	\$262.00	\$1,755.25

MHSLA PUBLICATIONS COMMITTEE

SUGGESTED GUIDELINES FOR MATERIALS SUBMITTED TO MHSLA NEWS

Each newsletter should be between four and eight pages long.

Articles may be written by the membership, or may be solicited from outside the membership, on topics relevant to the membership.

Such topics would include:

- The practice of medical librarianship
- Sharing of library resources
- Developments in technology relating to library users
- Bibliographies or reviews of recently published articles on relevant topics.
- Activities of MHSLA committees / reports from the chairs.

Brief announcements will be accepted from the membership, not to exceed 1/4 page in length per announcement. Suggested topics for announcements would include staff changes, awards or grants received, moving to new quarters, position openings, new technologies available, new telephone or telefax numbers.

Black and white photographs may be included subject to quality considerations; the picture must photocopy well.

A column from the MHSLA president shall be included. The first newsletter following the annual conference shall include the speeches of both the incoming and the immediate-past president.

Articles submitted should not consist of new business matters which should be addressed by the Executive Board or the General Membership.

Length of submitted articles must conform to size and scope of the publication and to most of the other articles in that publication.

The Publication Committee should have the right to significantly shorten or reject articles for publication. No one member of the Committee may make this decision without consultation of at least one other Committee member.

The subject matter of the articles published should be of professional interest to the group at large and not deal to any degree on the personal, non-library interest of its members.

Thanks to Sandra Swanson and Laura Robbins who contributed greatly to these guidelines.