

MHSLA PUBLICATIONS COMMITTEE

ANNUAL REPORT 1984 - 1985

- I. Committee members for FY 84/85 were: Stephanie John, Saginaw Health Sciences Library, chair; Mildred Kingsbury, Marquette General Hospital, past chair; Bethany Heinlen, Lansing General Hospital; and Jean Parker, Mercy Hospital of Muskegon.
- II. The Committee published four issues of the newsletter during the year. The printer for the newsletter and for the directory was Bob Wilson of The Letter Shop/KN-Kwik-Print of Bay City. The Committee strove to keep costs per issue of the newsletter at or below \$1.25 each, excluding postage.
- III. The Committee kept the letterhead and logo for the newsletter and added "Clip Art" (TM). The art cost no more than a 'plain' newsletter and was felt to add some visual interest. The Committee also published a MEDLARS search aid, which it hopes will be updated in future years and become a traditional enclosure. The search aid itself is a product of the Midcontinental Regional Medical Library Program, which gave MHSLA permission to reproduce it.
- IV. The Committee also explored the idea of advertising in the newsletter and/or annual membership directory. As of this date, this is still in progress and a report will be made at the board meeting at the annual meeting in Lansing.
- V. During the course of the year, the executive board of MHSLA voted to expand the duties of the Publications Committee to include:
 - a.) the updating and maintenance of the MHSLA mailing list, which is computerized by the Michigan Hospital Association and printed on our request;
 - b.) the updating and maintenance of the MHSLA membership list, which is also kept by the MHA;
 - c.) the printing of the annual membership directory.
- VI. The Committee has also begun to explore the possibility of an MHSLA electronic newsletter and is now working with the Electronic Mail Committee (Dave Keddle, chair) and the Michigan Library Consortium (Mike Conway, INTERACT coordinator). Considerable thought will be given to what should be included and how it will be used.
- VII. The Committee chair has also begun a file of articles on newsletter design and publishing, and has written a job description and activities calendar for the chairmanship of the Publications Committee (see attached).

M.H.S.L.A. PUBLICATIONS COMMITTEE

ANNUAL REPORT

1986

The members of the Publications Committee for 1985 - 1986 were: Stephanie John, Susan Hubbs, June Cronenberger and Ellen O'Donnell. Susan Hubbs was the chair until half way through the year, when she resigned to take a new position. The previous chair, Stephanie John, took over at that time.

During the year, the publications committee published four editions of the MHSLA News, including a special conference edition, which is available at the registration desk. The committee also accepted a new responsibility, and took over the mailing and membership lists for the association. The mailing list was revised, updated, and computerized, both locally and at MHA. The membership list was also computerized locally and the computerized version was used to produce this year's directory, which had sections for individual members by last name, for individual members by institution and by city.

As the hard work of computerizing the large mailing list was done this year, we anticipate that next year's committee will have no problems in producing mailing lists or labels.



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**

**Thumb Area Medical
Information Consortium**

**Upper Peninsula Health
Science Libraries
Consortium**

**Valley Regional Health
Science Librarians**

**Western Michigan Health
Sciences Libraries
Association**

M.H.S.L.A. PUBLICATIONS COMMITTEE Annual Report 1987

The members of the Publications Committee for 1986-1987 were: Diane M. O'Keefe, Bonnie Swegles, Jean Monroe, Nancy Ward and Lynn Coles. Diane O'Keefe was the chair.

The publications committee published four editions of the MHSIA News over the course of the year and strove to make them as fresh and current as possible. Jean Monroe, Nancy Ward, and Diane O'Keefe wrote original articles and many contributions were received from local groups.

Bonnie Swegles took over the computerized membership list and updated it with all new members. She produced several sets of mailing labels and provided them on request to many MHSIA members. She also produced and distributed the membership directory.



Michigan Health Sciences Libraries Association

M.H.S.L.A. PUBLICATIONS COMMITTEE
Annual Report
1988

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

The members of the Publications Committee for 1987-88 were: Diane M. O'Keefe, Bonnie Swegles, Nancy Ward, Dina Nameth, Sheryl Stevens and Sandra Swanson. Diane O'Keefe was the chair.

The Publications Committee published four regular editions of the MHS LA News and one special retreat edition. The committee members wrote several original articles and published many articles contributed by the general membership of MHS LA.

Bonnie Swegles updated the computerized mailing list and produced many sets of mailing labels on request from MHS LA members. She also produced and distributed the annual membership directory.



Affiliated Groups

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Sciences Libraries

Northern Michigan Health
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PUBLICATIONS COMMITTEE

ANNUAL REPORT

1989

The members of the Publication Committee for 1988-1989 were:
Nancy J. Winslow, Chair, Judy Barnes, Jane Claytor, Sandra
Swanson, and Nancy Ward.

The Committee published three editions of the Newsletter and the
Membership Directory. Because of budget restrictions, the News-
letter was a 'cottage' industry this year. The first edition
was photocopied, folded and mailed out by the Chair. Total cost
was \$118. The second and third copies were printed and mailed out
by Lansing General Hospital. MHS LA is grateful to Judy Barnes,
Librarian at Lansing General and to Ms. Sue Ellen Hozman of
Lansing General for their time and generous donation of services.

The Membership Directory was also printed and mailed out by
Lansing General Hospital. The behind-the-scenes crew for this
year's Directory were Judy Barnes, Jane Claytor, and Sandra Swanson.

The Publications Committee will continue to produce the Newsletter
as economically as possible and keep the membership informed about
activities of the organization and the members.

Respectfully submitted

Nancy J. Winslow
Chair



PUBLICATIONS COMMITTEE
ANNUAL REPORT 1990

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

The Publications Committee was active this year in producing four issues of MHS LA News. Thanks to the cooperation of the Technology Committee, Research Committee, Ad-Hoc Long Range Planning Committee, Document Delivery Committee and officers of MHS LA, the News was both interesting and informative.

The Committee also worked in cooperation with the Technology Committee and MHS LA Treasurer to produce the Membership List.

Some experimentation with laser printing and graphics made the newsletter a bit more interesting.

This year's issues came to us again thanks to Lansing General Hospital, Osteopathic. They picked up the printing and mailing costs for all four newsletters.

This year's Publications Committee members were:

Richard Barnes, Chair
Louise Dorman
Lora Robbins
Sandra A. Swanson



Michigan Health Sciences Libraries Association

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Sciences Libraries
Association

**M.H.S.L.A. Publications Committee
Annual Report**

The Publications Committee for 1990/91 published four regular editions of the MHS LA News, the Membership List and provided mailing labels for MHS LA activities.

The Committee members wrote several original articles and published many articles contributed by the general membership. The Committee also established editorial guidelines for the newsletter.

Judy Barnes gathered newsletter items and input them into a word processor. Sandra Swanson assembled the articles on a desk-top publisher and Lansing General Hospital printed the documents and mailed them.

The mailing list was updated from membership applications, Document Delivery Committee information and Technology Committee information.

Members of the Committee include: Lora Robins, Sandra Swanson, Louise Dorman and Judy Barnes, Chair.

A handwritten signature in black ink, appearing to be 'Judy Barnes', is written below the text.

Publication Committee Report
January 21, 1992

1. Fall newsletter was sent to membership last week of December. Cost of \$83.13 plus postage (no bill for postage received yet)

2. Winter newsletter is sent to printers--will be published at no charge by Lansing General Hosp. Will be sent to last year's membership (as of December) as membership lists have not yet been updated.

3. Spring newsletter is due out May 1. To be printed at American Speedy Printers, Grand Rapids, to avoid conflict at Lansing Gen. with the Membership Directory.

4. I was charged with contacting Bill Nelton to see if a policy existed relating to the sale and/or distribution of our mailing list. Bill found no policy. Also, no policy is to be found in the Publication Committee notebook.

--> Does the Board wish to either draft a policy or have a policy presented at the next Board meeting?

5. Copies of the membership dues payments are to be forwarded to the Publication Committee by the Membership Committee on March 1. Judy will update the membership lists at that time for mailing labels and membership directory. Members may pay as late as Apr. 1 and still get in the directory.

6. Questions for Board relating to the Membership Directory:

--> Was last year's format acceptable? Reduced size;
institutional and personal list; phone and fax numbers;
personal title

--> Should Bylaws be included?

--> Expense if printed at American Speedy Printing probably over \$300. Lansing General will do gratis within parameters, which I do not know. May need to make some compromises if we choose the less expensive option; however, LGH has turned out a good product in past years.

--> Need a list of Board members from the Secretary.

February 26, 1992

TO: Sandra Swanson

FROM: Judy Barnes

RE: Publication Committee Expenses.

January, 1992 Newsletter

Photocopy - 185 copies x \$.05/page x 8 pages =	\$ 74.00
Postage - 185 copies x \$.24	= 44.40
TOTAL	\$118.40

Label Stock for printing of MHS LA label sets = \$29.15.

Please make check payable to: Lansing General Hospital

And mail it to: K. M. Baker Memorial Library
Lansing General Hospital
2727 S. Pennsylvania Ave.
Lansing, MI 48910-3490

Estimated printing cost for Membership List:

Current contents = 52 pages. Figure on doubling that number for enlarging print size to 10 pitch will probably double the number of pages to 104 (or 52 double sided).

104 pages x .05/page x 200 copies = \$1040.00
(LGH can do the printing at .005/page reducing cost to \$104.00 and since there is sufficient lead time, I'm sure we can meet the May 1 deadline for printing.)

Estimates for binders follows. I recommend the poly binder which is lighter in weight for mailing purposes, less expensive, and the supplier says more durable.

Please indicate whether you prefer beige printing on brown or brown printing on beige.

Pricing for pre-printed tab sets is also included in the quote.

726
104
264
jb



Publications Committee Annual Report

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

Committee Members: Sandra Swanson, Chair
Judy Barnes
Ellen O'Donnell

The Publications Committee worked together via telephone and telefax to produce four newsletters, starting with the Fall 1991 issue. Ellen O'Donnell and Judy Barnes provided articles and tracked down news items for the issues which were edited by Sandy Swanson. The assistance of the MHSLSA membership in forwarding news items is appreciated. We wish to thank Lansing General Hospital for its support of the committee's work, as the Winter 1992 issue was reproduced by Lansing General and mailed for us without charge.


This year, at the Board's direction, the Publications Committee produced the membership directory in loose-leaf format. Judy Barnes coordinated the production of the directory, which has been well received by the membership. While it is our intention in future to supply only loose-leaf pages to continuing members, the committee has a quantity of extra binders available in the event that replacements are needed. Again, we appreciate the *gratis* copying and mailing of the directory by Lansing General Hospital.

In addition, Publications Committee member Judy Barnes maintained the database of members, MISHULS participants, and mailing list addresses. We were called upon several times to provide address labels for sponsors of educational opportunities, in addition to the labels provided to various MHSLSA committees for association mailings.

The Publications Committee was also responsible for producing certificates acknowledging the contributions of MHSLSA committee chairs and members.

The Committee will conclude the year's business with the production of the Fall 1992 *MHSLSA News*, which will be mailed shortly after the Annual Conference.

Respectfully submitted,


Sandra Swanson, Chair, Publications Committee

October 14, 1992

**Publications Committee
Annual Report**

Affiliated Groups

- Eastern Regional Health Sciences Association
- Metropolitan Detroit Medical Library Group
- Mid-Michigan Health Sciences Libraries
- Northern Michigan Health Sciences Libraries Group
- Upper Peninsula Health Science Libraries Consortium
- Western Michigan Health Sciences Libraries Association

Committee Members: Sandra Swanson, Chair
Ken Nelson
Diane O'Keefe
Janet Zimmerman


The Publications Committee conferred via telephone to produce three newsletters this year, beginning with the Winter 1993 *MHSLA News* early in February. Ken Nelson and Diane O'Keefe contacted Board members, Committee Chairs and Local Area Reps for news items. Each newsletter was edited by Sandy Swanson. The Committee appreciates the efforts of the membership in forwarding materials for inclusion in the newsletter.

Committee member Janet Zimmerman maintained the Nutshell database this year (a learning experience!). In addition to entering the new membership information, she printed a number of sets of mailing labels and also transferred the files in ascii format for use in the directory.

The Membership Directory was produced in loose-leaf format in mid-May. The Executive Board and Committee Membership listings were distributed earlier in the year so that the membership would have access to the information throughout the Board and Committee members' terms of office. The Strategic Plan and the Bylaws 1992 revision were also included in this year's print.

The Publications Committee is also responsible for producing the certificates recognizing the contributions of MHSLA committee members and officers, and will produce a Fall issue of the *MHSLA News* shortly after the Annual Conference.

Respectfully submitted,


Sandra Swanson, Chair, Publications Committee
October

Affiliated Groups

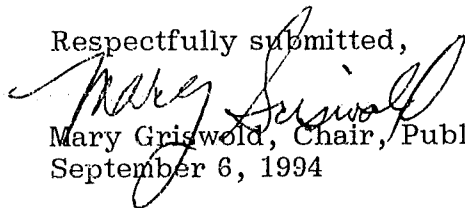
- Eastern Regional Health Sciences Association
- Metropolitan Detroit Medical Library Group
- Mid-Michigan Health Sciences Libraries
- Northern Michigan Health Sciences Libraries Group
- Upper Peninsula Health Science Libraries Consortium
- Western Michigan Health Sciences Libraries Association

**Publications Committee
Annual Report**

Committee Members: Glenda Evans
 Rosemary Compton

The Publications Committee produced three newsletters - Spring 1994, Summer 1994, and Fall 1994. It will also be publishing a post-conference newsletter.

Respectfully submitted,



Mary Griswold, Chair, Publications Committee
September 6, 1994

Affiliated Groups

- Eastern Regional Health Sciences Association
- Metropolitan Detroit Medical Library Group
- Mid-Michigan Health Sciences Libraries
- Northern Michigan Health Sciences Libraries Group
- Upper Peninsula Health Science Libraries Consortium
- Western Michigan Health Sciences Libraries Association

**PUBLICATIONS COMMITTEE REPORT
SEPTEMBER 1995**

This year two issues of the MHSLSA'S newsletter were issued, a Spring and Fall issue. The featured column was the President's page, an updated Oncology listing for consumer collection and a schedule of Health Science, Special Library, American Library Association and On-line activities through 1996. Also posted were address, fax and phone number changes.

Respectfully submitted,



Diane Hummel
Publications Chair