

MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

Publications Committee
Manual

MHSLA PUBLICATIONS COMMITTEE

CHARGE

The MHSLA Publications Committee will publish at least four newsletters a year. The committee will maintain a mailing list of members and a separate general mailing list. The committee will publish annually a Membership Directory. The committee will on request, assist in the preparation and publishing of other publications.



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
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
Objectives
1988**

1. To produce 4 regular issues of the MHSLA News which will be mailed to members on January 15, April 1, July 15, and October 1, 1988.
2. To produce a special retreat issue of the MHSLA News which will be mailed on March 15, 1988.
3. To produce a membership directory for MHSLA which will be mailed to the members by May 31, 1988.
4. To begin a Fax Facts column in the newsletter by the Spring, 1988 issue.
5. To prepare a position description for the chair and a committee procedural manual by June 1, 1988.

POSITION DESCRIPTION

Title of Position

Chairperson of the Publication's Committee

Responsibilities

1. Review committee charge, as appropriate, and make recommendations to the Board.
2. Submit objectives for the year at the first Board Meeting.
3. Submit cost estimates for committee activity to Treasurer in advance of first Board meeting.
4. Attend all Board meetings or send written report of committee activity.
5. Conduct regular committee meetings and maintain written minutes of same.
6. Write annual report and submit to President.
7. Choose a printer for the Newsletter.
8. Arrange for updating of the membership list and for the printing of mailing labels.
9. Arrange with the treasurer to receive copies of all new membership applications for addition to the mailing list.
10. Make contacts with all committee chairs, board members, and local group representatives in order to receive information pertinent to the newsletter.
11. Update the committee manual before passing it on to the next chair.

Deadlines

January - First newsletter
April - Second newsletter
May - Membership directory
July - Third newsletter
September - Fourth newsletter

MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

Publications Committee
1987-88 Committee Roster

Diane M. O'Keefe, Chair (1988)
Wyandotte Hospital & Medical Center
Library
2333 Biddle Ave.
Wyandotte, MI 48192
(313) 284-2400 ext. 2134

Sandra Swanson (1988)
Butterworth Hospital
Health Sciences Library
100 Michigan, N.E.
Grand Rapids, MI 49503-9979
(616) 774-1779

Bonnie Swegles (1989)
Mercy Hospital
Medical Library
2601 Electric Ave.
Port Huron, MI 48060
(313) 985-1378

Nancy Ward
Lafayette Clinic Library
951 East Lafayette
Detroit, MI 48207
(313) 256-9596

Dina Nameth
Henry Ford Hospital
Sladen Library
2799 West Grand Boulevard
Detroit, MI 48202
(313) 876-2550

Sheryl R. Stevens
Henry Ford Hospital
Sladen Library
2799 West Grand Boulevard
Detroit, MI 48202
(313) 876-2550

MICHIGAN HEALTH SCIENCE LIBRARIES ASSOCIATION

Publications Committee

PROCEDURES

1. At the first board meeting of the year, set the publication dates for the newsletter and the directory.
2. 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.
3. Send out a form letter to all the committee chairs, officers, and local group representatives or contact them in person. 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 that you're after. Then follow up with a specific request before each newsletter.
4. Assign one committee member to handle the updating of the computerized membership list and the production of the mailing labels and the membership directory. This committee member should have access to a compatible personal computer.
5. Arrange with the Treasurer to receive copies of new member applications and forward these to the committee member in charge of the mailing list.
6. Arrange a meeting in person or by phone with committee members about a month before each newsletter deadline. Assign articles to be written to committee members. Follow up by telephone as the deadline approaches.
7. 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.
8. 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 MHSLA'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 MHSLA members.
9. Forward all bills to the Treasurer, with an explanation.

MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

Executive Board

OFFICERS

President
President-Elect
Immediate Past-President
Secretary
Treasurer
Archivist

Lynn Sorensen Sutton
Lea Ann Mcgaugh
Stephanie John
Sandra I. Martin
Carol Aebli
Bill Nelton

AREA-REPRESENTATIVES

Flint Area Health Sciences
Library Network (FAHSLN)
Metropolitan Detroit Medical
Library Group (MDMLG)
Mid-Michigan Health Sciences
Libraries (MMHSL)
Northern Michigan Health Sciences
Libraries Group (NMHSLG)
Thumb Area Medical Information
Consortium (TAMIC)
Upper Peninsula Health Science
Libraries Consortium (UPHSLC)
Valley Regional Health Science
Librarians (VRHSL)
Western Michigan Health Sciences
Libraries Association (WMHSLA)

Marilyn Schleg
Diane O'Keefe
Mary Anne Wallace
Kay Kelly
Bonnie Swegles
Mildred Kingsbury
Stephanie John
Marge Kars

COMMITTEE CHAIR

Bylaws
Document Delivery Co-chair
Document Delivery Co-chair
Education
Legislation
Local Arrangements
Nominating
Publications
Technology

Leslie Behm
David Kedde
Caryl Scheuer
Carol Gilbert
Lorraine Obrzut
Betty Crawford
Doris Blauet
Diane O'Keefe
Judy Barnes

MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION

1987-88 COMMITTEE ROSTER

Bylaws

Leslie Behm, Chair (1988)
Marilyn Schleg (1990)

Publications

Diane O'Keefe, Chair (1988)
Sandra Swanson (1988)
Bonnie Swegles (1989)
Nancy Ward (1989)
Dina Nameth (1990)

Document Delivery

David Keddle, Co-chair, (1989)
Caryl Scheuer, Co-chair (1989)
Barbara Kormelink (1988)
Beth Heinlen (1988)
Doris Blauet (1988)
Lea Ann McGaugh (1988)
Jill Skonieczny (1988)
Jane Claytor (1988)
Norma Powers (1989)
Marilyn Simpson (1989)
Viju Karnik (1989)
Martha Studaker (1990)
Betty Marshall (1990)
Sandra Martin (1990)

Technology

Judy Barnes, Chair (1989)
Mollie Lynch (1988)
Marilyn Schleg (1989)
Barbara Shipman (1989)
Beth Salzwedel (1990)
Donna Marshall (1990)

Education

Carole Gilbert, Chair (1989)
Janet Everitt (1988)
Yvonne Mathis (1988)
Lois Huisman (1989)
Kathleen Carmichael (1989)
Heidi Koch (1990)
Gayle Williams (1990)

Legislation

Lorraine Obrzut, Chair (1990)
Ellen O'Donnell (1989)



Michigan Health Sciences Libraries Association

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Science Librarians
Western Michigan Health
Sciences Libraries
Association

**M.H.S.L.A.
Publications Committee
Timetable
1988**

January 1	Deadline for Winter issue of MHS LA News
January 15	MHS LA News Winter issue mailed
March 1	Deadline for Special Retreat issue
March 15	Special Retreat issue mailed
March 18	Deadline for Spring issue of MHS LA News
April 1	MHS LA News Spring issue mailed
May 1	Deadline for address changes for directory
May 31	MHS LA membership directory mailed
July 1	Deadline for Summer issue of MHS LA News
July 15	MHS LA News Summer issue mailed
September 16	Deadline for Fall issue of MHS LA News
October 1	MHS LA News Fall issue mailed



Michigan Health Sciences Libraries Association

December 21, 1987

Affiliated Groups

Flint Area Health
Sciences Library Network
Metropolitan Detroit
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Thumb Area Medical
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Western Michigan Health
Sciences Libraries
Association

**M.H.S.L.A.
PUBLICATIONS COMMITTEE
Budget for 1988**

Newsletter: 5 issues @ \$433.00 per issue \$2165.00

Directory printing and mailing and Newsletter mailing
are subsidized by institutions.

A handwritten signature in cursive script that reads "Diane M. O'Keefe".

Diane M. O'Keefe
Chairman, Publications Committee



Affiliated Groups

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Association

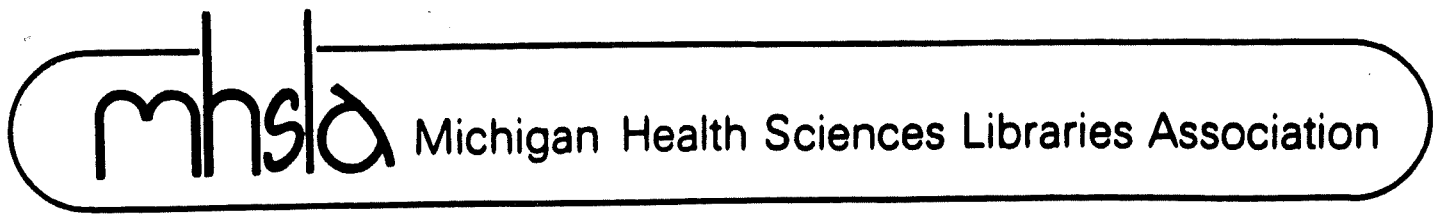
MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION
Publications Committee
November 19, 1987
Meeting Minutes

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
Chair, Publications Committee



- 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 MHS LA 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 MHS LA members. She also produced and distributed the membership directory.

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 MHS LA 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.