

Dear Colleagues,

We look forward to the rapidly approaching millennium with all of its perceived technological opportunities for change and improved access to information. As we approach managing our libraries in the coming year, we will need to be more creative than ever before if we are to keep our collections and staff, not just intact, but expanding to meet the increasingly complex demands of our service base.

Our professional organization is not unlike our library work, in fact, it is an extension of who and what we are as professionals. For the most part, everyone has absorbed the equivalent of another full time position into their daily work, and we shudder to think we have one more task to perform, or one more committee to serve on.

It does not matter if you are new to librarianship, a past president or seasoned committee chair; it will take all of us to operate our chapter successfully. We need your willingness to participate, your wisdom, and your experience. Come and share with us.

For my term of office as your president, I want to strongly focus on the mission and vision for NCNMLG, and conceptualize and implement a long-range strategic plan and leadership model for our membership.

Strategic planning and effective leadership are linked together in a symbiotic relationship in which each enhances the other. Developing successful strategies for profiting from this symbiosis involves engaging in system analysis and environmental scanning as a way of gathering reliable data about how NCNMLG is perceived by its membership and by its constituencies .

More than ever before everyone is needed for the success of our chapter. Let's set new records of participation as we choose to attend and support our chapter in the new millennium.

*Warmest regards,
Billie White
President, NCNMLG*

1998/99 NCNMLG OFFICERS

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The NCNMLG Newsletter is published 6 times a year (July/August, September/October, November/December, January/February, March/April, May/June).

Copy for the July/August newsletter is due by the **15th of July**.

The NCNMLG Newsletter is available in PDF format at the NCNMLG Website at:

<<http://www.ncnmlg.stanford.edu:5000>>.

In order to read the newsletter in this format, you will need the Acrobat Reader plug-in which can be downloaded for free from Adobe Systems' Web site <www.adobe.com/proindex/acrobat/readstep.html>. Once Acrobat Reader is installed, click on the PDF file icon for the newsletter and Acrobat Reader will open up on top of your Web browser and display the document right on your screen.

CALENDAR CALENDAR CALENDAR

MAY	6	Spring CE Class at Samuel Merritt College in Oakland
	14-20	MLA annual meeting in Chicago, IL
	15	Copy deadline for May/June Newsletter
	21	Copyright in the New Millennium Satellite Teleconference
JUNE	25	Transition meeting for incoming NCNMLG officers

The audiocassettes of the 1999 MLA Annual Meeting are now available on loan from PSRML.

Tapes are ONLY available to staff of Network libraries within the Pacific Southwest Region of NN/LM. Requests are limited to 3 TAPES per order. Because we have waiting lists for the tapes, they must be returned within 2 weeks of the date mailed or late fees will be imposed. There is no charge for borrowing the tapes.

TO ORDER:

Please go to http://www.nnlm.nlm.nih.gov/psr/loans/mlatape_99.html to complete the Online order form. If you are unable to access this website, please contact us at (800)338-7657 or (310)825-1200.

Michael Miller
PSRML

Recommendation for a resource for information concerning copyright: <http://www.iupui.edu/~copyinfo/>

The site is sponsored by the Copyright Management Center at Indiana University-Purdue University Indianapolis. The Copyright Management Center is headed by Professor Kenneth D. Crews, who many of you may have heard speak at one of the dozens of seminars/programs Professor Crews conducts all over the country. Professor Crews is a lawyer as well as a librarian and so has an insight into how these issues affect librarians.

This site is a wonderful resource for explanations of current and recent legislation, (especially to do with library issues) and without the bias which may be present on sites that are commercial in nature.

The site is well worth bookmarking and visiting often. Yes, I do work part-time for the Copyright Management Center, but not usually in a PR capacity ;-) and [unfortunately] I cannot take any of the credit for the website or the information contained therein.

But I do urge you to visit the site and become as informed as possible on the issues you have all been discussing the past few days. Relying on information provided by commercial sites that have a vested interest in a share of your budget dollars may not be the best bet.

Barbara Gushrowski
Garceau Library
St. Vincent Hospital and Health Systems
Indianapolis, IN

Region 7 Network Members:

DEADLINE: July 30, 1999

Request for Proposals: Access to Electronic Health Information for the Public

Purpose: The purpose of this outreach initiative is to ensure that health professionals, their patients and the general public are connected to the health information resources they need to make informed health care decisions.

Outreach can take various forms depending on the needs of the target audience: promoting awareness of relevant health information resources at the regional, state, and local level through presentations, demonstrations, and exhibits; linking individuals and organizations with an NN/LM member library for backup assistance in locating hard to find information; obtaining the full text of journal articles; teaching how to search the Internet for reliable and authoritative health information; demonstrating and teaching the use of PubMed, Internet Grateful Med, MEDLINEplus, additional NLM databases, and other sources to obtain health information; and developing web links to local, state and regional health-related information to enhance what is available in MEDLINEplus for consumers.

Eligibility: Network members in the National Network of Libraries of Medicine, Pacific Southwest Region, are eligible to apply. Applications may cover groups of institutions. A single, NN/LM member lead institution, must apply on behalf of the group. Health science libraries, health information resource centers, public libraries and state library organizations which provide health information services are eligible for network membership. Contact the Regional Medical Library for information about becoming a network member library.

Funding: This solicitation uses the subcontract mechanism. The lead institution will act as a subcontractor to the NN/LM Pacific Southwest Region with responsibility for the planning, direction, and execution of the proposed project. For a single institution, support is available up to \$10,000; a group of institutions may receive up to \$40,000. The proposed projects may target individuals and organizations providing health information to the public, as well as targeting the public directly.

Period of Performance: up to 18 months from date of the award.

Deadline for submission of proposals: July 30, 1999

To obtain a copy of the Request for Proposals and related documents, visit this URL at the Pacific Southwest Region Web site: <http://www.nlm.nlm.nih.gov/psr/chi/ann.html>

If you have questions or need additional information contact:
Beryl Glitz, Associate Director, bglitz@library.ucla.edu or 1 (800) 338-RMLS

Looking forward to hearing from YOU!

Heidi Thiessen Sandstrom
Network Coordinator
Pacific Southwest Region NN/LM
National Library of Medicine
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Minutes of the April 9, 1999 Executive Board Meeting

The meeting was held at the MacArthur Park Restaurant, Palo Alto.

Present: Maryann Zaremska, Dorrie Slutsker, Heidi Heilemann, Gloria Won, Mary Beth Train, Billie Stutts White, Ysabel Bertolucci, Cynthia Henderson, Janie Grosman, Tilly Roach, Cynthia Seay and Andrea Woodruff.

No executive meeting could be held, as there was not a quorum present.

Business Meeting

Billie White announced that the transition meeting would be held on Friday, June 18, 1999.

With election results not available, Maryann Zaremska asked Andrea to take responsibility to find out results and put them on the board listserv or in the newsletter.

Ysabel Bertolucci asked Cynthia Henderson to print the results of the E-Resources Focus Group, held at the Joint Meeting, in the newsletter.

Secretary 's Report - Cynthia Seay handed out copies of the minutes for the February 5, 1999 business meeting.

Dorrie Slutsker asked that the minutes be amended to include the explanation of two by-law changes:

In any voting situation, each voting member shall have one vote only.

In the event of a tie vote for MLA Chapter Council shall make a selection by lot from among the tied candidates.

Treasurer 's Report - Tilly Roche reported there was \$27,829.28 in available funds. The report was approved as read.

ILL Coupons - Doug Varner, in absentia, provided the NCNMLG Quarterly Coupon Report covering June 1, 1998 through March 31, 1999.

MLA Chapter Council Update - Heidi Heilemann handed out a one-page report. She noted several items of special importance:

1. Watch out for information concerning a dues increase. MLANET encourages discussion of the proposed increase on their member listserv - MLAFOCUS.
2. An organization name change.
3. A single slate recommendation made by MLA's Governance Task Force regarding the office President and President-Elect.
3. MLA offers Web services to sections and chapters for their Web sites.
4. Our own Jo Anne Boorkman will become a Fellow of MLA at the annual meeting in May.

Joint Meeting Report - Mary Beth Train said the Joint Meeting turned a profit of \$7700. She said there were more contributing papers than were planned and the RML contributed about \$6000. The next joint meeting will be in San Francisco.

Gloria Won presented a report on the Joint Meeting budget and attendance, plus a comparison of costs for the joint meetings from 1995-1999.

Mary Beth suggested offering a price of \$25.00 to library students for the entire meeting in order to encourage students to attend.

Heidi Heilemann announced the next CE class would be held on May 6. It will "Drug and Pharmaceutical Information Resources". The speaker will be Elizabeth Wood from Oregon Health Sciences University.

The meeting was adjourned at 6:00 p.m.

Respectfully submitted, Cynthia Seay, Secretary

BYLAWS

NORTHERN CALIFORNIA AND NEVADA MEDICAL LIBRARY GROUP. A CHAPTER OF THE MEDICAL LIBRARY ASSOCIATION, INC.

Article I. Name and Boundaries

Section 1. Name

A. The name of this organization shall be the Northern California and Nevada Medical Library Group, a Chapter of the Medical Library Association, Inc. (MLA).

B. The name may be abbreviated to NCNMLG.

Section 2. Boundaries

The boundaries of this Chapter shall be positioned by a line drawn along the northern border of the following California counties: San Luis Obispo, Fresno, Madera, and Inyo. The Chapter will include all counties north of this line to the Oregon border, and will also include the entire state of Nevada.

Article II. Purpose

A. The purpose of this Chapter shall be to provide for its members educational opportunities for professional growth; anticipate and respond to changes in the health care field, related disciplines and the information environment; promote the advancement of the status and economic interest of librarians and other health care information providers; provide a forum for peer interaction and networking; foster communications; work with the Medical Library Association in developing goals and standards of mutual benefit and interest; and serve as a conduit for information concerning issues facing the health care field.

B. This Chapter, employer identification no. 946123372, shall be organized exclusively for educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

C. Notwithstanding any other provisions of these articles, the Chapter shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (2) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

D. Upon the dissolution of this Chapter, after paying or adequately providing for the debts and obligations of the Chapter, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation, which has established its tax-exempt status under section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).

Article III. Membership

Section 1. Members

A. Both members and nonmembers of the Medical Library Association may belong to this Chapter by complying with the provisions of the Bylaws.

B. Regular membership: This is open to individuals interested in or actively engaged in library or other information service in the health care field and its related disciplines. Dues as determined by the Chapter shall be paid by regular members.

C. Honorary membership: This is awarded for life to noteworthy individuals. Previous membership in the Chapter is not required. Names of candidates known for their contributions to library or other information service or to the Chapter shall be submitted to the Executive Board for consideration and tentative approval; the President shall then present the names of those approved to the general membership at the annual business meeting for final consideration and approval. Honorary members do not pay dues.

D. Emeritus/Emerita membership: This is granted for life to those persons who have retired from library service, have had ten years or more of consecutive membership in the Chapter, who are members at the time of their retirement from library service or related activity, and who have applied for such membership. Emeritus/Emerita members do not pay dues.

Section 2. Rights and Privileges

A. Voting members of this Chapter shall consist of all members, except that only Voting Members of the Medical Library Association shall be qualified to move or to vote on recommendations to the MLA Chapter Council regarding MLA policies or actions, to vote on the selection of a candidate for the MLA Nominating Committee, or to vote on the selection of the Chapter's Representative and Alternate Representative to the MLA Chapter Council.

B. Elected officers of this Chapter shall be Voting Members of the Medical Library Association.

C. In any voting situation, each Voting Member shall have one vote only.

Section 3. Dues

A. Dues shall be determined by the Executive Board subject to the approval of the Chapter membership by a majority vote of those present and eligible to vote at any business meeting of the Chapter. A resolution to change dues shall be included in the notice of the meeting in which it will be presented for approval. Chapter dues shall not exceed MLA membership dues for Regular Members.

B. Chapter dues shall be payable on joining the Chapter and thereafter, on receipt of an invoice from the Chapter, at the beginning of the new fiscal year. Dues paid by new members during the last three months of the fiscal year apply to membership both in that fiscal year and the next.

C. Dues shall be assessed on an annual basis for the period of one fiscal year.

D. The fiscal year of this Chapter shall be June 1 through May 31.

E. If dues are unpaid by October 1, the dues shall be considered in arrears and without further notice the member shall be suspended from all rights and privileges.

Article IV. Officers

Section 1. Officers and Terms of Office

A. Elected officers of the Chapter shall be a President, a Vice-President/President-Elect, a Past President, a Secretary, a Treasurer, a Chair of the NCNMLG Nominating/Election Committee, a Member of the NCNMLG Nominating/Election Committee, a Candidate to the MLA Nominating Committee, and a Representative and an Alternate Representative to

the MLA Chapter Council.

B. Appointed officers shall be an Archivist, a Parliamentarian, the Chairs of the Standing and Ad Hoc Committees, and the representatives to PSRML Advisory Committee and to other organizations. The President shall appoint the holders of these offices.

C. The term of office of the President shall be successively one year as Vice-President/President-Elect, one year as President and one year as Past President.

D. The terms of office of the following shall be one year: Secretary, Treasurer, Chair of the Nominating/Election Committee, Member of the Nominating/Election Committee, candidate to the MLA Nominating Committee

E. The term of office of the Representative and Alternate Representative to the Chapter Council shall be three years, except that if their terms be made shorter by action of the Council or the Bylaws of the Medical Library Association, the terms shall coincide with that action.

F. Elected officers shall take office at the beginning of the fiscal year following their election. The elected officers serve, unless they resign, die, become incapacitated, or are removed, until the end of that fiscal year or until their successors are elected and assume their duties.

G. The terms of office of the Representatives to the PSRML Advisory Committee shall be three years and shall commence at the first Advisory Committee meeting following appointment. The Representatives shall be appointed by the President in successive years so that their terms of office shall be staggered.

H. The terms of office of the other appointed officers shall be one year.

I. Any officer may occupy the same office recurrently and consecutively.

J. No one shall serve on the MLA Nominating Committee as a voting member more than one term during a period of five years.

Section 2. Duties

A. The duties of the President shall be to call and preside over meetings of the membership and of the Executive Board, to make appointments as required, to represent the Chapter at all times and on all occasions not in conflict with any other officer's defined duties and responsibilities, to communicate effectively with the membership, to submit an annual report to MLA Headquarters by the date requested, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

B. The duties of the Vice President/President-Elect shall be to serve as President whenever the President is not able to do so, to plan and conduct programs for the membership and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

C. The duties of the Past President shall be to maintain the Chapter's Policy and Procedure Manual and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

D. The duties of the Secretary shall be to prepare and distribute minutes of all meetings prior to the next meeting, to be responsible for incoming and outgoing correspondence and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

E. The duties of the Treasurer shall be to prepare the annual budget, to receive all monies due to the organization, to disburse payments to creditors including reimbursements to officers for expenses committed in the service of their offices, to account for income and expenditures, to make financial reports at meetings, to prepare tax forms as required, to arrange for an annual audit of the accounts, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

F. The duties of the Representative to the Chapter Council shall be to represent the Chapter on the MLA Chapter Council by attending the meetings of the Council, to transmit to the Council recommendations that have been approved by the Chapter, and to communicate Council business to the officers and membership of the Chapter.

G. The duties of the Alternate Representative to the Chapter Council shall be to attend the meetings of the Chapter Council, to serve as Representative whenever the Representative is unable to do so and to assume the office of Representative and serve out the unexpired term should the Representative become unable to complete the term of office.

H. The duties of the Chair and Member of the NCNMLG Nominating/Election Committee shall be to prepare a slate of candidates for all Chapter elections, to distribute and tabulate the ballots of election, to report the results of elections to the President, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

I. The duties of the Candidate to the MLA Nominating Committee shall be, if selected by the Chapter Council and if elected by the MLA general membership, to participate in the selection of nominees for office in MLA.

J. The duties of the Archivist shall be to maintain a file of Chapter records and to collect from officers and committee chairs annual reports, minutes, programs, correspondence and other items of lasting interest.

K. The duties of the Parliamentarian shall be to aid and advise officers, committees, and members about parliamentary procedures. The Parliamentarian shall be an ex officio member of the Bylaws Committee

Section 3. Elections

A. The Nominating/Election Committee shall prepare annually a slate of at least one nominee for Vice-President/President-Elect and for each elected officer whose term expires.

B. The Nominating/Election Committee shall present the Chapter with its slate of nominees at the business meeting preceding the annual election. Additional nominations may be made from the floor at this time.

C. All elections shall be by mail ballot with provisions for write-in candidates.

D. The Nominating/Election Committee shall mail ballots to the voting membership at least thirty days prior to the deadline established by the Committee for counting ballots. This deadline shall be two weeks prior to the last Chapter business meeting of the fiscal year.

E. For all elected positions except the two on the Nominating/Election Committee and the MLA Chapter Council Alternate Representative, candidates receiving a majority of valid votes cast shall be declared elected. The candidate for MLA Chapter Council Representative receiving the second largest number of votes cast is elected the MLA Chapter Council Alternate Representative. The two candidates for the Nominating/Election Committee receiving the largest number of votes cast are elected. Of these two, the candidate receiving the larger number of votes shall be the Chair and the other candidate shall be the elected member. If a tie occurs, the Nominating/Election Committee shall make a selection by lot from among the tied candidates.

F. The Nominating/Election Committee shall present a written report of the election results to the President. The Chair of the Nominating/Election Committee shall report the names of the candidates elected, but not the tallies, to the membership at the last business meeting of the year. Candidates shall be notified of the election results prior to the announcement. The ballots shall be kept by the Chair of the Nominating/Election Committee for a period of six months following the announcement of the winners. During this time the ballots may be inspected by any member of the Chapter.

Section 4. Vacancies

A. A vacancy arising in the office of President shall be filled by the Vice-President/President-Elect, who shall cease to be Vice-President, shall serve out the unexpired term of the President, and shall continue as President for the full succeeding term to which he or she was elected.

B. A vacancy arising in the office of Representative to the Chapter Council shall be filled by the Alternate Representative, who shall cease to be Alternate Representative, and shall serve out the unexpired term of the Representative.

C. A vacancy arising in any other elected office shall be filled by Executive Board appointment of a new incumbent, who shall serve out the unexpired term of office. The person so designated shall be a Voting Member of the Medical Library Association.

Section 5. Candidate for the MLA Nominating Committee Membership

A. The name of one Voting Member of the Medical Library Association, elected by the membership during the annual election, shall be submitted each year to the Chapter Council as a potential candidate for membership on the MLA Nominating Committee; this submission shall be made to the Council before its final assembly at the MLA Annual Meeting. The potential candidate shall prepare a biographical statement and a signed statement of willingness-to-serve if elected as a member of the MLA Nominating Committee. This statement shall accompany the name submitted.

B. No person shall consent to being a potential candidate or a candidate for membership on the MLA Nominating Committee who is already such a potential candidate or candidate from some other unit of the Medical Library Association; no candidate for membership on the MLA Nominating Committee shall also be a candidate for an elective office of the Medical Library Association, or vice versa.

C. No one shall serve on the MLA Nominating Committee as a voting member for more than one term during a period of five years.

Article V. Meetings

A. At least three business meetings shall be held in each fiscal year. Additional meetings may be held. All meetings shall be held at a time and place convenient for the members. Notice of all meetings shall be disseminated to the membership at least three weeks in advance of the meeting date.

B. In alternate years the Chapter hosts a joint meeting with the Medical Library Group of Southern California and Arizona.

C. One-tenth of the membership in good standing shall constitute a quorum of the Chapter.

Article VI. Executive Board

Section 1. Executive Board

A. The Executive Board shall consist of the elected officers, the Archivist, the Parliamentarian, the Chairs of the Standing and Ad Hoc Committees, and elected or appointed representatives to other organizations.

B. The voting members of the Executive Board shall be the elected officers. A majority of the elected officers shall constitute a quorum of the Executive Board.

Section 2. Duties

A. The Executive Board shall have general supervision of the affairs of the Chapter between its business meetings. The Executive Board shall fix the time and place of meetings, make recommendations to the membership, approve revisions to the Chapter's Policy and Procedure Manual, and perform such other duties as are specified in these Bylaws and by the parliamentary authority adopted by the Chapter.

B. The elected officers shall consult whenever necessary to transact business between scheduled meetings.

C. The Executive Board may use electronic and other appropriate information technologies to communicate between meetings, approve minutes of Executive Board meetings and vote on Executive Board business.

D. The Executive Board shall hold a Transitional Meeting at the beginning of the fiscal year to facilitate the transition from incumbent to new officers, committee chairs and other officials.

E. The President shall summarize for the Chapter membership the business transacted by the Executive Board.

Article VII. Committees

Section 1. Standing Committees

A. Standing committees of this Chapter shall consist of Awards and Honors, Bylaws, Continuing Education, Documentation, Electronic Resources, Exchange, Governmental Relations, ILL/Union List, ILL Coupons, Joint Meeting, Long Range Planning, Membership, Newsletter, Nominating/Election, Paraprofessional/Professional, Program, Public Relations, and Research. Other Standing Committees may be established by the Executive Board subject to approval by the membership through amendment of these Bylaws.

B. The Chairs of all Standing Committees except the Nominating/Election Committee shall be appointed by the incoming President to serve a one-year term. The membership of each Standing Committee except the Nominating/Election Committee shall be appointed by the Chair of that committee according to the specifications in the Chapter's Policy and Procedure Manual. The responsibilities of each committee are delineated in the Chapter's Policy and Procedure Manual.

C. Chairs of all Standing Committees of this Chapter shall be Voting Members of the Medical Library Association.

D. The Nominating/Election Committee shall consist of three members: the Chair and one other member are elected and one is appointed by the Executive Board. Neither the President nor the Vice-President/President-Elect shall serve on or appoint members to the Nominating/Election Committee.

Section 2. Ad Hoc Committees

The President may appoint ad hoc committees as needed subject to the approval of the Executive Board.

Section 3. Committee Requirements

- A. The President shall publish annually a list of all committees, their Chairs and their members.
- B. In meetings of a committee a quorum shall consist of a majority of the members of the committee.
- C. Annual reports of officers and committee chairs shall be submitted to the President at the Transitional Meeting.

Article VIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Chapter may adopt.

Article IX. Amendment of Bylaws

A. Any member may initiate an amendment to the bylaws during a business meeting. The member shall rise, announce that he or she is proposing an amendment to the bylaws, state the proposed amendment, and give a written copy to the Secretary.

B. At least thirty days prior to the next business meeting, a notice shall be mailed to the membership stating the proposed amendment(s) and how the section or article to which it pertains would be altered if amended.

C. A two-thirds vote of the members present at the next business meeting shall determine the disposition of the amendment(s).

D. The Executive Board may direct extensive revision of the Bylaws to the Bylaws Committee. The proposed revisions, after approval by the MLA Bylaws Committee, shall be submitted to the Executive Board. If accepted by the Executive Board, the revisions shall then be mailed to the members at least 30 days prior to the next business meeting of the Chapter. At this meeting amendments germane to these revisions may be proposed. Members unable to attend this meeting may propose amendments in writing to the Bylaws Committee Chair before the meeting. A ballot containing the proposed revisions and any amendments shall be mailed to each voting member. A two-thirds vote of the ballots returned shall determine the disposition of the revisions and their amendments.

Acceptance

These bylaws were approved by the members at the annual business meeting May 17, 1977, and amended on September 22, 1978, on May 14, 1980, on December 2, 1980, on May 21, 1981, on November 7, 1983, on December 17, 1985, on April 12, 1986, on November 18, 1987, on February 8, 1996, on December 4, 1998, and on April 9, 1999.

Dorrie Slutsker
Chair
Bylaws Committee

Job Announcements

INFORMATION SERVICES LIBRARIAN SAN FRANCISCO GENERAL HOSPITAL MEDICAL CENTER

The San Francisco General Hospital Medical Center invites applications for the position of Information Services Librarian. This is a University of California San Francisco position based at the Barnett-Briggs Medical Library, San Francisco General Hospital Medical Center. For more information about the library, consult our Web Site at:
<http://sfguide.ucsf.edu/barnett>

Responsibilities: Provide reference/research consultation services in a health sciences library. Teach classes on the Internet, World Wide Web, HTML, and other computer-related topics. Maintain and support library website and public-access Microcomputer Center; analyze software and hardware needs and provide end-user technical support. Maintain collection development of computer-related materials (print and electronic). Prepare user documentation and training materials. Assist in planning and evaluation of library services.

Requirements: ALA-accredited Masters degree in Library/Information Science; minimum 3 years professional experience; knowledge of World Wide Web searching and HTML; excellent training, presentation and documentation proficiency; experience doing mediated searches on health topics; strong interpersonal communication skills with a customer service focus. The ideal candidate will have technical expertise and interest in marketing library services.

Preferred: Experience with Windows and Macintosh systems and applications. Reference experience in a health sciences library and California Digital Library (UC) search systems preferred.

Salary/Benefits: Salary \$34,600 - \$51,900 commensurate with experience and skills. Excellent University of California benefits package.

Application Deadline: Review of applications will begin immediately and continue until the position is filled. Please send cover letter, resume and names of three references to:

Joan Fierberg, Library Manager
Barnett-Briggs Medical Library
San Francisco General Hospital
1001 Potrero Ave., Bldg. 30
San Francisco, CA 94110
jfierberg@sfguide.ucsf.edu

The University of California San Francisco is an Equal Opportunity/Affirmative Action Employer. Women and minorities are encouraged to apply.

Job Announcements continued...

POSITION: Manager Library Services
Kaiser Permanente
South Bay Service Area

CONTACT: Marian McNicol
Public Affairs Department
1333 Lawrence Expressway, Suite 267
Santa Clara, CA 95051
(408) 236-5338

GENERAL SUMMARY: Provides leadership and management in the delivery of library and knowledge-based information services to meet the service area needs for clinical, research, and management information.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Directs, implements, and manages the knowledge based information services for the service area. Provides technical and administrative support for these services. Serves as consultant for knowledge-based clinical reference technology to SA staff. Develops, implements, and manages projects in knowledge-based information, informatics, and the Internet. Develops and administers SA level budget. Formulates and implements needs assessments quality assurance programs, policies and procedures for the operation and maintenance of library services. Hires, trains, guides and evaluates Health Sciences Library staff in the provision of library and knowledge-based systems services. Manages staff in multiple locations within the SA, and provides library services directly to clients at one medical center locations. Responsible for successful consolidation of library services across the SA and ensuring access to services from all locations. Evaluates new methods and emerging knowledge-based information technology to determine compatibility, cost effectiveness, and potential benefit to the SA. Plans, analyzes and evaluates library services on an on-going basis to ensure that medical personnel's information needs are being met and improves existing services or implements new services. Selects and acquires texts and journals to ensure a current and up-to-date collection of material to support the needs of end-users. Provides literature unavailable in the library through a nation-wide system of inter-library borrowing or on-line searches. Maintains accurate cataloging. Plans for future space, equipment, and staffing needs. Orients users on library's facilities, services, resources and equipment. Instructs users (employees and members) on use of periodical indexes, on-line databases, reference tools and policies and procedures. Maintains good relations with other departments/libraries to enhance services and ensure linkage of services through individual, team and group interaction and local, community, regional and national level. Collaborates with peers internally and externally to establish and achieve common goals. Represents Kaiser Permanente on committees and at conferences in the community and at the state and national level as well as at Professional Associations and Peer Group.

EDUCATIONAL REQUIREMENT: Masters Degree in Library Science

SALARY: Negotiable

QUALIFICATIONS: Five years experience in a health sciences library. Three years experience managing department operations, including budgeting and staff supervision. Strong analytical and problem-solving ability, demonstrated interpersonal skills and ability to communicate with clients, peers, and vendors. Knowledge and experience with on-line search systems and software programs.

Job announcements continued...

Chiron Corporation, a leading biotechnology company located in Emeryville, CA, is seeking a Library Assistant to join a team of information professionals providing sophisticated services and products to Chiron's scientists, managers and other staff. This is a full-time permanent position.

RESPONSIBILITIES

Maintain journal collection, including check in, display, routing, tables of contents, claiming, weeding inventory, binding
Manage book circulation, including check out/in, overdues, inventory

QUALIFICATIONS

BA/BS or equivalent education/experience. Two or more years library experience, preferably in a corporate or health sciences library setting. Proficiency with Microsoft Office programs. Experience with automated serials management systems is desirable. Strong written and verbal skills are desirable.

TO APPLY

Send resume and cover letter referencing Job No. 3865 (Senior Information Associate) to:

Human Resources
Chiron Corporation
4560 Horton St.
Emeryville, CA 94608
510-923-2514 (fax)

TOURO UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE MARE ISLAND, VALLEJO

Touro University College of Osteopathic Medicine (TUCOM) seeks a Library Assistant for its new university library. The university is located on Mare Island (40 miles north of San Francisco) former home of the oldest naval shipyard on the West Coast. The new library, designed by one of the country's leading architectural firms, is housed in an 11,000+ foot former naval dining facility with room for expansion. TUCOM is a branch of New York based Touro University and will be entering its third class of students in August 1999. This full-time position available immediately. Annual salary of \$27,000; excellent benefits including 24+ vacation/holidays.

Responsibilities:

Maintain 250+ title journal collection including binding, check-in and claiming using III Innopac. Assist patrons at the circulation desk and by phone. Provide basic reference service. Process news books. Perform circulation functions. Assist in the development of policies and procedures for new library. Other duties as needed.

Qualifications:

BA/BS or equivalent education/experience. Good communication skills and ability to work with students, faculty and staff. Ability to bend, lift, shift and move books and journals to 40 pounds. Experience with integrated library systems highly desirable or willingness and ability to learn. Good computer skills; knowledge of MS Office. Willingness and flexibility to work in a start-up environment. Good attention to detail. Ability to work occasional nights and Sunday afternoons

Send cover letter and resume to:

Rochelle Perrine Schmalz
Director, Library Services
832 Walnut, Quarters C
Mare Island, Vallejo, CA 94592
(707) 562-5301 phone (707) 562-5104 fax
rpsrose@ix.netcom.com

