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# NCNMLG Newsletter

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A message from the President  
*Are you ready for the Joint Meeting 2001?*

## Gateways to Knowledge - 2001 Joint Meeting

Save the dates:

February 8 & 9 Meeting  
February 7 & 10 CE's

Reserve your room at the Radisson Miyako 1-800-333-3333. To get the conference rates, ask for one of these names:

- Medical Librarians,
- Northern California & Nevada Medical Library Association conference,
- Gateway to Knowledge.

Watch for your pre-registration packet in early December, OR visit the website:

<http://ncnmlg.stanford.edu/JtMtg2001/>

## RETIRED MEMBERS NEEDED

### LOOKING FOR EMERITUS, EMERITA

The Awards and Honors Committee wants your help in locating NCNMLG members who are retiring or have retired in order to honor their service to NCNMLG and to acknowledge them at the Joint Meeting in 2001.

The definition of an Emeritus is someone who has been a member of NCNMLG for 10 years and was a member at the time of retirement. If you are lucky enough to have retirement in your immediate plans please contact us! If not, please pass the word along and let us know of any members who might already be retired. Please send the names and contact information to:

Janie Grosman, Awards and Honors Committee

[janieg@sonic.net](mailto:janieg@sonic.net)

707-522-6883 (work )

707-544-3766 (fax)

707-836-9333(home)

## VOLUNTEER OPPORTUNITIES

### NCNMLG NEEDS YOU!

Take the plunge. Do the deed that will make the difference for you and for your professional organization. Volunteer!

NCNMLG needs members to run for office for 2001-2002. The offices available are President-Elect, Secretary, Treasurer, Nominating Committee Chair and Member, and MLA Nominating Committee Nominee. Your term of office will be from June 2001 to June 2002.

For me, the most rewarding aspect of my professional life has been my collegial relationships with my peers. The best way to make and strengthen those relationships is to get involved in NCNMLG. There is no better way to invest in our organization than by serving as an officer.

You will find descriptions of the responsibilities of the various positions in the Bylaws in your NCNMLG Directory. All of the current officeholders (listed in this newsletter) will be happy to talk to you about their offices: the duties, the challenges, the rewards. The Nominating Committee members are also available to talk to you about the offices, the election process, or any other concerns you may have.

Remember, NCNMLG survives and thrives only through the time, energy and dedication of its members. If we don't do it, no one will.

Don't be a lurker  
You're missing all the fun  
Join the team, be a worker  
You'll be glad you made the run

NB. You must be a personal member of MLA to be an elected officer of NCNMLG. Holding office counts toward AHIP certification or tenure status.

Dorrie Slutsker, Chair  
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4560 Horton St.  
Emeryville, CA 94608  
510-923-2596  
[dorrie\\_slutsker@cc.chiron.com](mailto:dorrie_slutsker@cc.chiron.com)

Ron Schultz  
CA College of Podiatric Medicine  
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415-292-0409  
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Dena Sehr  
[dena9050@aol.com](mailto:dena9050@aol.com)

## NOMINATIONS

### NOMINATIONS DUE FOR NCNMLG AWARD FOR PROFESSIONAL EXCELLENCE

We have many outstanding members in our chapter! The purpose of this award is to recognize one of them for significant contributions to NCNMLG and to health sciences librarianship. Previous recipients are Ysabel Bertolucci, Jacqueline Wilson, Leonard Shapiro, Jo Anne Boorkman, Nancy Whitten Zinn, Justine Roberts, and George McGregor.

Criteria for the award include the following:

1. Candidate's contributions are significant towards the advancement of health sciences librarianship through the endeavors of NCNMLG.
2. Candidate's contributions may include, but are not limited to, service to the group, publications, presentations, and projects.
3. Candidate is a member of NCNMLG at the time of nomination and has been a member for at least two years.

Recipients receive a check for \$200.00 and a commemorative plaque.

If you would like to nominate someone, **don't delay!** Please complete the simple form below and send it with a letter of nomination to the Awards and Honors Committee. You may fax or email your nomination to meet the deadline, but you must follow this with a signed copy within a week. If you have any questions, please call Nancy Mangum, chair of the committee, at (209) 526-4500 x8200, fax at (209) 569-7469, or email at [mangumn@sutterhealth.org](mailto:mangumn@sutterhealth.org). **Deadline for nominations is December 15, 2000.**

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### NOMINATION FORM NCNMLG AWARD FOR PROFESSIONAL EXCELLENCE

Name of Candidate:

Institution:

Address:

Telephone:

PLEASE STATE WHY YOU BELIEVE THE CANDIDATE DESERVES TO RECEIVE THIS AWARD:

Nomination submitted by:  
Institution:  
Address:  
Telephone:

**Return by December 15, 2000** to: Nancy Mangum, Chair  
NCNMLG Awards and Honors Committee  
Memorial Hospitals Association  
Health Sciences Library  
P.O. Box 942  
Modesto CA 95353

## BENCHMARKING

### **The Beta test of the MLA Benchmarking database has been extended until December 1st!**

Any MLA member is urged to access the MLANet Members Only section and input data--and especially input comments and suggestions for the wording and structure of questions, or additional questions which would be helpful in benchmarking your library against others. The plan is for institutional members to receive the final results as a benefit of institutional membership; those who are individual members will be able to pay for the survey results. (Note, it comes down to paying either for institutional membership, or paying for the survey results.)

There are 5 sections of data forms and they can be completed in 5 separate sessions if need be. It can take as little as 45 minutes to complete the entire survey. The important part is looking at the questions and making your comments. For instance; the survey currently includes cataloging utilities under expenditures for computer/network equipment rather than under "support services" expenditures. Will that be helpful to you, or would you rather have it under "support services"?... **IF YOU EVER WISHED YOU HAD DATA TO BENCHMARK YOUR HOSPITAL LIBRARY AGAINST ANOTHER SIMILAR HOSPITAL LIBRARY THIS IS THE TIME TO CONTRIBUTE!!**

The sections are:

- Single/System Library Data
- Administration Data
- Public Services Data
- Special Services Data
- Technical Services Data

Questions or comments? Let me know, I'm the NCNMLG Chapter Benchmarking Educator:

Lynn Van Houten  
Librarian, Kaiser Permanente Medical Center, Vallejo  
voice 707 651-2546 / fax 707 651-2521  
email: Lynn.Vanhouten@kp.org

## AHIP CERTIFICATION

### THE FORMS, OH, THE FORMS! (2)

Last month we saw how you document your continuing education achievements when applying for membership in the Academy of Health Information Professionals (AHIP). Your individual contributions to the profession are also verified via a paper trail. In most cases, you need only one, rather than all, of the listed documents.

#### **Conference Participation** (attendee, presenter, exhibitor)

- copy of registration
- relevant letter
- program page

#### **Professional Association Activities** (MLA or other: officer, committee member, convener)

- copy of roster
- certificate of service
- and/or letters

#### **Publishing** (author, editor)

- bibliographic citation
- copy of title page
- 1<sup>st</sup> page from item
- list of editorial board
- appointment letter

#### **Teaching** (MLA or academic course developer, mentor, instructor, journal club convener, guest lecturer, teleconference site coordinator)

- copy of contract
- letter of appreciation
- syllabus

#### **Other Professional Activities** (consulting, grants, MLA, oral history program)

- as appropriate
- copy of contract
- relevant letters

*Questions, comments?* Send email to Justine Roberts, jr [4939@itsa.ucsf.edu](mailto:4939@itsa.ucsf.edu)

## CORRECTION

### **Correction - Membership Renewals - Don't be left out!**

In the September/October issue of the newsletter, members were directed to the NCNMLG web site for renewal forms. Renewal forms are actually generated from our membership database. If you have not yet renewed and need a copy of your renewal notice, please contact our Membership Committee Chair, Roger Brudno at 530.532.8657 or email [rbrudno@orohosp.com](mailto:rbrudno@orohosp.com).

We regret the error.

## PUBLICATIONS

### **Exhibit A: Without the library, physicians would have to unjam their own photocopiers...**

We all know the curses of librarianship: paper cuts, head injuries sustained when precariously-reshelved copies of Schwartz's "Principles of Surgery" obey the laws of gravity, the need to remind your institution of your library's value... Some curses will plague us eternally but MLA has resources that can help you defend your value.

- \* The Communications Tool Kit includes a great section on "Professional and Institutional Relations" -- it offers steps you can follow to become a regular participant in key strategic meetings at your institution. Take a look at [http://mlanet.org/publications/tool\\_kit/relations.html](http://mlanet.org/publications/tool_kit/relations.html)
- \* The MLA Librarian Survival Kit is available to members for \$25.00 -- call 312.419.9094 x 19 to order. The Survival Kit web page links to the same sources as the print edition and can be viewed at <http://www.mlanet.org/resources/survive/survive1.html>
- \* Need a pro-library quote to include in your presentation? Check out "Hot Quotes: Pro-Library and Pro-Librarian Citations" at <http://www.mlanet.org/press/hotquote.html>

If you have a great quote to share with your colleagues, send your suggestions to Tomi Gunn, [mlams@mlahq.org](mailto:mlams@mlahq.org).

## TREASURER'S REPORT

To: NCNMLG Board and Members  
From: Leah Anderson, Treasurer  
Date: October 26, 2000  
Re: Financial Report 6/1/2000 to 10/26/2000

*This report reflects the state of the Chapter's general treasury – the funds used to operate the Chapter. Financial information for the coupon account are not included in this report. Contact the coupon manager for details.*

*As always, anyone interested in viewing the Chapter's financial ledgers should contact me at 408-257-4524 or [leah.mark@worldnet.att.net](mailto:leah.mark@worldnet.att.net).*

<b>General Treasury (excluding coupon monies)</b>	<b>\$13,910.73</b>
Checking Account Balance	\$3,334.24
Money Market Account Balance	\$10,576.49

**Income/Expenses**

	<u>Actual YTD</u>	<u>Budgeted</u>
Income	\$10,208.63	\$6,264.00
Expenses	\$5,738.27	\$14,511.15

**Notable Activities for FY 2000/2001**

	<u>Income</u>	<u>Expenses</u>
<b>“Proving Your Worth” CE</b>		
PSRML Underwriting	\$1,000.00	
CE Registration	\$825.00	
Food for CE		\$211.47
Speaker Honorarium/Travel		\$1,088.14
 PROFIT	 \$525.39	
 <b>Membership Dues</b>	 \$1865.00	
 <b>Letterhead Printing</b>		 \$1,377.84
 <b>Exhibitor Income /Joint Meeting</b>		 \$6,000.00
 <b>Sales Taxes for 1999</b>	 \$45.00	

**MEETING MINUTES**

NCNMLG EXECUTIVE BOARD  
 Minutes of the Conference Call  
 27 September 2000

Participants: M. Train (President); R. Schultz; R. Davis; A. Shew; T. Malmgren (Secretary);  
 L. Anderson; D. Slutsker; M. Buttner; C. LeGrand; B. White

Call to Order: The meeting was called to order at 9:38 a.m.

Introductions: M. Train introduced C. LeGrand who has taken on the responsibilities as  
 Chair of the Public Relations Committee.

Announcement: The next general membership meeting will be held 27 October 2000 at  
 Chiron in Emeryville. A meeting of the Executive Board will start at 9:30 a.m. followed by a business meeting,  
 lunch and a program by John Ober from the California Digital Library.

- Minutes:** R. Schultz moved that the minutes of the 4 August 2000 Executive Board and Business meetings be approved as posted via email. L. Anderson seconded. There was no discussion and the motion carried.
- Treasurer's Report:** In the interests of cost containment, M. Train suggested that the hiring of a CPA to audit the group's books would not be necessary. R. Schultz suggested that T. Roche may be able to assist in the audit and L. Anderson will email the listserv soliciting volunteers. L. Anderson reported that she did need to call an accountant for help with the group's tax information and it was then the consensus of the group that professional accountant should be hired. In previous years, taxes were not filed or filed incorrectly leading to penalties which needed to be paid. L. Anderson will obtain quotes from 2-3 accountants before 10 October.
- Other cost containment measures currently in effect are the posting of the Newsletter to the web site and the holding of board meetings via conference call.
- Revenue Increase:** There was discussion regarding vendor advertising in the newsletter and on the web site. R. Davis will ask the Chapter Council listserv members about their groups' policies and practices. C. Stave will be contacted regarding Stanford's policy on advertising in hosted web pages. A summary of the findings will be posted to offcha list and also will be an agenda item at October meeting.
- Shoulders of Giants: R. Davis discussed this program which is being used by one of the chapters as a revenue source. M. Train will contact N. Mangum, Honors and Awards, to investigate and to report back to the Board at the next meeting.
- Web site redesign:** Discussion tabled until October.
- SJSU Job Faire:** D. Varner will represent the group in November. C. LeGrand will assist.
- Continuing Ed.:** There will be further efforts to combine continuing education classes with meetings even though the August event was not successful. M. Train will compile a list of available computer classroom facilities from members of the group and submit to PSRML.
- Services:** The Task Force to look at the coupon system will be convened later in the year. There was some discussion about using the coupon information in the directory and DOCLINE. R. Schultz will investigate this with R. Brudno. M. Train will ask C. Stave and E. Bierman to report on the use of passwords on the web site if the directory is mounted there.
- Officers' Contracts:** The Nominating Committee has advised that candidates for NCNMLG offices do not need to sign contracts to serve. Email submission of voter information will simplify the process.
- Volunteers:** D. Slutsker is writing a piece for the next newsletter about the benefits of being a group officer. She will broaden its scope to include all opportunities to serve the group as a volunteer.
- ILL Coupon:** D. Varner will reformat and resubmit.
- Joint Meeting:** M. Train reported that the Planning Committee was on schedule and the speakers have been chosen.
- Financial Support:** There was further discussion on travel expenses reimbursement for officers and board members. Currently, there is no overall consensus for the policy that was distributed by M. Train in August. It was agreed that mileage expense would be for trips of 125+ miles roundtrip. Every board member was encouraged to read the documents. Further discussion was tabled until October.
- Chapter Income:** M. Train encouraged all to read the proposals for this. A "straw vote" will be taken on the offcha listserv.
- Budget:** B. White moved that the budget be approved as submitted and R. Davis made the second. There was no discussion and the motion carried.

Adjournment: The call was completed at 11:10 a.m.

Submitted by:

Terri L. Malmgren, Secretary

## CALENDAR

### **FEBRUARY 7-10, 2001**

NCNMLG / MLGSCA Joint Meeting, San Francisco, CA

For more information:

### **MAY 25-30, 2001**

MLA 2001: An Information Odyssey, Orlando FL

## DIRECTIONS FOR JOINING THE NCNMLG LISTSERVS

General Listserv: [ncnmlg@lanelib.stanford.edu](mailto:ncnmlg@lanelib.stanford.edu)  
Board Listserv: [ncnmlgbd@lanelib.stanford.edu](mailto:ncnmlgbd@lanelib.stanford.edu)

Everyone is encouraged to subscribe to the general listserv and board members should subscribe to the board listserv. These are very low-volume lists designed for communication of important information from NCNMLG to its members. The only time you will need to unsubscribe is when your e-mail address changes. In this case two actions are necessary. You will need to unsubscribe your old e-mail address and then subscribe the new address. This keeps our listserv current!

### TO SUBSCRIBE:

Send a message to: [majordomo@lanelib.stanford.edu](mailto:majordomo@lanelib.stanford.edu)

Leave the subject line blank

Type in body of the message: **subscribe ncnmlg** OR **subscribe ncnmlgbd**

### TO UNSUBSCRIBE

Send a message to: [majordomo@lanelib.stanford.edu](mailto:majordomo@lanelib.stanford.edu)

Leave the subject line blank

Type in body of the message: **unsubscribe ncnmlg** OR **unsubscribe ncnmlgbd**

### TO SEND A MESSAGE:

Send a general e-mail: [ncnmlg@lanelib.stanford.edu](mailto:ncnmlg@lanelib.stanford.edu)

Send a board e-mail: [ncnmlgbd@lanelib.stanford.edu](mailto:ncnmlgbd@lanelib.stanford.edu)

## 2000 / 2001 NCNMLG OFFICERS

**2000/2001 NCNMLG Officers**

President	Mary Beth Train	650.494.3269	mbt@netmagic.net
President-Elect / Program Chair	Doug Varner	415.932.3240	varnerd@sutterhealth.org
Past-President	Billie White	530.225.6178	bwhite@chw.edu
Secretary	Terri Malmgren	916-734-3529	tlmalmgren@ucdavis.edu
Treasurer	Leah Anderson	408.257.4524	leah.mark@worldnet.att.net
Nominating Committee Chair	Dorrie Slutsker	510.923.2596	dorrie_slutsker@cc.chiron.com
Nominating Committee Members	Ron Schultz	415.292.0409	rschultz@ccpm.edu
	Dena Sehr		dena9050@aol.com
MLA Chapter Representative	Rebecca Davis	530.752.3271	radavis@ucdavis.edu
MLA Chapter Council Alternate	Sara Pimental	415.202.3835	sara.pimental@kp.org
MLA Nominating Committee	Mary Buttner		Buttner@stanford.edu

**2000/2001 NCNMLG Committee, Appointment and Task Force Chairs**

Archivist	Nancy Zinn	415.753.8483	zinn@itsa.ucsf.edu
Awards/Honors	Nancy Mangum	209.526.4500	mangumn@sutterhealth.org
Bylaws	Dorothy Thurmond	916.781.1582	thurmod@sutterhealth.org
CA Library Net Taskforce	Sara Pimental	415.202.3835	sara.pimental@kp.org
Continuing Education	Candace Walker	831.462.7738	cwalker@chw.edu
	Susan Ulrich	831-625-4550	susan.ulrich@chomp.org
Credentialing Liaison	Justine Roberts	415.388.6814	jr4939@itsa.ucsf.edu
Documentation	Anne Shew	415.565.6352	shewa@sutterhealth.org
Electronic Resources Committee	Ed Bierman	650.853.4890	biermane@pamf.org
	Chris Stave	650.725.4580	
Exchange	Ron Schultz	415.292.0409	rschultz@ccpm.edu
Governmental Relations	Peggy Watson	650.965.7900	pwatson@aimusa.com
ILL Coupons	Doug Varner	415.932.3240	varnerd@sutterhealth.org
Joint Meeting Planning (Acting)	Mary Beth Train	650.494.3269	mbt@netmagic.net
Long Range Planning	Sara Pimental	415.202.3835	sara.pimental@kp.org
Membership	Roger Brudno	530.532.8657	rbrudno@orohosp.com
MLA Membership Representative	Paul L. Connor	559.353.6170	connor@medisun.ucsfresno.edu
Newsletter	Karen Halverson	510.494.7009	karen_halverson@whhs.com
Paraprofessional/ Professional	Elyse Eisner	510.559.1540	eeisner@taylorlib.com
Parliamentarian	Linda Grix	916.944.1337	lgrix@jps.net
Programming	Doug Varner	415.932.3240	varnerd@sutterhealth.org
PSRML Representative	Janie Grosman	707.522.6883	janieg@sonic.net
Public Relations	Cathleen LeGrand	415.561.7550	clegrand@exchange.webmd.net
Research	Terry Henner	702.784.4625	thenner@admin.unr.edu

SUBMITTING ITEMS TO THE NEWSLETTER

Items for the NCNMLG Newsletter may be sent in electronic/digital format (text or WORD format preferred) to:

Karen Halverson  
Washington Community Health Resource Library  
2500 Mowry Avenue  
Fremont, CA 94538  
(510) 494-7009 <voice>  
(510) 742-9285 <fax>  
[karen\\_halverson@whhs.com](mailto:karen_halverson@whhs.com)

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

**Copy for the January/February newsletter is due by the 15<sup>th</sup> of January.**

Karen Halverson  
WCHRL  
2500 Mowry Avenue  
Fremont, CA 94538

ADDRESS CORRECTION REQUESTED