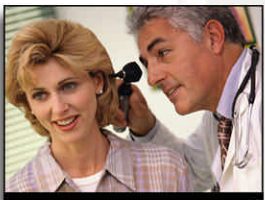


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# NAHRS

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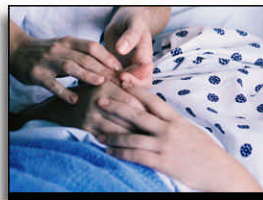


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## The NAHRS Globalization Front, Nelia C. Wurangian-Caan

Almost a year ago, a call for volunteers was published on the NAHRS listserv which attracted a number of people, but only one of the respondents persevered to the end. Her name is Jane Bridges, the new Clinical campus branch librarian of the Health Sciences Library at the Memorial Health University Medical Center in Savannah, Georgia. The call was for a librarian volunteer to help organize a small hospital library at the Ile-ife Hospital in Ile-ife, Nigeria.

Jane spent the early part of February and March organizing and training a small library staff in the basics of library organization, maintenance and management of a small library collection that supports a small hospital with a nursing school and a family residency program.

Jane reports that the experience has been very professionally enriching and hopes to share this briefly in our meetings in Dallas, and extensively in a series of articles on the subject. For now, she would be delighted to share photos she has taken



during the trip. Please click <http://picturecenter.kodak.com/kodak> to see the pictures.

To view the rolls, sign in as a member (free membership) and call up each roll. The roll numbers are as follows:

8G-GGG6-44W6, CJ-XX43-BCPM  
 FD-LABC-8XKH, HP-GL4W-Y4HB  
 4M-R89P-7G4A, KG-6LTA-F9H7

Kodak maintains a free picture archive with a 30-day limit. The pictures will expire after MLA, so please take advantage of the limited time the pictures are available on the site.

### **Nelia C. Wurangian-Caan**

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## **Nursing and Hospital Libraries in the State of Israel,** David Zwerdling

This series of articles investigates the status of nursing information and library service available to the 20 nursing schools and 75 hospital libraries in the State of Israel. In this issue we look at library and information facilities supporting the Sackler School of Medicine's Department of Nursing.

According to Dr. Mally Ehrenfeld, Chairperson of the Department of Nursing at Tel-Aviv University's School of Health Professions, Sackler Faculty of Medicine has played a pioneering role in the academization of the nursing profession in the State of Israel. It was first to introduce a BA program in nursing, then an MA, then a doctorate. The Department has always recognized the need to provide today's nurse with a broad foundation in nursing, medicine, and the social sciences, as well as extensive clinical experience. At the moment the number of applicants is said to exceed the institution's "absorption capacity."

Curricular programs offer 4 years leading to the BA and RN; a post-basic 2-3 year program for

RNs who want to continue on to the BA; a 2-year master's program with a specialty; and a doctoral program leading to a PhD. The clinical studies are conducted in 15 hospitals/health centers affiliated with the medical school. These hospitals include 8 general hospitals, 1 rehabilitation center, 5 psychiatric hospitals, and 1 community mental health center.

Graduates choose a concentration in education, administration, or a clinical specialty (oncology, pediatrics, neurology, psychiatry, etc.). Programs of instruction are located at Sackler and affiliated institutions like Rabin, Sheba, Tel Aviv and Wolfson Medical Centers.

The 15 medical facilities in which clinical studies are taught are owned and funded by the Ministry of Health or the Federation of Labor. The Sackler Faculty of Medicine is affiliated with departments in these hospitals for teaching purposes. See <http://mondrian.tau.ac.il/medicine/affiliat.htm> for a complete listing of these hospitals.

Of the several libraries at Tel Aviv University, the Gitter-Smolarz Library of Life Sciences and Medicine is the major library supporting the Nursing Department. Other libraries include the Sourasky Central Library and the Brender-Moss Library of Social Sciences and Management.

### **The Gitter-Smolarz Library of Life Sciences and Medicine**

According to a Web site description of the Gitter-Smolarz Library [www.tau.ac.il/medlib/info.html](http://www.tau.ac.il/medlib/info.html), the library is "a teaching and research library" which also serves as the "central library for the Medical Libraries Network Center, Tel Aviv Area."

Its collection contains about 220,000 volumes, 1,400 multimedia programs, 1,430 periodical subscriptions, 2,672 electronic journals, electronic books, on-line and CD-ROM databases and electronic reprints. Databases include MD-Consult, Biological Abstracts, CINAHL, Web of Science, PubMed, and the Internet, etc.

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## **Nursing and Hospital Libraries in the State of Israel, cont.**

It offers services that include instruction, online information retrieval, CD-ROM retrieval, circulation, acquisition, interlibrary loan, classification and cataloging, and photocopying. The library also offers extended hours.

To find more information about the library and its services, please explore its Web site and follow the links on its pages [www.tau.ac.il/medlib/bookso.html](http://www.tau.ac.il/medlib/bookso.html).

By David Zwerdling, head librarian at the Barzilai Medical Center Library in Israel.

Edited by Nelia C. Wurangian-Caan,  
Loma Linda University

This series of articles investigates the status of nursing information and library service available to the 20 nursing schools and 75 hospital libraries in the State of Israel. In this issue we look at library and information facilities supporting the Sackler School of Medicine's Department of Nursing.

Parts 1 and 2 found in Volume 21 Issue 4 and Volume 22 Issue 1, respectively.



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## Launching MedInfoRus, Yelena Friedman

MedInfoRus is the name of a website created by three medical librarians from New York City. Why did we start this project? One of the reasons was the sheer number of messages, like the one cited below, being posted to the MedLib listserv:

Our internal medicine department has many residents from the former Soviet Union. Getting them comfortable with MEDLINE searching is frustrating for them and for the library staff. If you have ANYTHING that you can share regarding searching MEDLINE in Russian, it would be extremely useful...<sup>1</sup>

These are a couple more excerpts:

Does anyone know of a resource for patient education materials (or any type of medical information, for that matter), written in Russian?

Does anyone know of a source for fact sheets that are in Russian? Some of the topics might include angina, peptic ulcers, high blood pressure, etc.

There have been numerous similar messages posted over the medical librarian listserv.

Another reason was a desire to help health professionals in Russia to get access to the world's medical information. In Russia, where the amazingly fast growth of computer networks over the last decade has allowed more health professionals access to electronic information, the language barrier remains a major obstacle to free information exchange. In the former Soviet Union knowledge of foreign languages had never been encouraged. Today this situation is improving, but at a much slower pace than the advent of computers. Most of medical information users – physicians, nurses, consumers – do not know foreign languages well enough to use current

medical information sources, which are written mostly in English.<sup>2</sup>

This is the reason why many medical information professionals are attempting to improve access to the world's medical information through translation. A few projects that might be mentioned include the project on building a Unified Medical Language System® (UMLS®), started in 1986 by the NLM,<sup>3</sup> and the International Health Information Networking Project, developed by the Library of the Health Sciences at the University of Illinois at Chicago. Specifically, the data from the later project showed that only 9% of participants of the workshop on searching computer medical databases had a good level of proficiency in English, and about 25% had moderate proficiency.<sup>4</sup>

Today, there is significant interest in MEDLINE in Russia. Many Russian medical websites provide links to MEDLINE and some try

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## Launching MedInfoRus, *cont.*

to develop their own Russian interface. All of them, however, lack a good instruction manual in Russian on how to perform a search. Analysis of all these facts motivated my two colleagues, Luda Dolinsky and Rimma Perelman, both working in hospital libraries in Brooklyn, NY, and myself to start a project aimed at improving access to medical information for Russian-speaking users. Two main objectives of the project were established: to create a website compiling medical information sources in Russian and to develop a Russian guide on how to search MEDLINE. The targeted audience was Russian-speaking people in the United States and users in Russia, as we wanted to create a resource useful for both countries.

Developing a guide turned out to be the most difficult and time-consuming task. Our goal was to create a guide to search MEDLINE through the PubMed retrieval system developed by the NLM. PubMed allows searching the NLM databases

including MEDLINE, MEDLINEPlus, and others free of charge; the system can be accessed from every country by anyone who has a computer and the Internet connection. There are many English guides on searching PubMed available online, including a training manual developed by the NLM. Most of these guides are very detailed and require some special skills to comprehend. Our purpose was to develop a guide explaining the structure of PubMed and its components, discussing various methods of searching PubMed and navigating search results, yet with no technical details and easily understandable for people with no experience in searching medical databases.<sup>5</sup> We decided to compile a guide based on our own experience in searching PubMed, rather than on the direct translation of ready English guides. As a basis, we used a tutorial developed by the National Network of Libraries of Medicine for medical information professionals.

This work took approximately six months. A ready guide was carefully reviewed by a special-

ist of the NLM Bibliographic Services Division, Marina Rappoport, who provided valuable comments and advice.

Completing our other goal, we developed a website that was called MedInfoRus.<sup>6</sup> On this website we have tried to collect links to medical and nursing websites, directories, electronic books and journals, patient information, and other resources available online in Russian. We included sources both from Russia and other countries in this collection. Each link has a brief annotation in English, explaining what kind of information can be found there. Among others, MedInfoRus includes a nursing page containing online sources related to nursing, particularly the history of nursing in Russia and the nursing section of Eurasia Health Knowledge Network, a project of the American International Health Alliance.

In December 2001 the MedInfoRus website, including the PubMed guide, was posted on the

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Internet. We promoted the website over several listservs and also sent letters to medical information related organizations, such as the National Network of Libraries of Medicine, Eurasia Health Alliance, The State Central Science Medical Library in Moscow, and others. The project was successful. We received dozens of messages from our medical librarian colleagues in appreciation of our work. In the first three months we had more than 1,800 visits to the website. Many medical information and library websites both in the US and Russia have provided annotated links to MedInfoRus. One of the most valuable responses came from the American International Health Alliance. According to Irina Ibragimova, a librarian from Moscow, the PubMed guide was used for a series of workshops for information specialists provided by this organization, and proved to be extremely helpful.

Our further plans are to continue working on our project to:

- Improve the website's design;

- Develop MedInfoRus by adding new valuable sources to our collection; and
- Provide special search training for professionals and the public, both active and interactive.

In March 2002 we presented our work at the Fifth International Workshop, "Digital Resources and International Information Exchange: East-West" hosted by the International Library Information and Analytical Center (ILIAC), and discussed processes for further cooperation with Russian librarians. We will greatly appreciate any ideas, advice, and help from our colleagues both in Russia and the United States.

<http://medinforus.homestead.com/MedInfoRus.html>

By Yelena Friedman, AJN Sophia Palmer  
Library Lippincott, Williams & Wilkins, New  
York City

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## In the Literature..., Cynthia Burke

There are two special observances in April: Listening Awareness Month and International Customer Loyalty Month. The purpose of Listening Awareness Month is to "help raise awareness for the need for effective listening skills." Although we are inundated with the Internet, digital cable, and other visual technologies, we need to listen and understand what people are saying. The lack of listening skills is the reason for a lack of customer loyalty, which translates into the loss of money and jobs. There are many sites that focus on listening skills. This column will focus on the International Listening Association (ILA) and other sites or pages dedicated to improving this necessary communication skill.

### **The International Listening Association (ILA) [www.listen.org](http://www.listen.org)**

The ILA was established in 1979, and its membership is "dedicated to learning more about the impact that listening has on all human activity." This well-organized site con-

tains a wealth of information for anyone interested in improving his or her listening skills. Members are found among educators (K - University), lawyers, persons in the helping professions, and others.

A unique feature of this site is its quotations. The "Quotations About Listening" section is divided by subject. Readers can subscribe to a mailing list to receive quotations several times per week. Quotes are taken from real persons, fictional characters, and well-known and anonymous persons. The quotes are useful to anyone making a presentation. The "Listening Factoids" are statistics about listening that can be used in speeches and proposals. The "Poor Listening Habits" page was adapted from a 1957 source, showing the relevance of these same listening skills today.

The organization published *The International Journal of Listening (IJL)* from 1987-1994. Readers can download articles from the site.

Their quarterly publication, *The Listening Post*, is also available online at the site in PDF format. Two issues from 2001 are posted. The ILA site provides a description of eight measurements used to assess listening skills and information on how to obtain these instruments. The ILA site also provides a concept-mapping tool for words related to listening.

### Other Sites Related to Listening:

#### **Free Management Library, [www.mapnp.org](http://www.mapnp.org)**

A management consultant developed this site. Within the site there is a chart entitled, "Habits to Differentiate Good from Poor Listening." The chart is based on an article written 27 years ago, but the information is still relevant today.

Dr. Cesar Malave, a Professor of Engineering at Texas A & M University, has a PowerPoint presentation about teamwork as part of a course that he is teaching. Within this presen-

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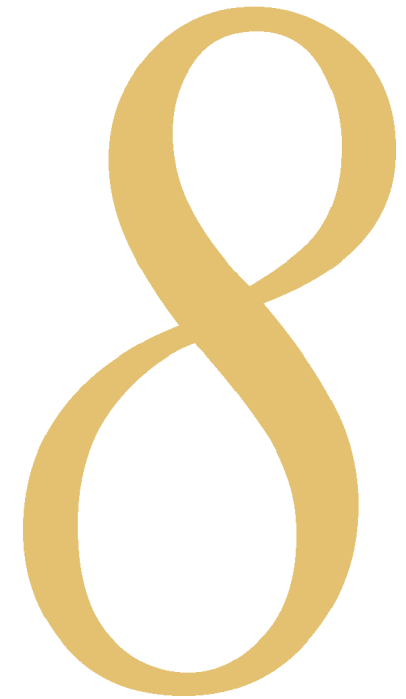
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## In The Literature, *cont.*

tation there is a bulleted and easy-to-read section on listening at [www.tamu.edu/coalition/malave/](http://www.tamu.edu/coalition/malave/). The slides are based on *The 7 Habits of Highly Effective People*.

The University of South Florida’s Counseling Center for Human Development has a page on listening skills, available at [www.usf.edu/counsel/elh\\_skills.htm](http://www.usf.edu/counsel/elh_skills.htm). There is a profound sentence at the top of their page: “Remember: Everyone wants to be heard, to feel ‘listened to’ and understood.”

May we listen to and understand people in order to increase customer loyalty, improve collegial associations, and enhance personal relationships.



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## And the New Chair Is...

The results are in and have been tallied!! We are please to announce that our new Chair-elect for 2002-2003 is Mary K Taylor, AHIP. Mary spends her days at the Morris Library of Southern Illinois University in Carbondale. Our thanks to Mary and Yelena for accepting the nomination to run for this open position. Many thanks to those of you who took the time to be involved and to make your voice heard by voting for the future direction of our Section.

Also, words of gratitude to the Nominating Committee members and for their willingness to serve: Virginia F. Bender, Information Services Librarian/Collection Management Coordinator, Robert C. Byrd Health Sciences Center, West Virginia University; James Craig, OSL, MLS, M.Ed, C.A.G.S., AHIP, Biological Sciences Librarian/Instructional Services Librarian, Biological Sciences Librarian, Morrill Science Center, and University of Massachusetts; Richard Barry, M.Div., AHIP, Librarian/Archivist, American Nurses Association, Washington, DC.

Exercise your options, fill out your resume, develop your vitae serve your profession as an officer, committee member, participating member.

See you in Dallas.

Richard Barry



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## The "Big D"

This year NAHRS is co-sponsoring three programs in the "Big D." This information is from the Preliminary Program and attendees should verify the time and location from the final onsite program.

All three programs are in the same time slot: Wednesday, May 22, 2002; 9:00am. to 10:30am.

### DEALING WITH TOUGH QUESTIONS

Health sciences librarians are increasingly being asked to respond to 'tough' questions on issues related to death, dying, medical/ethical choices, and grief. The speaker, a noted hospice educator and counselor, will address these issues from the consumer health and patient educator perspective.

Cosponsored with Consumer and Patient Health Information, Cancer Librarians, Veterinary Medical Libraries, Federal Libraries Sections and the Mental Health SIG.

### PDA's AND POCKET PC's: USES AND ISSUES

This session will explore how libraries can support

PDA's and pocket PC's, including case studies on how these devices are currently being used in medical, nursing, and administrative settings.

Cosponsored with the Hospital Libraries, Veterinary Medical Libraries, Health Association Libraries, Collection Development, and Medical Informatics Sections.

### MORE TO LIFE THAN MLA: OUTREACH TO OTHER PROFESSIONAL ASSOCIATIONS

This session will feature reports on outreach to other professional associations, particularly those of a library or information center's primary clientele. Topics will include reports of teaching continuing education benefits and knowledge gained from serving on committees for groups beyond typical library-related associations (MLA abstract).

Cosponsored with the Public Health/Health Administration Section.

Warren G. Hawkes, MLS, AHIP

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## **Award Announcement!**

People should note with pride and pass on congratulations to one of our own section stars, Judith F. Burnham, from the Biomedical Library at the University of South Alabama-Mobile. Judy has been awarded MLA's Estelle Brodman Award for the Academic Medical Librarian of the Year.

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## Author, Author! April 2002 Edition, Margaret (Peg) Allen and Virginia F. Bender

This column features items published by NAHRS members in other publications. In addition to journal and online articles, we feature books and book chapters, as these don't always appear in database searches. It's especially important for librarians to write for nursing and allied health audiences, as illustrated by many of the following examples.

Annotations are written by one of the authors – thanks to Virginia Bender for helping with this task. If you'd like your work featured here, please contact the authors via email with a citation. If we don't have local access to your work, we'll ask you to send a copy.

**Allen, M. and Levy, J.** (2002). Evidence-based searching for nursing & allied health. *Bibliotheca Medica Canadiana* 23(3): 90-95.

This article discusses the role of librarians in assisting interdisciplinary teams of health professionals to develop evidence-based best practice guidelines with the ultimate goal of improving patient care. According to the authors, developing such guidelines is a growing trend in today's

health systems. Ensuring that the guidelines are evidence-based is accomplished by the librarian's assisting the team in developing search strategies and performing literature appraisals.

Throughout the article, Allen and Levy give thorough, authoritative suggestions for developing and improving search strategies when searching the nursing and allied health literature for evidence-based research, citing additional relevant sources for further searching information. The authors demonstrate how to search the CINAHL® database, MEDLINE, and other databases effectively to develop evidence-based best practice guidelines. The steps for searching CINAHL, MEDLINE/PubMed, other databases, and the Internet are given, including recognizing differences between these sources in indexing practices, subheadings, and publication types. Suggestions are also made for developing a search strategy to find translation literature, evidence summaries, and primary research in CINAHL, MEDLINE, and DARE (the Database

of Abstracts of Reviews of Effectiveness). Both librarians and health professionals in the nursing and allied health fields will find this article very helpful for literature searching. V.B.

**Alpi, K.** (2002). Selecting quality medical resources. *Criticas*: 29-30.

Kris Alpi, of Weill Cornell Medical Library and the NOAH website, wrote this article published in the Library Journal spinoff for Spanish-language publications. In addition to annotated English descriptions of Spanish-language health publications, Kris reviews issues surrounding translations and issues in collection development for these translated materials. The principles and boxed "Tips for Translations" would be helpful for anyone working on projects for non-English-speaking clients. The information is also worth sharing with nurses and allied health professionals developing culturally appropriate consumer/patient education resources and services.

**Gray, S. A., Brower, S.** et al. (2001). Redefining ref-

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## Author, Author! April 2002 Edition, *cont.*

erence in an academic health sciences library. *Medical Reference Services Quarterly* 20(3): 1-11.

NAHRS member Pam White is one of five SUNY Buffalo health sciences librarians presenting the process they used to redefine reference services. They review technology related trends and other factors leading to a reference department retreat to review trends, strengths, and needs and develop a plan for change. Solutions centered on strengthening librarians' roles as information experts and department liaisons, and decreasing their desk time. The process they used would be useful in any library wishing to improve services.

**Pringle, R. M. Jr.** (2002). What rural nurses hope to find on the Internet. *Online Journal of Nursing Informatics (OJNI)* 6(1).

Bob Pringle of the Intercollegiate Center for Nursing Education in Spokane reports on his experience in planning and offering Internet workshops to nurses in three rural communities. The article reviews: the need, including barriers to access; workshop content; and evaluation. He

notes the nurses' interest and persistence in gaining access and skills, in spite of the barriers, all with the goal of improving clinical practice. This article would be useful for anyone planning to introduce the Internet to practicing nurses.

**Pringle, R. M., Croft, V. F.** et al. (2001). Preparing to benchmark: Seven Northwest libraries replicate the Canadian project. *Journal of Hospital Librarianship* 1(3): 1-16.

Reporting on the benchmarking experience of seven health sciences libraries (four hospital and three academic), the authors describe how they identified and adapted the Canadian Health Libraries Associations Benchmarking Toolkit. This process includes both a user survey and library profile data. Lessons learned included time requirements and the realization that much data was "missing." The article would be useful for planning a similar process for any library.

**Schulmeister, L. and Vrabel, M.** (2002). Searching for information for presentations and publications.

*Clinical Nurse Specialist* 16(2): 79-84.

Mark Vrabel is librarian for the Oncology Nursing Society. This article outlines the steps in developing a search plan and locating and compiling relevant research and resources for the clinical nurse specialist interested in disseminating information via publication or professional presentation. Coauthored with *Clinical Journal of Oncology Nursing* Editor Lisa Schulmeister, RN, MN, CS, OCN®, Mark's section focuses on searching the literature using PubMed. Standard topics such as MeSH Headings and Boolean operators are addressed, and sample nursing-related search strategies and examples are included.

By **Margaret (Peg) Allen**, MLS-AHIP  
Library Consultant, Stratford, Wisconsin  
PegAllen67@alumni.macalester.edu  
and **Virginia F. Bender**  
Information Services Librarian/Collection  
Management Coordinator  
Morgantown, WV  
Virginia.Bender@mail.wvu.edu

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## NAHRS Business Meeting in Dallas

The NAHRS Executive Committee meeting will be held on Monday, May 20<sup>th</sup> from 3pm to 4pm. Please check the final on-site schedule for the location. We request that current and newly elected Executive Committee members attend. The Executive Committee will be reviewing section business and items to be presented at the section business meeting the following day; NAHRS section members are welcome to attend.

The NAHRS Section Business meeting will be held on Tuesday, May 21<sup>st</sup> from 1pm to 2:30pm. Please check the final on-site program for the location. This is the annual 'official' get together of the section membership. Please attend to visit with colleagues, discuss section issues and vote on the proposed bylaws changes. Your presence makes a difference!

Warren G. Hawkes, MLS, AHIP

[Chair, Nursing & Allied Health Resources  
Section/MLA]

Director, Library/Records Management

New York State Nurses Association  
11 Cornell Road  
Latham, NY 12110  
(518) 782-9400x266  
(518) 782-9532 (fax)

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## Online Journal of Issues in Nursing (OJIN)

In this time of serial cuts and budget constraints, it seems timely to highlight an online journal for nursing that is freely accessible. The *Online Journal of Issues in Nursing (OJIN)* was started in 1996 by an interested group of faculty in the College of Nursing at Kent State University (KSU). It was their desire to capitalize on the developing capabilities of the Internet to create a journal that would in some small way address the crisis in scholarly publishing. OJIN was designed to offer quality articles and be freely accessible on the Web with no commercial ties. Its niche would be to focus on topical issues of interest to nurses and other health professionals.

The Journal is now well-established. It is published by the KSU College of Nursing in collaboration with the American Nurses Association (ANA). ANA provides the technical support and hosts OJIN as part of its NursingWorld Website (<http://www.nursingworld.org>). There is an international Editorial Review Board of over 40

national and international nursing leaders. *OJIN* is indexed by *Cinahl Information Systems* and has been selected for indexing by *MEDLINE*.

Each issue highlights a specific topic. An overview article is accompanied by a series of refereed articles presenting differing views. These elicit letters from readers as well as additional articles that serve to continue the discussion and round out the arguments. To date there have been 17 issues covered, beginning with "Advanced Practice" to the recent "Domestic Violence."

In addition to the topical articles and letters, there are three columns: Ethics, Legislative, and Information Resources. Here are some of their recent topics:

### Ethics

The Nursing Shortage and Ethics: Up Front and Personal Ethical Issues in Complementary/Alternative Therapies

### Legislative

What Makes Something a Nursing Activity or Task Nursing Interventions Revisited

### Information Resources

Using Health Statistics: A Nightingale Legacy  
The Internet as Community: Communication Avenues Health Professionals and Health Consumers

Other features include continuing education offerings and "Keynotes of Note." The latter are keynotes or plenary addresses that relate to *OJIN* topics and that were delivered at professional nursing conferences.

*OJIN* can be found on the Web at <http://www.nursingworld.org/ojin/>. It receives over 700,000 hits per month. Probably a more meaningful measure is the number of user sessions. "User session" is defined as a session of activity (all hits) for one user at the Web site. *OJIN* averages about 75,000 user sessions per month, or 2,700 per day. Other

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## **Online Journal of Issues in Nursing (OJIN), *cont.***

factoids for *OJIN* are: ISSN: 1091-3734, OCLC:  
35761738.

On behalf of the Editors of OJIN, we hope that  
you will find the Journal useful for the nurses you  
serve—whether staff, faculty, or students. We  
invite you to visit or link to us on the Web!

Barbara F. Schloman, PhD, AHIP  
OJIN Information Resources Editor

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## NAHRS Business Meeting, Florida

**NAHRS Business Meeting**

**MLA Annual Meeting**

**Dolphin Hotel, Lake Buena Vista, Florida**

**29 May 2001**

**Welcome** – Chair Richard Barry called the meeting to order and welcomed the 24 members present. It was determined that there was not a quorum of the membership present, so this meeting was informational only.

**Minutes, Business Meeting, 9 May 2000,**

**Vancouver, BC** – Pam Corley, Secretary-Treasurer, distributed copies of the minutes which were reviewed. No corrections were suggested.

**Treasurer's Report, 2000-2001** – Pam Corley, Secretary-Treasurer, distributed copies of the NAHRS annual financial report for the period 1/1/2000-12/31/2000. On January 1, 2000 the Section reported a beginning cash balance of \$1,856.46. Receipts for membership dues and interest totaled \$4,228.17, of which \$1,696.45 represent-

ed deposits from the Mental Health SIG and \$2,652.81 were deposits specifically designated for NAHRS. Disbursements for speaker honoraria, newsletter printing and postage, and awards totaled \$1,735.37. During this period no expenditures were made related to the Memorandum of Understanding (dated 24 August 2000) between the Mental Health SIG and NAHRS. The Memorandum specifies that expenses from this fund will be used for future programming of interest to members of both groups. Ending balance for 12/31/2000 was \$4,349.26.

A second report for 2001 showed \$2,503.25 received for membership dues in January, 2001. On 1/31/01 MLAreported the Section's membership totaled 348 members, making NAHRS the 4th largest section. Larger sections are Hospital Libraries Section (1398), Consumer and Patient Health Information Section (723), Medical Informatics (506). President Richard Barry thanked Pam on the conclusion of her two years' service in this position. Incoming Secretary-Treasurer is Priscilla Stephenson.

**Archivist** – Everly Brown was acknowledged and thanked for agreeing to serve as our Archivist.

**Bylaws Committee** – Janet Schnall, Section Council Representative noted that with the adoption of MLA's new model bylaws, we will need to revise the Section's bylaws in 2002 in order to remain in compliance. Emily Hull is Chair of the Bylaws Committee.

**Continuing Education** – Dorice Vieira, Chair, noted that a Section Council survey indicates that NAHRS is one of only 10 sections among MLA's 24 sections that have a CE Chair. She sees the role of the committee as one of promoting nursing and allied health CE topics to MLA and asked for suggestions about how to accomplish that.

**Credentialing Committee** – Ysabel Bertolucci, Chair of MLA's Credentialing Committee, reported that the Mentoring Task Force report has been approved by MLA's Board of

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## NAHRS Business Meeting, Florida, *cont.*

Directors and that there will be opportunities for the Section to be involved in mentoring.

**Governmental Relations Committee Liaison** – Yelena Friedman, was acknowledged and thanked for serving as Chair for the past year.

**Honors** – Lynette Ralph was acknowledged and thanked for serving as Chair for the past year.

**Interagency Council on Information Resources for Nursing** – Peg Allen, MLA's designated representative to the ICIRN, reported that June Levy has been elected Chair-Elect of the Council. The ICIRN, which meets semi-annually, is composed of representatives from more than 25 professional organizations, including MLA. James Craig is MLA's alternate representative to this group.

**Membership Committee** – Nelia Wuragian-Caan, Chair, reported that the current membership count, 348, is down from last year's 363 members, but only 125 are registered on the electronic mail list.

She will be working with June Levy to mount the Section directory on the web, rather than again producing a printed copy. Regarding the Section's Globalization Initiative, Nelia reported that member Jane Bridges (Methodist Healthcare Nursing Library, Memphis) will be working in Nigeria in early 2002 to help develop a clinical library, and Richard Barry (ANA, Washington) is working on plans for to work with Mission College Library in Bangkok, Thailand this coming fall. Nelia is seeking partners for two additional international libraries that have requested assistance.

**NAHRS Award for Professional Excellence** – Judy Burnham presented NAHRS' Annual Award for Professional Excellence to Ysabel Bertolucci, a member of the Section since 1973. This award acknowledges a librarian who is recognized by peers as exemplifying outstanding leadership and exceptional librarianship in meeting the information needs of nursing and allied health professional. Judy outlined Ysabel's professional service and leadership as well as her mentoring efforts with other health science librarians.

**NAHRS Newsletter** – June Levy, Editor, reported that the newsletter's first web-based issue was produced at the end of 2000. A mailing was sent to all members urging them to join the listserv in order to receive announcements when new issues are published. She encouraged submissions of material for the newsletter and asked for volunteers to solicit newsletter advertising.

**Research Committee / Task Force on Mapping the Nursing Literature** – Peg Allen, Chair, reported on progress of the Mapping the Nursing Literature project. Of 32 identified sub-disciplines in nursing, 30 have been assigned and are in process or completed. Nine Phase I papers are completed and ready to be submitted to the Bulletin of the Medical Library Association for publication. A meeting following today's business meeting will provide an opportunity to learn more about the research protocol for anyone interested in participating.

**Section Council Representative** – Ellen Hall

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reported on decisions from the Saturday meeting of the Section Council. The Section Council sponsored a quilting project for all the sections; Warren Hawkes contributed a square from NAHRS. A change has been proposed for the 2002 meeting which would allow more time for submission of student papers, in consideration of the students' fall school schedules. A major portion of the Section Council's work involves reviewing abstracts for all papers submitted for sessions sponsored by the NPC. Roz Lett is editor of the Section News column in MLA News and hopes to have news from our section submitted to her. Ellen reported that Janet Schnall is the incoming Section Council representative for 2001-2004.

**Website Manager** – Barb Schloman, Webmistress, reported on the problems with the current electronic mail list server. She reported that following a recommendation from the Executive Board at its meeting 28 May, 2001, she will be working to move the list to the Kent State server which should eliminate many current prob-

lems. She and Nelia Wurangian-Caan will evaluate the possibility of automatically subscribing all NAHRS members in order to encourage them to read the newsletter and to participate in Section communications.

**Nominating Committee** – Jeanne Gittings, Chair, announced results of the election of new officers: Betty Warner is the new Chair-Elect, Priscilla Stephenson will be Secretary-Treasurer, and Ellen Hall is the NAHRS candidate for the MLA Nominating Committee. Jeanne reported that she had reviewed the MLA Strategic Plan and that NAHRS is in compliance.

**Installation of New Officers** – Richard Barry welcomed new officers:

- Warren Hawkes, Chair
- Betty Warner, Chair-Elect
- Priscilla Stephenson, Secretary-Treasurer (2001-2003)
- Ellen Hall, MLANominating Committee Candidate (2001-2004)

**Announcements/Adjournment** – New Chair Warren Hawkes announced that he had asked current chairs of standing committees to continue to serve. He asked for volunteers to serve on the committees and noted that committee appointment forms are on the Section's website. Other copies were available at the meeting.

Priscilla L. Stephenson  
NAHRS Secretary-Treasurer

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## NAHRS Reimbursement Check

Waiting for a reimbursement check from the Treasurer? Are you sure you sent the receipt to the right address? In an effort to take the worry out of reimbursements for section expenses, former Treasurer Pam Corley (University of Southern California, Norris Medical Library, Los Angeles) and current Treasurer Priscilla Stephenson (University of Tennessee, Health Sciences Library, Memphis) have been working to streamline the process of obtaining reimbursements for section expenses. The two have worked together to develop a list of the steps required to assure that the reimbursement procedure goes as smoothly as possible and to make NAHRS purchases headache-free. Look for the new form on the NAHRS Web page under "Section Organization."

Priscilla L. Stephenson  
Coordinator, Reference Services  
UT Health Sciences Library  
877 Madison Ave., #214  
Memphis, TN 38163  
901-448-5404; voicemail -5401, fax - 7235  
pstephenson@utm.edu

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## NAHRS Reimbursement Policies, Procedures and Form

This document details NAHRS expense reimbursement policies and lines of authority to approve expenditures and financial commitments. A reimbursement form follows.

### Background

Reimbursement requests require an invoice, receipt, or written documentation of expenses incurred by officers or committee chairs. The funds are dispersed at the direction of Section officers. The Section realizes that officers and committee chairs may occasionally need to incur expenses for Section business. However, expenses incurred without prior approval may not be reimbursed, since the NAHRS officers have the right to deny reimbursements that they deem inappropriate or questionable.

### Policy

Prior to making financial expenditures or commitments on behalf of NAHRS or the Mental Health SIG, the officer, committee chair, or Mental Health SIG representative must obtain authorization. This

authorization ensures that the Section funds and Mental Health SIG funds are distributed appropriately and in accordance with guidelines from the MLA Finance Manual.

### Procedure

1. Obtain Authorization – Send email to the Secretary/Treasurer and to one additional officer, usually the Chair, detailing the need and anticipated cost. Refer to the **Request for Reimbursement of Expenses / Payment of Invoice** form for additional details to include in email. Indicate one of the general categories below:
  - a. Newsletter
  - b. Annual Meeting speaker expense (specify NAHRS or Mental Health SIG)
  - c. Meeting audio visual and related equipment
  - d. Meeting food and beverages
  - e. General printing and postage (specify purpose and amounts for each)
  - f. General communication (such as telephone)
  - g. Awards and scholarship (specify, such as

Librarian of the Year)

- h. Contributions and donations (specify, such as MLA McClure Endowment)
- i. Other disbursements (specify, such as MLA Audiocassettes)

2. Submit **Request for Reimbursement of Expenses / Payment of Invoice** form
3. Notify the Treasurer by email what was sent and when: pstephenson@utm.edu
4. The Treasurer will notify requester by email when check is sent.

### Policy

The Treasurer is not permitted to disburse funds without authorization from another NAHRS officer. The individual requesting the funds and the officer approving the disbursement cannot be the same. If the Treasurer requests a disbursement, approval from two additional officers is required and an authorized officer/signer, other than the Treasurer, should issue the check.

The Lines of Authority for Approval will be the

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## **NAHRS Reimbursement Policies, Procedures and Form, *cont.***

Elective officers of the Section in the following order: Chair, Chair-Elect, and Representative to the Section Council. The Secretary/Treasurer does not grant authorization for expenses, but solicits that approval from the other three officers.

Priscilla L. Stephenson  
Coordinator, Reference Services  
UT Health Sciences Library  
877 Madison Ave., #214  
Memphis, TN 38163  
901-448-5404; voicemail -5401, fax - 7235  
pstephenson@utm.edu

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Nursing And Allied Health Resources Section (NAHRS)

**Request for Reimbursement of Expenses / Payment of Invoice Form**

**Print and complete form. Send with documentation to the Treasurer at the address below:**

**Authorization**

- Original authorizing email attached**
- Authorization not obtained. Explain:

**Type of Disbursement** (send original, keep photocopy)

- Reimburse expense (**Attach receipt and/or documentation.**) Amount: \$ \_\_\_\_\_

- Pay invoice. Amount: \$ \_\_\_\_\_

- Issue check (ONLY for Annual meeting speaker honoraria, awards, scholarships, or donations)

Amount: \$ \_\_\_\_\_  **Copy of contract or letter of agreement attached**

Date approved by NAHRS Executive Board at MLA Annual Meeting: \_\_\_\_\_

**Disbursement Category: (for MLA's Annual Financial Statement) :**

Newsletter	NAHRS Annual Mtg.	Mental Health SIG Annual Mtg. Speaker :	AV Equipment
\$ _____	\$ _____	\$ _____	\$ _____
Food/Beverage	Printing:	Postage:	Telephone:
\$ _____	\$ _____	\$ _____	\$ _____
Librarian of the Year:	OtherAwards/Scholarships (Specify Fund):	Contributions/Donations (Specify Fund):	Other Disbursements (Specify purpose):
\$ _____	\$ _____	\$ _____	\$ _____

Requester: \_\_\_\_\_

Requester's email and phone: \_\_\_\_\_

Office, Committee, or Function: \_\_\_\_\_

Total amount requested: \_\_\_\_\_ Details (include date of receipt or invoice, vendor name, item(s) or service) :

Date: \_\_\_\_\_ Requester's signature: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Send check to: (provide name and address):

Mail to: Priscilla Stephenson, NAHRS Treasurer  
 669 LaGrange Park Cove  
 Memphis, TN 38111

Send notice of mailing date and summary of  
 reimbursement form and details via email to:  
[pstephenson@utmcm.edu](mailto:pstephenson@utmcm.edu) .

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## NAHRS Bylaws Proposed Revision

Several minor revisions are necessary to keep the NAHRS bylaws in conformance with the MLA model bylaws for sections. Changes are indicated below with deletions marked with ~~strikethroughs~~ and additions in **bold**. The proposed revisions will be voted on at the section business meeting at the 2002 MLA Annual meeting in Dallas on Tuesday, May 21<sup>st</sup> from 1pm to 2:30pm. Please contact me if you have questions about the revisions.

Emily Hull  
Chair, NAHRS Bylaws Committee

### NURSING AND ALLIED HEALTH RESOURCES SECTION

#### BYLAWS

#### Proposed Revision, May 2002

##### ARTICLE I. Name

The name of this organization shall be the Nursing and Allied Health Resources Section, a Section of the Medical Library Association, Inc.

##### ARTICLE II. Purpose

The purpose of this Section shall be to work within the Medical Library Association to serve the interests and concerns of librarians responsible for services to the Nursing and Allied Health professions; to foster the professional growth of its members; to promote the provision of high quality library service; and to provide leadership in identifying and solving problems in nursing and allied health information delivery. This Section works with other groups within the Medical Library Association and with other organizations to insure excellence in library information services for nurses and allied health professionals.

##### ARTICLE III. Membership

###### Section 1. Members

All and only members of MLA may belong to this Section.

###### Section 2. Rights and Privileges

A. Voting members of this Section 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 Section 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 Section's Representative and ~~Alternate Representative~~ **Representative-Elect** to the Section Council.

B. Officers of this Section shall be Voting Members of the Medical Library Association.

###### Section 3. Dues

A. Dues shall be determined by a majority vote of those present and eligible to vote at the Annual Meeting of this Section. Section dues shall not exceed MLA membership dues for Regular Members.

B. Section dues shall be payable on joining the Section and thereafter at the same time as are Medical Library Association dues.

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

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**D.** The fiscal year of this section shall be the calendar year.

**E.** Individuals who have not paid annual dues by the annual meeting shall be considered in arrears and without further notice the member shall be suspended from all rights and privileges. Any Section positions held by such individuals shall be considered vacant.

### ARTICLE IV. Elective Officers

#### Section 1. Officers and Terms of Office

**A.** Elective officers of the Section shall be the Chair, Chair-Elect, Immediate Past-Chair, Secretary-Treasurer, Representative to the Section Council, **and a Representative-Elect to the Section Council.**

**B.** The term of office of the Chair shall be one year as Chair-Elect, one year as Chair, and one year as Immediate Past-Chair. No one may serve more than one successive term as Chair-Elect/Chair.

**C.** The term of office of the Secretary-Treasurer shall be two years. An individual may not serve

more than one successive term as Secretary-Treasurer.

**D.** The term of office of the Representative to the Section Council shall be three years, **a one-year term as Representative-Elect, and a two-year term as Representative**, except that if the Representative's term be made shorter by action of the Council or by the Bylaws of the Medical Library Association, the term will coincide with that action. This officer shall serve the first year of the term as ~~Alternative-Representative~~ **Representative-Elect**. For the remaining two years of the term, the ~~Alternative-Representative~~ **Representative-Elect** shall be the Representative.

**E.** Elected officers shall take office at the close of the MLA Annual Meeting following their election and serve, unless they resign, die, become incapacitated, or are removed, until the close of the MLA Annual Meeting at the end of their terms of office or until their successors are elected and assume their duties.

#### Section 2. Duties

**A.** The duties of the Chair shall be to preside over all meetings and to represent the Section at all times and on all occasions not in conflict with any other officer's defined duties and responsibilities, to appoint committee members and chairs, to be an ex officio member of all committees, to submit an Annual Report to the membership and 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 Section. A Parliamentarian may be appointed by the Chair to serve a term concurrent with that of the Chair. This person may be reappointed to serve additional terms.

**B.** The duties of the Chair-Elect shall be to serve as Chair whenever the Chair is not able to do so, to serve as Chair of the Program Committee for the next Annual Meeting of the Section, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section.

**C.** The duties of the Immediate Past-Chair shall be

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## NAHRS Bylaws Proposed Revision, *cont.*

to serve as Chair of the Nominating Committee and the Strategic Planning Committee. The Immediate Past-Chair also revises the Section Manual.

**D.** The duties of the Secretary-Treasurer shall be to be responsible for incoming and outgoing correspondence, to prepare minutes of all meetings, to receive and account for all monies due to the organization, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section.

**E.** The duties of the Representative to the Section Council shall be to represent the Section on the MLA Section Council by attending the meetings of the Council, to transmit to the Council recommendations that have been approved by the Section, and to communicate Council business to the officers and membership of the Section. ~~When a Representative is unable to attend a Section meeting, the Alternate Representative shall temporarily assume the office of Representative, including the right to vote.~~

**F. The duties of the Representative-Elect to the**

**Section Council shall be to attend the meetings of the Section 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.**

### Section 3. Elections

**A.** The Nominating Committee shall prepare annually a slate of at least two nominees for Chair-Elect and for each elective officer whose term expires.

**B.** Ballots shall be ~~mailed distributed~~ to the voting membership by the Nominating Committee at least 60 days prior to the Section's Annual Meeting and shall be received by the Nominating Committee by the date previously announced for counting ballots, which shall be at least three weeks after the ballots are mailed. Elections shall be completed by March 1. Candidates shall be declared elected upon receiving a majority of the votes cast. Where there are more than two candidates, a plurality shall elect.

### Section 4. Vacancies

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

**B.** A vacancy arising in the office of Representative to the Section Council shall be filled by the ~~Alternate Representative Representative-Elect~~, who shall cease to be ~~Alternate Representative Representative-Elect~~ and shall serve out the unexpired term of the Representative and shall continue as Representative for the term to which the ~~Alternate Representative Representative-Elect~~ was elected.

**C.** In the case of a vacancy in the office of ~~Alternate Representative Representative-Elect~~, the Executive Board shall appoint a replacement to serve until the next scheduled election.

**D.** Avacancy arising in any other elected office shall be filled by appointment by the Executive Board.

### Section 5. Candidate for the MLA Nominating Committee Membership

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## NAHRS Bylaws Proposed Revision, *cont.*

**A.** The name of one Voting Member of the Medical Library Association, chosen by election, shall be submitted each year by the Section Representative to the Section 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

#### Section 1. Meetings

At least one meeting shall be held in each fiscal year. Additional meetings may be held. All meetings shall be held at a time and place convenient for members. Notice of all meetings shall be disseminated to the membership at least thirty (30) days in advance of the meeting date. The Section's Business Meeting shall be held during the same period and at the same location as the Association's Annual Meeting. No Section meetings shall be held at the same time that General Sessions or Business Sessions of the Association's Annual Meeting are conducted.

#### Section 2. Quorum

Thirty (30) members shall constitute a quorum of this Section.

### ARTICLE VI. Executive Board

#### Section 1. Executive Board

The Chair, Chair-Elect, Immediate Past-Chair, Secretary-Treasurer, Section Representative, ~~Alternate Representative~~ **Representative-Elect**, and

the Newsletter Editor shall constitute the Executive Board. The Section Chair shall chair the Executive Board.

#### Section 2. Duties

The Executive Board shall have general supervision of the affairs of this Section between its Business Meetings, fix the time and place of meetings, make recommendations to the membership, and shall perform such other duties as are specified in these Bylaws and by the parliamentary authority adopted by the organization.

#### Section 3. Voting

Any action by the Executive Board must have approval of the majority of the members of the Executive Board, counting the Chair. The Chair may vote in any case in which his or her vote would affect the result.

#### Section 4. Number of Votes

In voting in the Executive Board, each Board member shall have one vote.

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## NAHRS Bylaws Proposed Revision, *cont.*

### ARTICLE VII. Committees

#### Section 1. Standing Committees

**A.** Standing committees of this Section shall consist of the Bylaws Committee, Continuing Education Committee, Strategic Planning Committee, Nominating Committee, Program Committee, Membership Committee, and the Governmental Relations Committee. Other Standing Committees may be established by the Executive Board subject to approval by the membership through amendment of these Bylaws.

**B.** The Bylaws Committee shall consist of at least one member appointed by the Executive Board. This committee continually reviews and recommends revisions to the Executive Board to maintain the Bylaws in accordance with those of MLA.

**C.** The Continuing Education Committee shall consist of at least one member appointed by the Executive Board. This committee assesses the continuing education needs of Section members and makes recommendations as appropriate for meeting those needs.

**D.** The Strategic Planning Committee shall consist of

at least one member appointed by the Executive Board with the Immediate Past Chair of the Section acting as Chair. This committee reviews the Section's strategic plan for consistency with MLGoals.

**E.** The Nominating Committee shall consist of at least two members appointed by the Executive Board with the Immediate Past Chair of the Section acting as Chair. This committee shall be responsible for preparing a slate for the following year of at least two nominees for each elective officer whose term expires. Nominations for office are to be made from the membership. The slate of candidates is to be prepared and submitted to the Section Chair in January before the Annual meeting.

**F.** The Program Committee shall consist of the Section's Chair-Elect acting as Chair and at least one other member appointed by the Executive Board, preferably from the geographic region where the annual meeting whose program they will plan will be held. This committee shall be responsible for working with the MLANational Program Committee in planning and accomplishing the Section's annual program.

**G.** The Membership Committee shall consist of the Secretary-Treasurer and at least one other member appointed by the Executive Board. This committee shall be responsible for working with MLA committees to advertise the benefits of Section membership in order to maintain and increase the number of Section members.

**H.** The Governmental Relations Committee shall consist of at least one member appointed by the Executive Board with the Section's liaison to MLA for governmental affairs issues acting as Chair. This committee shall be responsible for working with MLA committees and other groups to bring the Section's interests before appropriate governmental bodies and to alert Section members to actions they may take to influence governmental policies relating to the Section's interests.

#### Section 2. Special Committees

The Section Chair may appoint such other special committees as are necessary with the advice and consent of the Executive Board.

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## **NAHRS Bylaws Proposed Revision, *cont.***

### **Section 3. Committee Chairs**

Chairs of committees shall be Voting Members of the Medical Library Association.

### **Section 4. Committee Reports**

Each committee shall submit an annual report of its activities to the Section Chair prior to the compilation of the Annual Section Report for submission to MLA Headquarters.

### **ARTICLE VIII. Dissolution**

**In the event of dissolution of this Section, all liabilities and obligations shall be paid or adequate provision made for payment. Remaining assets shall revert to the MLA General Fund.**

### **ARTICLE IX. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Section 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 Section may adopt.

### **ARTICLE X. Amendment of Bylaws**

These Bylaws may be amended at any regular meeting of the Section by a two-thirds vote of those attending, provided that the amendment has been submitted in writing to the membership at least thirty (30) days before the meeting at which the vote shall be taken.

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**NAHRS Annual MLA Section Financial Report For January 1 to December 31, 2001**

#	Description	Amounts
<b>1</b>	<b>Beginning Balances at January 1, (itemize below)</b>	
2	Checking Account (Must equal prior year's year-end balance) *see detail below	4,368.01
3	Savings and other bank accounts (Must equal prior year's year-end balance)	0.00
4	Investments, e.g. bonds, stocks, etc. (Must equal prior year's year-end balance)	0.00
<b>5</b>	<b>Total Beginning Balances from all sources (total lines 2 thru 4)</b>	<b>4,368.01</b>
<b>6</b>	<b>Income and other cash received during the year:</b>	
7	Membership Dues \$ 1,162.50 + \$ 978.70 = \$ 2,141.20	2,141.20
8	Newsletter Subscriptions	
9	Newsletter Advertising	
10	Contributions and donations (see instructions)	
11	Meeting registration and ticket fees	
12	Interest and investment income	38.34
13	Other cash receipts (describe below):	
14	3/2/01 From CAPHIS for Mental Health Programming M.L.A. Annual Meeting	100.00
15		
<b>16</b>	<b>Total income &amp; cash received during the year (total lines 7 thru 15)</b>	<b>2,279.54</b>
<b>17</b>	<b>Disbursements &amp; expenses paid during the year:</b>	
18	Newsletter expenses	
19	Annual Meeting speakers expenses: Annual Meeting speaker honoraria \$435.00 MLA dues \$145 each: J. Crawley-Low, Susan Jacobs, & Barbara F. Schohan Mental Health Annual Meeting speaker expenses \$300 + \$374.07 = \$674.07 Liz Bruno	1,309.07
20	Meeting audio visual and related equipment	
21	Meeting food and beverages	
22	General printing and postage Ballot: \$118.08 (postage) + \$100.50 (printing) = \$218.58	218.58
23	General communication, e.g. telephone	
24	Bank and checking account fees	
25	Awards and scholarships (see instructions)	
26	**2001 Librarian of the Year Award check replaced in 2002	
27	Contributions and donations paid by the section	
28	Other disbursements (describe below):	25.00
29	Audio Transcripts 2001 MLA Cassettes #25 & #31	1,552.65
<b>30</b>	<b>Total disbursements &amp; expenses (total lines 18 thru 29)</b>	<b>726.89</b>
<b>31</b>	<b>Total Net Revenue (loss) for the year (line 16 minus line 30)</b>	<b>5,094.90</b>
<b>32</b>	<b>Year-end ending balances at December 31 (itemize below)</b>	
33	Checking account (include a copy of the year-end bank statement)	0.00
34	Savings and other bank accounts (include a copy of the year-end statements)	0.00
35	Investments, e.g. bonds, stocks, etc. (include a copy of the year-end statements)	0.00
<b>36</b>	<b>Total ending balances (total for lines 33 thru 35 should equal line 5 plus line 31)</b>	<b>5,094.90</b>

\*Stale check #546 dated 6/6/98 for \$18.75 was never paid. Affected 3 Previous Years:

12/31 of Year	Bank Statement	Financial Statement	Check Register
1998	\$2,202.20	\$2,184.00 (rounded)	\$2,182.45 (**\$18.75 outstanding)
1999	\$1,875.21	\$1,838.00 (rounded)	\$1,836.46 (**\$18.75 outstanding)
2000	\$4,368.01	\$4,349.26 (no rounding)	\$4,349.26 (**\$18.75 outstanding)
2001	\$5,094.90	\$5,094.90 (no rounding)	\$4,994.90 (**\$100 outstanding) (*Adjustment made to check register for \$18.75)

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## Officers, Committee and Task Force Chairs, 2002

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