

CENTRAL PENNSYLVANIA
HEALTH SCIENCES
LIBRARY ASSOCIATION

CPHSLA
www.cphsla.org

MEMBERSHIP INFORMATION
PACKET

Revised September 2006

History of the Central Pennsylvania Health Sciences Library Association

"The purposes of the group are to discuss mutual problems, to learn from the presentation of programs, and to encourage interlibrary cooperation." -- Bob Seeds, February 11, 1974

The First Days

A steering committee convened on December 11, 1972. Robert Seeds led the meeting; others in attendance included Mary Rinehardt, Jo Anderson, Judy Hastings and Sue Shultz. The goal of the committee was to define the membership parameters of the organization and to plan the group's first event.

The first official gathering of the Central Pennsylvania Health Sciences Library Association was a dinner meeting on January 16, 1973 at the Host Inn of Harrisburg. Interlibrary cooperation, including a union list of serials, became the foundation of the informal association.

In attendance at the first meeting were:

Bob Seeds, Evelyn Arnold, Lucy Barnhart & Ruby Smith –
Hershey Medical Center
Barbara Bevan – York Hospital
Judy Hastings – Holy Spirit Hospital
Jo Anderson, Mary Rinehart & Genevieve Nicholas – Harrisburg
Hospital
Jennie Hilar – Capital Blue Cross
Emma Angle – St. Joseph Hospital
Sue Shultz – Polyclinic Hospital

CPHSLA Timeline – The Early Days

- May 16, 1974 First membership fee: \$2.00
- September 28, 1976 Mary Rinehart, chairperson, designed the framework for the election of officers and the committee structure.
- April 18, 1977 Bylaws ratified
First slate of officers nominated
Official name adopted
- Summer, 1977 First officers elected:
Jane Karn, Lewistown Hospital - President
Barbara Umstead, Hospital Association of Pennsylvania – VP/President-elect
Betty Curtis, Lebanon VA hospital – Treasurer
Virginia Lingle, Harrisburg Hospital – Secretary
Jean Antes, Robert Packer Hospital – Member-at-Large
- March 27-29, 1979 In conjunction with the Philadelphia and Pittsburgh chapters of MLA, CPHSLA hosted a regional medical library conference. CPHSLA was responsible for all local arrangements. Held at the Hershey Motor Lodge, the conference included 24 exhibitors, 13 speakers and 8 continuing education courses. 204 people attended the meeting, which took nearly 18 months to plan.

Projects

Union List of serials

The creation of a merged catalog of serials was one of the first goals of the newly formed Central Pennsylvania group. Sandy Wood (Hershey Medical Center) compiled, typed and edited the first edition of the Union List of Serials in Central Pennsylvania Hospital Libraries in May 1976. Thirteen libraries contributed holdings information. The list quickly became an essential link in the group's resource-sharing activities. In 1978, with the support and word-processing capabilities of the staff of Capital Blue Cross, the list was revised and enlarged, with 24 libraries participating. The list eventually grew to include the holdings of over 40 health science libraries – and over 7000 titles. In 2003, the inclusion of CPHSLA as a library group in Docline's SERHOLD serial holdings database eliminated the need for the publication of a printed list and the Union List of Serials in Central Pennsylvania Hospital Libraries has been retired.

Resource Directory of Central Pennsylvania Health Sciences Libraries

The first local directory of libraries and staff was compiled by Bob Seeds (Penn State), printed by the staff of Capital Blue Cross, and distributed in April 1978. The second edition was published in 1980. The current membership list is available online at www.cphsla.org. Information in the directory is periodically reviewed and updated by the Special Projects Committee.

Exchange List of Duplicate Periodical Issues

Since 1975 CPHSLA has maintained an exchange list of unwanted and duplicate journal issues. The original list was compiled by Sandy Wood (Hershey Medical Center).

To submit a list at any time throughout the year, email it to cphsla-l@lists.psu.edu or easbury@hsh.org. Edie Asbury will follow-up by making sure all member libraries receive a copy electronically, whether or not they are on the listserv. Libby Coldsmith automatically posts the list on the CPHSLA web site (www.cphsla.org) when submitted to the listserv.

Interlibrary Loan Activity

CPHSLA members agree to fill Interlibrary loan requests free of charge to other members of the association. **EXCEPTIONS:** The Penn State Hershey Medical Center and the Geisinger Health System do NOT participate in free ILL exchange.

In order to receive free interlibrary loans from other CPHSLA members, a library must:

1. Have a PAID member in the CPHSLA
2. Maintain their institutional holdings in SERHOLD
3. Agree to provide free loans to other participating members

DOCLINE is the primary vehicle for the transmission of ILL requests.

Routing tables must be reviewed periodically to ensure equitable distribution of requests.

Membership in CPHSLA should be noted on your DOCLINE record (contact the Regional Medical Library for assistance), however institutions should not insert CPHSLA as a group in their routing tables. Instead, member libraries may be added individually to the table.

REMINDER: Penn State Hershey and Geisinger do NOT provide free interlibrary loans.

OCLC – few CPHSLA libraries have direct access to OCLC, however CPHSLA reciprocal agreements should be honored on all requests entered on OCLC.

Telephone – phone requests will be accepted if sufficiently urgent. Telephone requests must be followed by a Docline request prefixed to the lending library. The note “confirming only” or “as per telephone call” should appear in the comment line.

Other ILL issues and responsibilities:

- a. DOCLINE must be checked daily, or as often as possible.

- b. SERHOLD update frequency: to maintain Serhold as a timely and creditable locator tool, CPHSLA members must review/update their holdings in SERHOLD at least once a year.
- c. FAX/e-mail: Many member libraries provide fax or electronic delivery for rush or standard delivery. CPHSLA members will not charge other members for these "special" delivery options. The DOCLINE record must be updated to include delivery methods.
- d. Loan of originals: Original materials are loaned at the discretion of the lending library. Policies regarding loan period, renewal, overdue fines and recall are to be adhered to by the borrowing library. Liability for lost or damaged materials shall be the responsibility of the mailing library. The lending library may designate required methods of packing, mailing and/or insuring materials.
- e. Turnaround time: All transactions should be processed as expeditiously as possible.
- f. Copyright: The Copyright Act of 1976 (Title 17 of the United States Code) established the responsibilities of interlibrary loan participants. Guidelines are provided by the Commission on New Technological Uses of Copyrighted Works (CONTU) to aid in the interpretation of these requirements.

Libraries that are willing to share resources at no charge with others outside CPHSLA may also choose to join either or both of these networks:

- 1) Basic Health Sciences Library Network (BHSL)
 - Established June 1986 by health sciences library consortiums in Regions 1 (Middle Atlantic) and 2 (New England) of the National Network of Libraries of Medicine
 - Currently no entrance or annual fees to be a member

- As of October 2006, monthly statistics are no longer collected to determine priority levels for member libraries.
- Contact one of these BHSL coordinators for CPHSLA to join: Edie Asbury at Holy Spirit Hospital (717-763-2664 or easbury@hsh.org) or Cindy King at Lancaster General Hospital (717-544-5697 or ckking@lancastergeneral.org).

2) FreeShare Library Group

- Available to U.S. and Canadian libraries
- No entrance or annual fees to be a member.
- Call NN/LM at 1-800-338-7657 or the Middle Atlantic regional contact listed at <http://n.nlm.gov/rsdd/freeshare/> for more information.

CPHSLA-L@LISTS.PSU.EDU
CPHSLA-L ELECTRONIC MAILING LIST

The CPHSLA-L Electronic Mailing List, or discussion list, is a type of group communication where CPHSLA members can communicate with each other by way of this common computer program. CPHSLA-L uses L-Soft's LISTSERV to manage subscribers and messages.

To Subscribe to CPHSLA-L

Address e-mail to listserv@lists.psu.edu

Leave subject field blank.

Include the following line as the text of the message:

Subscribe cphsla-l Fonda Books (***use your own name instead!***)

A confirmation will be sent to you via e-mail with a set of usage instructions.

CPHSLA-L subscribers can also manage their subscriptions on the Web. Simply visit Penn State's LISTSERV (<http://lists.psu.edu>)page and choose Subscriber's Corner.

Useful Information

Information on becoming a Docline member --

<http://www.nlm.nih.gov/docline/>

Information on joining EFTS for electronic payment of Docline requests not filled free -- <https://efts.uchc.edu/efts/common/index.html>

Information on joining the Medical Library Association (MLA) --

<http://www.mlanet.org/joinmla/index.html>

Information on becoming a member of the Academy of Health Information Professionals --

<http://www.mlanet.org/academy/acadfaq.html>

Information on joining the Philadelphia Regional Chapter/MLA --

<http://www.mlaphil.org/index.html>

Information on joining PALINET/OCLC for cataloging, resource sharing and cooperative purchasing -- <http://www.palinet.org/>

CENTRAL PENNSYLVANIA HEALTH SCIENCES LIBRARY ASSOCIATION
BYLAWS

Amended March 13, 1998

ARTICLE 1. NAME

The name of this organization shall be "The Central Pennsylvania Health Sciences Library Association."

ARTICLE 2. PURPOSE

The purpose of this organization shall be to stimulate interest in and strengthen health sciences library services in Central Pennsylvania by providing a means of communication and exchange of information resources, and to provide opportunities for resource sharing and institutional cooperation.

ARTICLE 3. MEMBERSHIP

Membership shall be open to all persons who are actively engaged or otherwise involved in library or bibliographic work in medical or allied scientific fields. All paying members shall have the right to vote and hold elective or appointive office. On questions of resource sharing and institutional cooperation, there shall be one vote per institution.

ARTICLE 4. DUES

Every two years, dues shall be determined by the voting members of the association for the 24-month period beginning July 1 of that year.

ARTICLE 5. OFFICERS

Section 1. The officers shall be a President, a Vice-President, a Secretary, and a Treasurer.

Section 2. The term of office will be two years.

Section 3. Officers shall assume their duties on July 1 and shall serve for one term or until their successors are duly elected.

Section 4. The officers of the association shall perform the duties prescribed for them in the parliamentary authority adopted by this association.

Specific responsibilities include but are not limited to:

- a. President
 - (1.) Acts as chief administrative officer
 - (2.) Represents and speaks for the association to other organizations and to the public
 - (3.) Presides at business meetings

- (4.) Appoints committees
 - (5.) Signs letters or documents necessary to carry out the will of the association
 - (6.) Prepares and distributes agendas for the associations meetings
- b. Vice President
- (1.) Assumes the duties of the President if the President is absent or incapacitated
 - (2.) Presides at meetings when it is necessary for the President to leave the chair
 - (3.) Automatically becomes President if the President is unable to complete his or her term.
 - (3.) Chairs the Program Committee
- c. Secretary
- (1.) Takes notes of the proceedings and prepares the minutes of the association and Executive Committee meetings.
 - (2.) Distributes copies of the minutes to the members for correction and approval
 - (3.) Maintains the association's official minutes as corrected and approved.
 - (4.) Provides the presiding officer or the assembly with the exact wording of a pending motion or of one previously acted upon.
 - (5.) Maintains and preserves all records, reports, correspondence and official documents of the association; serves as Archivist of the association.
 - (6.) Brings to each meeting the official minutes, a copy of the bylaws, rules, and policies, a list of the members, and a copy of the parliamentary authority.
- d. Treasurer
- (1.) Collects, disburses, and accounts for the association's funds as directed by the bylaws, the membership, of the Executive Committee.
 - (2.) Reports on the finances of the association at each meeting.
 - (3.) Prepares, maintains and distributes a list of current members,

ARTICLE 6. NOMINATIONS AND ELECTIONS

Section 1. Officers shall be elected prior to July 1 of the year in which current terms expire.

Section 2. At the first meeting after July 1, three (3) members shall be elected to the Nominating Committee from the voting membership. If three (3) members are not elected, the President with the approval of the Executive Committee shall appoint as many members as necessary to fill the three positions on the committee.

Section 3. The Nominating Committee shall present to the membership at its last meeting before July 1, a slate of one or more nominees for each office of President, Vice-President, Secretary and Treasurer, as vacancies occur. Nominations may also be made from the floor provided prior consent of the nominee has been secured.

Section 4. If the President is unable to complete his or her term of office, the Vice-President shall become Acting President for the unexpired portion of the term. Vacancies in offices other than President shall be filled by appointment of the executive committee.

Section 5. No officer may serve more than two consecutive terms in the same office. A member having served in a given office may be renominated after an interim of two years.

ARTICLE 7. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the four officers of this association plus a member-at-large, who shall be the immediate past President.

Section 2. If the immediate past President is unavailable or unable to serve, the member-at-large of the Executive Committee shall be elected from the general membership at the first meeting of the association after the vacancy occurs.

Section 3. The Executive Committee shall have the authority to act for the association between meetings on matters that must be disposed of promptly.

ARTICLE 8. COMMITTEES

Section 1. The standing committees of the association shall be Program and Special Projects.

Section 2. The President shall, with the approval of the Executive Committee, appoint as many other committees as are deemed necessary to carry on the work of the association.

Section 3. The President with the approval of the Executive Committee shall appoint standing committees annually after July 1. Each year one member shall be retained for a two-year period. No member shall be required to serve longer than three (3) consecutive years.

ARTICLE 9. MEETINGS

Section 1. There shall be at least three meetings per year, to be held at the time and place designated by the Executive Committee with notice given at least two weeks in advance.

Section 2. A quorum shall consist of 25% of the membership of the association.

ARTICLE 10. AMENDMENTS

Section 1. These Bylaws may be amended at any meeting of the association by a majority vote of those members present, provided an announcement of the proposed amendment(s) shall have been distributed to all members at least two weeks prior to the meeting at which the amendment is to be voted upon. These bylaws may also be amended by a majority vote of the membership provided ballots, along with an announcement of the proposed amendment(s), are distributed by mail, electronic mail, or some other means to all members at least two weeks prior to the deadline for the return of the ballots.

Section 2. Any proposal for amendment shall be submitted in writing to the Bylaws Committee for review. The committee will return the proposal with its recommendation to the association for consideration at the next meeting.

ARTICLE 11. PARLIAMENTARY AUTHORITY

The current edition of the Sturgis Standard Code of Parliamentary Procedure shall govern the Association in all parliamentary situations that are not provided for by these Bylaws.