



Newsletter
September 1989
No. 27

ADVERTISING RATES

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Contact: Adam Clark, Monash Medical Centre (550 2354)

JULY MEETING REPORT

On July 11 Brian Howes from the Charles Sturt University, Riverina (formerly the Riverina Institute of Higher Education) outlined the six stages in the formulation of a collection development policy. These are:

1. policy committee formation
2. preliminary matters
3. draft policy formulation
4. draft policy revision
5. policy implementation and dissemination
6. ongoing evaluation process.

1. The policy committee will oversee the formulation of the policy. It must decide on the goals, deadlines and staffing for the project. While Brian usually favours a committee of one, it is essential for this project that the committee includes representatives of all user groups including administrators, practitioners, students, and all library staff with duties in selection and acquisitions. Wide representation ensures that the resulting policy will not be a document by librarians for librarians, and that it cannot be criticised for elitism.

2. The work of writing the policy will be carried out by a working party of library professionals. Before beginning on the major task of collection analysis this group must decide on which collection level descriptors and subject descriptors are to be used. Usually the subject classification followed will be that already used in the library.

3. The draft policy will begin with a statement of the philosophy and objectives of the institution which the library serves and of the library's aims, services, programs, and scope. The body of the policy contains a detailed analysis of the density and intensity of the current collection. Density measures the degree to which subjects are collected. Intensity measures the range of subjects collected. As a major role of the policy statement is to indicate what ought to be, rather than what is, a detailed statement of intended levels for future collecting will be included.

4. The importance of the editorial process should not be underestimated. The statement is the most important document that your library will produce and your library will be judged by it. It should be clearly written and of a high physical standard.

5. Implementing a policy is probably the most difficult part of all. It requires that all library staff be familiar with it which can be achieved through meetings and in-service programs. Copies should be available for all staff in the institute and don't forget to give your boss a copy, preferably a summary no more than one page in length, double-spaced!

(cont.)

6. Once implemented there is no opportunity to sit back and relax. As collections are constantly growing and changing there must be a schedule for ongoing evaluation and review of the policy. A complete review every two years is a reasonable timetable.

Copies of the complete text of Brian Howes' paper can be obtained from Ruth Lawrence. Please ring on (03) 813 1611 ext.296.

Our thanks go to Sandra Russell for providing the meeting venue.

COLLECTION DEVELOPMENT POLICIES

Last year members were requested to send copies of their library's collection development policy to the committee. Policies for the following libraries were received:

Mercy Maternity Hospital Library
J. W. Grieve Memorial Library, Royal Children's Hospital
Royal Southern Memorial Hospital Library
Marshall Allan & Betty Lawson Libraries, Royal Women's Hospital

Any other libraries that have a written collection development policy are encouraged to provide a copy. Copies of the above policies can be obtained from Ruth Lawrence (03) 813 1611 ext. 296, or Andrew Rooke (03) 648 8642.

OTHER NEWS

Veronica Delafosse's maternity leave began in early August. Jennifer Treller has been seconded to the position from the Alfred Hospital for twelve months.

Congratulations to Scott Holmes and his wife on the birth of their second son, Oliver, recently.

NUCOS

Are you throwing out your old NUCOS or NUCOM fiche? Others may like them. If you have old fiche, or would like to receive them, the Repat. Library Heidelberg is willing to act as a go-between. Contact: Margaret McKinnon, ph. 490 2894.

WORK WANTED

Theresa Pheliaro, a librarianship student, requires vacation work from mid-November to mid-February. Her address is: 6 Davies St, East Malvern, ph. 885 5850.

ANNE HARRISON FELLOWSHIP AWARD EVENING

On Wednesday the 21st of June 1989 Averill Edwards, A.L.I.A. President, conferred a Fellowship Award on Anne Harrison in the Queen's Hall of the State Library of Victoria. Anne was very humbled by all the attention focused on her but albiet delighted to have many of her former colleagues present.

Seventeen librarians were able to share a delicious Chinese banquet with Anne at the King Wah Restaurant later that evening. They gave Anne a picturesque anthology of Australian gardening and a signed card as a memento of the dinner.

Anne Harrison receiving
the Fellowship of the
A.L.I.A. Award from
Averill Edwards.



(negatives of photographs
taken at the awards night
will be made available by
Jenny Treller (VSMH) for
members wishing to make
copies)

READING CORNER

Applegate R. Stretching database management software. Computers in libraries 9(2), Feb 1989, p.31-32.

How one library uses *dBase III+* in online searching service management to record costs, usage and impact on inter-library loans.

Machalow R. Security for Lotus files. Computers in libraries 9(2), Feb 1989, p.19-20.

The author describes how to set up a macro that will accept multiple passwords and either permit access to the *Lotus* files or quit.

Martinez M. Integrated systems for small libraries. Computers in libraries 9(3), Mar 1989, p.20-22.

The author outlines some points to be considered when deciding on whether to use a turnkey, off-the-shelf, mixed or in-house automated system.

Franklin C. Hypertext defined and applied. Online 13(3), May 1989, p.37-49.

Outlines the difference between hypertext and traditional database management systems, applications for hypertext on PC's, and the specific programs *Business Filevision*, *Guide*, *HyperCard* and *Architext*.

Software

Grosch AN. Software review: INMAGIC. Online Review 12(6), Dec 1988, p.375-386.

A comprehensive, illustrated, review of version 7.0 of this popular database program.

Kittle PW. askSam for your data! A look at text-based management. Database 12(1), Feb 1989, p.99-101.

Downloading and manipulating text using *askSam*.

Conger LD. Cornerstone: relational database program for the non-programmer. Database 12(2), Apr 1989, p.111-113.

Discusses the use of *Cornerstone* particularly with regard to serials management.

Koga JS. Breaking up is hard to do... when your downloaded file won't fit into your word processor. Online 13(2), Mar 1989, p.80-83.

Strategies for coping with downloaded files that are too large for your wordprocessor, with particular reference to the utility program *Chop2*.

Lundeen G. Software for managing personal files. Database 12(3), Jun 1989, p.36-48.

Compares four text management programs: *askSam*, *Notebook* with *Bibliography* and *Convert*, *Pro-Cite* with *Biblio-Links*, and *Reference Manager*.

Online Searching

Snow B. Review articles in MEDLINE: past and present. Online 13(2), Mar 1989, p.101-105.

Discusses the changes in MEDLINE's indexing of review articles and its implications for online searching.

Van Camp AJ. EMBASE Plus - a new look for Excerpta Medica. Database 12(2), Apr 1989, p.34-38.

Discusses the enhancements implemented in EMBASE last year and how to utilise them when searching.

Computer viruses

Aucoin, RF. Computer viruses: checklist for recovery. Computers in libraries 9(2), Feb 1989, p.4-7.

A step-by-step guide to recovering an infected system.

McAfee J. Viruses now a serious threat. Computerworld Australia 11(45), May 19 1989, p.63-68.

An introduction to computer viruses, how infections are spread, procedures that help to prevent infection, how to detect infections, and details of some of the main viruses.



FACSIMILIE NUMBERS FOR VICTORIAN HEALTH LIBRARIES

Alfred Hospital	5211238
Austin Hospital	4590206
Australian Medical Association	3479871 **
Baker Medical Research Institute	5211362 **
Ballarat Base Hospital	(053) 331562 **
Bendigo and Northern District Base Hosp	(054) 430411 **
Box Hill Hospital	8953268 **
Cancer Institute	6703357 **
CSIRO Division of Animal Health	3474042 **
Dandenong Hospital	7925709 **
Dr. Dorevitch and Associates	8131007 **
Epworth Hospital	4294811 **
Fairfield Hospital	4813816 **
Family Medicine Program	6505723 **
Frankston Hospital	7834512 **
Geelong Hospital	(052) 90211 **
Gippsland Base Hospital	(051) 446323 **
Health Department, Victoria	6168329 **
Hoechst	5292608 **
Latrobe Valley Hospital	(051) 277138 **
Ludwig Institute	3471938 **
Monash Medical Centre (Clayton)	5506111 **
Monash University (Alfred)	5296484 **
Monash University (Biomed)	5652612
Mount Royal Hospital	3875048 **
Prince Henry's Hospital	6294039 **
Preston and Northcote Community Hospital	4872524 **
Repatriation General Hospital	4996846
Royal Australasian College of Surgeons	6634075
Royal Children's Hospital	3455789 **
Royal Melbourne Hospital	3474558 **
Royal Southern Memorial Hospital	5285838 **
Royal Victorian Eye and Ear Hospital	6637203 **
Royal Women's Hospital	3478591
St. Vincent's Hospital	4197907 **
University of Melbourne : Brownless	3477762
Victorian Institute of Forensic Pathology	6297353 **
Walter and Eliza Hall Institute	3452580
Western General Hospital	3181157 **

** Denotes fax machine not situated in library

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