

BIOLOGICAL SCIENCES DIVISION SPECIAL LIBRARIES ASSOCIATION Newsletter

Volume 8, Number 1

Fall 1981

PRESIDENTS REPORT

Plans for the annual meeting in Detroit are beginning to gel. First, there will be a division suite which will be shared by the Biological Sciences and Pharmaceutical Divisions. Also on Thursday of convention week the two divisions will be taking a joint field trip. The destination has not been set yet but Ann Arbor looks good.

With the help of Helene Brown, our local arrangements chairperson, I have contacted a speaker who is a specialist in the area of genetics. I mentioned to him that many of the members were interested in genetic engineering. I'm hoping he will address that subject and the other trends in the field. I have heard reports that he is a very lively speaker so it should be interesting.

Detroit is full of places to visit. Perhaps we can work up a side-trip to the Stroehs Brewery or the zoo. Who knows we may be compelled to check out the biological/chemical basis of the beer. Keep reading the newsletter for updated plans. See you in Detroit!

Sara Hill

Sara Hill
Chairman,
Biological Science Div.

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ELECTION RESULTS

Elizabeth Davis - Chairman - Elect
University of Illinois at Urbana - Champaign

Sandy Wood - Director
Pennsylvania State University

Many of you received your ballots on or near the return date. This is because there was a miscalculation in the length of time necessary to assemble the ballots. By the time they were ready to go it was obvious there would not be much time to return them. Unfortunately, at that time, there was not enough woman power available to change them. If the mails had cooperated things might have been all right. This did not happen either. However the ballot box was kept open long after the deadline to accomodate anyone who wished to cast a vote. You will have another chance to vote before the next annual meeting.

A very special thanks to Tena Crenshaw, Gretchen Stephens and Karen Horst for serving as an impromptu nominating committee. Without their help there would not have been an election.

Officers 1981-82

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MINUTES OF THE BUSINESS MEETING
JUNE 15, 1981
SARA HILL, PRESIDING

On Monday, June 15, 1981, in the Lisbon Room of the Atlanta Hilton, Atlanta, Georgia, the Business Meeting of the Biological Sciences Division, Special Libraries Association, was called to order by Sara Hill, Chairman-elect. (Rita Kane Chairman, was unable to attend the SLA Annual Meeting this year). A total of 33 persons attended, including Joseph Dagnese, Division Board Liaison.

Since there were no additions or corrections to the minutes of the last Business Meeting, the minutes were accepted as posted (on the door of the meeting room). Since no Nominating Committee had been appointed, an attendance sheet was circulated for names, addresses, and phone numbers. Sara asked that those volunteering to run for office or to work on the Bulletin should so indicate on the attendance sheet.

The membership report was given by Sara Hill. Sara then announced the publication of the Division Directory under the Chairmanship of Susan Gensel. Questionnaires had been sent to all Division members. Attendees were reminded to fill them out and return them as soon as possible.

Doris Bolef presented the Treasurer's Report. It was accepted as read. There is \$7,445.14 in the treasury. Since it is unlikely the funds will be immediately required for Division business, Doris asked for suggestions where funds not immediately needed could be invested to best advantage. Joe Dagnese, Board Liaison, pointed out that the Association had invested its funds in Ready Assets Trust because the interest rate, at that point, was 18%, higher than in any bank. The disadvantage is that funds in the Trust are not insured with the Federal Deposit Insurance Corporation in the same way funds deposited in banks are insured. The consensus was to direct Doris Bolef to discuss the matter with SLA's accountant, Thomas W. Carlton, and take his advice. (He advised her to invest in the Trust, D.B.).

Discussion ensued on next year's programs. Sara Hill suggested that the Division consider joining with the Pharmaceutical Division for a meeting on data bases. Other suggestions included joining with the Food and Nutrition Division, and/or Environmental Division. Another suggestion was a meeting on genetic technology, a timely topic of great interest to many people.

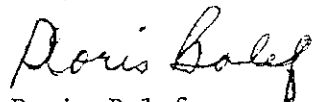
To obtain higher attendance, it was suggested that next year's Business Meeting follow an Open House to be held either before or after the cocktail hour in the Division suite. Next year's meeting will be held in Detroit. The Pharmaceutical Division is planning to tour the Warner-Lambert Laboratories in Ann Arbor. It was suggested that the Division join with the Pharmaceutical Division for the tour and then stay for tours of other institutions in Ann Arbor, including the new Medical Library.

Sara Hill then reported on discussions held in the Advisory Council concerning the great variety and size of divisions and questions whether the very large ones called megadivisions should be divided.

Returning to the Nominating Committee, Sara asked those sitting at each of the three large round tables choose from among themselves one member to serve on the Nominating Committee. Sara Hill then announced the membership of the Nominating Committee: Karen Horst, Tina Crenshaw, and Gretchen Stephens.

There being no further business, the meeting was adjourned at 2:00 P.M.

Respectfully submitted,



Doris Bolef
Secretary-Treasurer
Biological Sciences Division

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CHANGING THE NAME OF THE ASSOCIATION
TO MEMBERS OF SPECIAL LIBRARIES ASSOCIATION

On several occasions I have said publicly that we should give serious consideration to choosing a new name for this organization. Conversations with many individuals and groups indicate that there is broad interest in this issue throughout the Association.

President Ginader has asked me to set up a task force for this purpose, getting as much assistance as needed. This letter is the first effort in that direction.

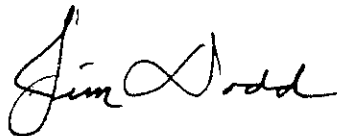
This issue should be discussed thoroughly at all levels of the organization. Under the present bylaws, the first possible time that the Association can take decisive action on changing the name would be at the 1982 Annual Conference, followed by a mail ballot. I believe that ample time is available to us between now and next June to give the topic thorough discussion in the chapters and divisions. Chapter and Division Cabinets will also meet twice before the next annual business meeting, and this topic will be on the agenda for all those meetings.

Let me aver to you that this proposal to change the name of the Association is in no way intended to disparage or show disrespect for the Association, its members, its history, its accomplishments, its staff, its officers, its reputation, or its present name. It has been and continues to be an honorable and highly respected professional organization.

Accompanying this memorandum are excerpts from my inaugural address at the 1980 annual conference and from what John Berry of Library Journal called my valedictory address at the 1981 annual conference. These excerpts state some of my reasons for the necessity of discussing this topic. Also enclosed are a list of specific factors to be considered in selecting a new name, a list of other organizations with related interests or similar names, a matrix from which many permutations and combinations can be taken, and some of my rationale for suggesting a specific name for consideration.

I urge open, thorough discussion of this topic. Please make your views known in your chapter and division discussions, I also urge you to express your viewpoints in writing because not every member is able to attend a chapter meeting.

At the winter cabinet meetings I will try to summarize the activities and discussions that have taken place. Therefore, I will need thorough feedback from all of you. I can be reached at the Georgia Tech. Library, Atlanta, Georgia, 30332, telephone 404-894-4526. My CLASS electronic mail station code is SLABDODD.



James B. Dodd, Chairman
Task Force on Selecting a
New Name

We have acknowledged for years that our organization's name is grammatically incorrect. This is not an association of libraries; it is an associaiton of librarians.

In the matter of names, we can take direction from our own headquarters where we do now have a computer terminal. But do you know what we do not have? SLA does not have a librarian on its staff. Instead, we have a Manager, Information Service. The AOOC and the Board of Directors were very correct in approving that job title.

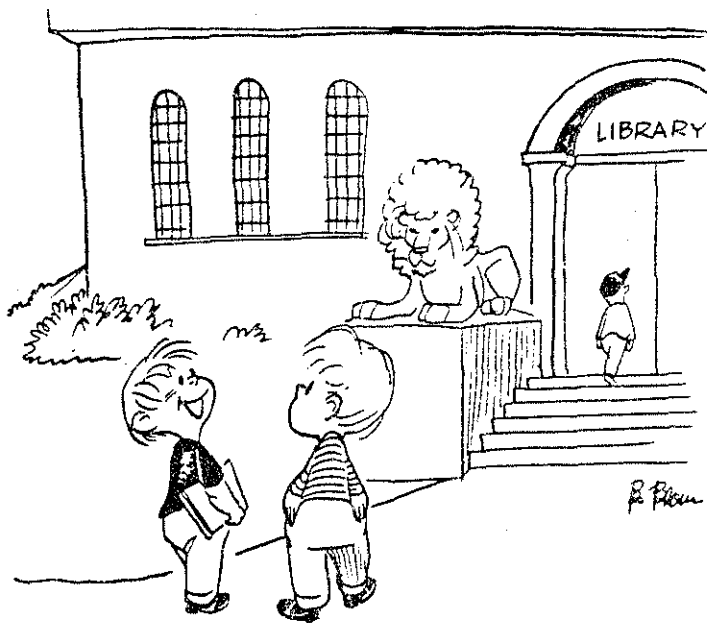
We have changed from passive to active. We have made changes toward trying to control our own destiny and having a greater impact upon the developments of our profession. We have made some changes. Let us make the changes complete. SLA is a strong, healthy, viable, exciting, effective association. Let us give it a name that reflects those qualities rather than obscures them.

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QUESTIONS TO BE CONSIDERED IN SELECTING A NEW NAME

The order of these questions does not necessarily indicate their relative importance. Nor should the list be considered to be all inclusive. Please share other significant questions and factors with other units of the Association through the Task Force Chairman.

1. Which name would best express the collective thrust of the profession and its members?
2. Which name best describes what the members do or what they aspire to do?
3. What would be the best name for the organization that would enhance its image and improve the position of the profession and the members of the organization?
4. What effect would a new name have on the internal structure of the organization?
5. What effect would a new name have on the organization's relationships with other professional organizations?
6. What appropriate terms that we might use have been pre-empted by other organizations?
7. Should the name reflect, encompass, or limit geographical coverage with such terms as American, North American, or International?
8. Which of the following should the organization's name indicate?
 - A. An organization of people in a profession.
 - B. An organization of corporate bodies.
 - C. An organization centered around or concerned with a specific subject matter, activity, discipline, or profession.
9. What would be the effect (positive, neutral, or negative) of the acronym resulting from the proposed name?



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"I like strawberries, huckleberries, and liberries!
American Libraries 10(11):642 - Dec. 1979)

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WHAT'S IN A NAME?

THE MATRIX

<u>Geographic Descriptors</u>	<u>Types of Organization</u>	<u>Practitioners</u>	<u>Activities & Disciplines</u>
American	Association	Librarians	Librarianship
North American	Cadre	Information Scientists	Information Science
International	Congress	Information Specialists	Information Technology
Universal	Council	Information, Technologists	Information Processing
National	Institute	Information Managers	Information Management
Western	Organization	Information Managers	Research
Occidental	Society	Documentalists	Information Transfer
	Committee	Informationists	Information Resources, Management
<u>Corporate Bodies or Organizations</u>	Group	Informationalists	Information Handling
	Task Force	Information Processors	Information Studies
Libraries		Communicators	Documentation
Information, Centers		Information Handlers	Communication
Information, Processing Centers		Bookies	
Media Centers		Media Specialists	
		Library Managers	
		Library Specialists	

EXCERPT FROM "STRATEGY FOR CHANGE," PRESIDENT'S INAUGURAL ADDRESS SLA
ANNUAL CONFERENCE, WASHINGTON, D.C., JUNE 10, 1980

Let us consider searching for a new name. Have you ever stopped to ask yourself why we are called librarians? It's because we work in libraries. Right? Yet, professionals who work in hospitals are not called "hospitalians" or "hospitalists." They are called nurses, physicians, surgeons, dieticians, and pharmacists. Similarly, people who work in laboratories are not called "laboratorians," they are called scientists, researchers, chemists, and physicists. Of course any analogy can be carried too far. People who work in banks are called bankers and people who work in borkerage houses are called brokers. But these are buildings that house or control a lot of money, and we have a societal acknowledgement that power and respect lie with money.

In most other professions the job titles clearly indicate that the effectiveness, usefulness, power, and respect lie not in the building but in the people who work there. But with librarians the job title identifies us with a thing-the building a static, passive, ineffectual symbol that gives no indication of the creative activity that goes on inside. The intellectual activity associated with libraries lies in the authorship of books and other materials in the building, and not with the people who work there.

Despite the pride that we may have in being librarians, the very name is a handicap. That this organization is so viable and growing in this age of rapid technological and social change is a real credit to our members.

EXCERPT FROM PRESIDENT'S REPORT, SLA ANNUAL CONFERENCE
ATLANTA, GEORGIA, JUNE 17, 1981

Our name not only implies that we are handicapped; our name is a handicap. We have trouble explaining what a special library is and does.

Last year I tried to be subtle by telling you that our name brings forth the image of a building: An inanimate, static, ineffectual, object that indicates nothing about the intellectual activity of the profession. Today, I say to you, bluntly, that this organization needs a new name. The word library is an albatross around our necks from which we should cut ourselves free. Attaching special to it does not help because special has very commonly understood meanings and commonly misunderstood meanings. To try to apply that adjective to library is like trying to use grape jelly as an adhesive. It is colorful and it is sweet, but it won't do the job.

Ask yourself. Inquire around. In businesses, in government agencies, and elsewhere, what happens when in a job title or job description the term librarian is changed to information specialist, information manager, on-line searcher, systems analyst, or the like? The salary range goes up; that's what happens.

The rationale for a suggested name, Information Management Society.

1. A completely new name is needed, not an altered or modified version of the present name.
2. Information is the single most significant word that deals with the interests of the organization.
3. What do we do with information? There are several possible terms or combination of terms. Management seems to be the best single descriptive word. Other words are restrictive, too narrow, or imply a trade rather than a profession e.g. bookkeeping as opposed to accounting or processing as opposed to managing.
4. A geographical descriptor is neither desirable nor needed.
5. Directness and brevity are desirable. The most significant term comes first. (Compare with Society for Information Management.)
6. This name should not affect our relationship with the American Society for Information Science. One reason that so many people belong to both is that SLA is more oriented toward the practical, a profession, while ASIS is more oriented toward the theoretical, a subject discipline.
7. Preferred ranking of organization types: (1) profession, (2) people, (3) corporate entities.
8. The order and choice of terms sufficiently differentiates the name from the existing Association of Information Managers.
9. The resulting acronym, IMS, has a slightly positive effect. It is pronounceable but has no meaning as a word.

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SLA/BIO DIVISION DIRECTORY PROGRESS REPORT

In May I sent out about 850 questionnaires and received approximately 370 responses, a 44% return.

Now I am in the process of investigating publishing costs. I met with Mr. Andy Ippolito from Library Directory Associates. They publish the Directory of Long Island Libraries/Media Centers, an excellent reference source, and others. Depending on the number of pages, amount of space used per entry, etc., he estimated the cost would be \$5-7,000. I am going to meet with a graphic artist to discuss layout within the next couple of weeks.

All entries would be alphabetical by library. Each entry would have a reference number. We would have indexes of special collections, subject emphasis, and members cross indexed to the entries (library) by numbers.

We have the option of having LDA sell advertising in the directory which would lower the cost. Then we could either charge each member for a copy or absorb the cost with our Bio Division budget. This decision would determine the number of copies printed. We could consider advertising the directory and selling it elsewhere.

If you have any other questions or suggestions, please contact me.

Respectfully,



Audrey Bevington Powers

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STAFF DEVELOPMENT WORKSHOP

Those of you who were unable to attend the annual convention in Atlanta last June missed an excellent workshop on staff development techniques. Sheila Creth, a librarian at the University of Connecticut, conducted the afternoon session using materials she and her staff have developed. Although it's no substitute for being there and working with Sheila the following items are some of Sheila's tools for orienting and training personnel.

ORIENTATION CHECKLIST

Staff Member's Name _____ Date Hired: _____

Department _____
* * * * *

A. THE JOB

- _____ 1. Position description/overall purpose of position
 - _____ 2. Outline/schedule for training
 - _____ 3. Goals and objectives for the Department
 - _____ 4. Departmental Organization
 - _____ 5. Works of others in the department
- Other:

- _____ 3. Meals/rest periods
- _____ 4. Medical appointments & the like
- _____ 5. Taking University courses

E. LEAVE

- _____ 1. Vacation
- _____ 2. Sick Leave
- _____ 3. Holidays
- _____ 4. PL days
- _____ 5. Leaves without Pay

B. PHYSICAL SURROUNDINGS

- _____ 1. Introduction to co-workers
- _____ 2. Work Area
- _____ 3. Location of equipment/supplies
- _____ 4. Location of restrooms
- _____ 5. Location of bulletin boards
- _____ 6. Location of eating facilities
- _____ 7. Instructions on parking

F. COMPENSATION

- _____ 1. Where, when and how often paid
- _____ 2. Rate of pay
- _____ 3. Raises
- _____ 4. Compensatory time/overtime pay
- _____ 5. Probationary reviews
- _____ 6. Tuition reimbursement

C. RELEVANT MATERIALS

- _____ 1. Packet of Materials for New Employees
- _____ 2. Union Contract

G. MEDICAL BENEFITS/RETIREMENT

- _____ 1. Meeting scheduled with University personnel

D. HOURS OF WORK

- _____ 1. Work week & hours
- _____ 2. Explanation of flexible scheduling

H. RIGHTS AND RESPONSIBILITIES

- _____ 1. Attendance
- _____ 2. Punctuality
- _____ 3. Attitude desired
- _____ 4. Conduct/appearance
- _____ 5. Safety
- _____ 6. Grievance procedures

I. ITEMS RELATED TO DEPARTMENT ORIENTATION (specify)

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THE UNIVERSITY OF CONNECTICUT LIBRARY

CONSIDERATIONS IN PLANNING TRAINING FOR NEW EMPLOYEES

1. Review the job description and the new employee's experience and knowledge.
2. All elements of the training should be outlined and scheduled even if the schedule is latter adjusted.
3. The new employee should be given a copy of the training schedule and be aware of what the pace will be and at what points there will be a review of their overall progress and areas of difficulties.
4. Periodic reviews between the departmental supervisor, the new employee and the trainer (s) - if not supervisor - should be held to determine the individual's progress within the training. Adjustments should be made at this time to slow down, repeat certain areas, or move faster based on the individual's capabilities. This is also an opportunity for the supervisor to ascertain if other aspects of orientation and training (i.e., working relationships, etc.) are going well. Suggested that these periodic reviews be held on a weekly basis initially.
5. In establishing a training schedule, and content, consideration should be given to the individual being trained. For instance, what is the best part of the day for the individual to receive verbal instruction, to do reading, etc. Are they a morning or afternoon person; do they need shorter instruction periods, more frequent breaks in the variety of materials, etc. Training should always, to some degree, be tailored to the individual.
6. The training schedule/content should be based on the concept of a progression so that a foundation is established before moving on to the next step. Each new task should build on what has been learned previously.
7. Training should present some variety in both content and approaches when possible. The individual should be given a mixture of one-to-one instruction, periods for reading or reviewing written materials (manuals), opportunities to practice what they have learned, and time assimilating what they have learned.

CONSIDERATIONS IN PLANNING TRAINING FOR NEW EMPLOYEES
Continued

8. When appropriate it is advantageous to have more than one person active in the training process though one person has to be responsible for coordinating the whole training process. By using more than one person you take advantage of several employees specific capabilities in relating knowledge as well as approaches and general viewpoints.
9. Individuals who will be training should be chosen not only for their knowledge and experience, but their ability to relate that knowledge to another person in an effective way. The trainer should be relaxed, should enjoy explaining things to individuals, have an open attitude toward new ideas and suggestions, and have a positive attitude toward the work they are explaining, the department and the library.
10. Insure that current staff are aware of the new person's arrival and responsibilities.
11. Clean and stock work place or desk.
12. Have instruction materials including manuals, procedures, guides available.

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PROFESSIONAL LIBRARIAN VACANCY

POSITION TITLE: Life Sciences Librarian

DIVISION: Branch Libraries

REPORTS TO: Head, Science and Engineering Library

RESPONSIBILITIES:

Responsible for collection development in the life sciences, excluding medicine; serves as liaison to life sciences departments, provides references service including online searching and develops bibliographic instruction; oversees Science-Engineering interlibrary loan, reserve and inventory operations; participates in developing library research proposals.

QUALIFICATIONS: Master's degree from an ALA accredited library school is required; an advanced degree in the life sciences is highly desirable.

AVAILABLE: Position is currently open.

SALARY: An appointment will be made in the range \$15,000 - \$17,500 depending on qualifications.

Send application including names of references to Lance Query, Personnel Librarian, Northwestern University Library, Evanston, IL 60201. Applications received by December 31, 1981, will be considered. An Equal Opportunity, Affirmative Action Employer.