

Raymon H. Mulford Library
Medical College of Ohio

ANNUAL REPORT

FY 1992-93

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Administrative Summary

ADMINISTRATIVE SUMMARY

David W. Boilard, Director of the Library
Dawn Durivage, Administrative Assistant

To characterize Fiscal Year 1993 as one of change is to understate the enormity of the transformation that took place. The changes which occurred were profound alterations to the way in which the library provides services and performs its operations.

Two primary features distinguish these changes. The first is the major shift in emphasis from a passive posture in public services to an active one in which "customer service" and quality control measures are paramount. This involved changing staff perspective on the different groups who use the library, developing a team spirit, and making a number of organizational and facility modifications.

The second feature is the application of information technologies. Virtually every aspect of library operations has been computerized in some way. This has had the benefit of integrating most of them, and enabling a shift of staff from technical to public services where the demand for service is increasing.

Further, the implementation of OhioLINK, Internet access, and campus electronic mail enables the library to extend its services beyond its physical walls. Patrons can now search the on-line catalog of the Mulford Library, as well as those of numerous other higher education libraries in Ohio, from office or home. Using library computers, they can access Internet to search library catalogs and other databases all over the world. Plans for additional electronic library services are underway by both the Mulford Library and the OhioLINK staffs.

Most importantly, the implementation of these technologies marks for the library the beginning of the change from a physical repository to an electronic information service which will be increasingly independent of physical location.

As significant and as exciting as these changes were, they did not come without hardships. The speed at which OhioLINK was implemented forced some changes to occur faster than desired. Not all staff were pleased with the resulting reporting structure or with the modifications to their job tasks. This necessitated numerous meetings with the staff, both in groups and individually, as well as with Personnel officers, Affirmative Action officers, and officials of the employees Union.

Nevertheless, library services and operations have been permanently altered, and all staff have accepted the changes and are working together as never before, with only minor exceptions.

Nursing and Allied Health

Collection development for the nursing and allied health programs, a priority for the library, was retarded due to the serious cut in the operational budget. Nevertheless, of those books which were acquired the highest proportions were for these programs. Of 313 books acquired, the two largest collecting areas were in nursing (19%) and in the allied health sciences (42%), the latter representing the establishing of core collections in the three program areas. Only one nursing title and no allied health titles were dropped as part of the journal cancellation project. One nursing and four allied health titles were added as new subscriptions.

In April, 1993 the Occupational Therapy program was reviewed for accreditation. The library submitted data regarding its collection and services. The program received full accreditation with no negative comments about the library, a happy counterpoint to the nursing accreditation of 1991, and a confirmation of the library's emphasis on core collection building.

Computerization and OhioLINK

During the year, additional back-up training and assistance for staff in using their new computers was provided by librarian James Garrett of the newly formed Computer Services.

OhioLINK, the on-line library system for Ohio's higher education system, was implemented at MCO with a ribbon cutting by President Richard R. Ruppert on June 29, 93. The local system for the Mulford Library was named **OSLER** (On-line System for Library and Educational Resources). OhioLINK provides access to the holdings of 7 colleges and universities and to some literature databases. Another 11 institutions and more databases will be added in FY 94/95. Locally, OSLER provides access to the Mulford Library's catalog of over 112,000 book and journal holdings.

Funding support for implementing OhioLINK was provided through the Vice President for Academic Affairs. Special mention must be made of the crucial support provided by Information Services and Facilities Management in wiring and other preparations for this important advance. An accounting of the tremendous effort required to implement OhioLINK can be found in the **Computer Services** and **Technical Services** sections.

Plans were developed with Information Systems for jointly offering an information technology training session for faculty/staff in the Fall of 1993, and for sharing database equipment. This presages future synergistic efforts where expertise in different areas and the sharing of common technologies can offer a better service to MCO than either could provide individually. Similar cooperation already exists between the library and the Computer Learning Resource Center.

Staffing

Adequate staffing was crucial to carrying out the plans for implementing computerization and building a foundation for new and improved services. A cadre of experienced librarians was recruited in Spring and Summer 1992 to effect this. The first of these included a Coordinator of Reference Services and a Computer Services Librarian. By August, recruiting for the professional staff was completed with the Assistant Director of Public Services (Ms. Margaret Moutseous). She began working with the Circulation, Interlibrary Services and Reference units. A comprehensive report on the impressive changes she accomplished is contained in the **Public Services** section.

During the year, the staff was restructured for better efficiency and improved customer service. Primarily, the shift was from technical services, where computerization relieved the need for existing staff levels, to public services where demand was increasing.

Specifically, James Damas's reportability was changed to Circulation and Barbara Huntley assumed some of his technical services tasks. Alexandra Kuby, a librarian, moved from Interlibrary Services (ILS) to Reference where she was needed more. David Remaklus moved from Technical Services - Serials to the newly created position of Supervisor of ILS. Anne Bushel, in turn, moved from Acquisitions to take Mr. Remaklus' job. Finally, Acquisitions was moved under Technical Services.

Also, students were hired to perform some of the more menial though still important library jobs, such as helping to shelve books and journals, assisting in shifting the journal collection and other similar tasks. They provided the library some staffing flexibility at a low cost.

Two new positions have been approved for FY 94: a reference librarian to handle the workload increase from OhioLINK, and a circulation supervisor to relieve the Assistant Director of Public Services to work on other service areas, such as user education.

Reclassification of most of the classified staff, a long process, is expected to be completed in early FY 94. Funding for this has been tentatively approved. Also, a promotion has been requested for Marlene Porter from Coordinator of Reference to Head of Reference & Research Services to manage the growing staff. During the year, two library staff members retired and one resigned to pursue other opportunities.

Anticipated needs for FY 95 include the eighth librarian, one classified and one student assistant FTE. Talks are underway for integrating the Computer Learning Resource Center with the Library, but anticipated staffing needs for this are unknown.

Special thanks is extended to the Office of Affirmative Action and to the Office of Personnel for their assistance in working with staff as library changes occurred.

The Budget: Journal Cancellations

The unusually high 17% inflation rate for journal subscriptions coupled with a 15% decrease in funding necessitated journal cancellations for 1993. A total of 414 journals were cancelled, dropping the cost for subscriptions from \$454,381 to \$426,252. To avoid additional cancellations, book purchases were slashed from \$48,000 to \$20,000 and journal binding was seriously retarded. A list of journal cancellations is included on p. 46 of the **Technical Services** section.

The Library Advisory Committee was instrumental in reviewing and fine tuning criteria for the journal cancellations. Funds from the library's newly formed fee-for-service revenue (cost recovery) account were used to supplement the book budget.

Extra, non-budgeted costs are expected for the library in FY 94 due to (1) the interlibrary loaning of articles from journals which were cancelled; (2) copyright royalties for articles which exceed the copyright guidelines -- a policy which was inconsistently applied in the past. However, the inflation rate for journals should be under 11% if the U.S. dollar remains stable. A drop of another one-half percent will cover much of the interlibrary loan deficit.

Other

On June 29, 1993 the library provided its facilities for, and assisted in, the MCO staff farewell reception for President Ruppert.

Work has begun on the OhioLINK regional storage facility for Bowling Green State, the University of Toledo and MCO. It will be located in Perrysburg and should be completed in late FY 94 or early 95.

The addition of Dawn Durivage, B.B.A., as Administrative Assistant will enable the library to manage its accounts on a local computer for better control.

Raymon H. Mulford Library

Budget for Fiscal Year 1992/93

	State Account 03100	Foundation Account 774038	GMRMLN Grant 964030	Total Expenditures
<u>Budget/Beginning Balance</u>	\$1,144,640.00	\$4,445.98	\$35,856.63	\$1,184,942.61
100 - Salaries	\$439,479.32			\$439,479.32
200 - Fringe Benefits	\$157,492.04			\$157,492.04
TOTAL PERSONNEL	\$596,971.36			\$596,971.36
300 - Supplies	\$5,701.72	\$731.10	\$3,192.08	\$9,624.90
400 - Travel	\$6,474.07	\$1,445.20		\$7,919.27
500 - Info & Communication	\$466,204.36		\$103.30	\$466,307.66
600 - Outside Services	\$38,686.21		\$16,012.45	\$54,698.66
700 - Miscellaneous	\$2,820.49			\$2,820.49
900 - Equipment	\$1,403.96		\$5,412.43	\$6,816.39
TOTAL OPERATING	\$521,290.81	\$2,176.30	\$24,720.26	\$548,187.37
TOTAL EXPENDITURES	\$1,118,262.17	\$2,176.30	\$24,720.26	\$1,145,158.73

The Library Staff

LIBRARY STAFF
Effective June 1993

<u>Name</u>	<u>Service Date</u>
David W. Boilard, A.M.L.S. Director Assistant Professor - Family Medicine	October 8, 1991
James F. Garrett, M.S.L.S. Computer Services Librarian	June 23, 1992
Alexandra Kuby, M.S.L.S. Reference Librarian	March 4, 1985
John Lucas, M.S.L.S. Head of Technical Services	May 1, 1976
Margaret Moutseous, M.S.L.S. Assistant Director of Public Services	August 15, 1992
Marlene A. Porter, M.L.S. Coordinator of Reference Services	April 29, 1992
Carrie Bowman (.50 F.T.E.) Circulation Assistant Library Assistant	June 17, 1992
Anne Bushel, B.Ed. Serials Control Assistant Library Media Technical Assistant I	July 22, 1974
Ajit Chakraborty, M.S.L.S., Ed.S. Head of Acquisitions Library Associate II	July 31, 1974
Susan Champion, A.L.S. FAX Operator/Billing Assistant Library Media Technical Assistant I	October 2, 1967
Stephen G. Cook, B.A. Circulation Assistant Library Media Technical Assistant I	November 16, 1991

Dawn F. Durivage, BBA
Administrative Assistant

June 7, 1993

Elizabeth Fabian
Interlibrary Loan Assistant
Technical Typist

December 7, 1986

Chrindye Finley (.50 F.T.E.)
Circulation Assistant
Library Assistant

February 15, 1993

Mary Houston
Circulation Assistant
Library Media Technical Assistant I

October 5, 1971

Barbara Huntley
Cataloging Assistant
Library Media Technical Assistant I

September 14, 1981

P. Scott Mange (.50 F.T.E.)
Circulation Assistant
Library Assistant

June 1, 1992

David Remaklus, M.B.A.
Supervisor, Interlibrary Services
Library Associate II

July 18, 1988

Rosemary Tammarine
Circulation Night Supervisor
Library Media Technical Assistant I

June 1, 1970

Student Assistants 1992 - 93:

David Blank, Christine Chadwick, Janine Esker, Matthew Grothaus, Jennifer Matteson, Victoria Leslie, Dana Ridge, Bernard Smothers, Laurie Stanton, Donna Tinsley, Chris Wesner.

STAFF CHANGES

Anne Bushel's title changed from Acquisitions Assistant to Serials Control Assistant effective March 10, 1993.

Stephen G. Cook changed from a part-time to a full-time Circulation Assistant on June 1, 1993, filling vacant position upon James Damas' resignation.

James Damas resigned from his position of Technical Processing Assistant on March 31, 1993.

D. Joan Derrick retired as Administrative Assistant effective February 27, 1993.

Dawn F. Durivage was hired as the new Administrative Assistant effective June 7, 1993.

Chrindye Finley changed from a Student Assistant to a Library Assistant (.50 F.T.E.) on February 15, 1993.

Alexandra Kuby moved from Interlibrary Loan Services to Reference Librarian effective March 10, 1993.

P. Scott Mange was hired as a permanent position of Circulation Assistant on June 1, 1993.

Margaret Moutseous was hired as the new Assistant Director of Public Services effective August 15, 1992.

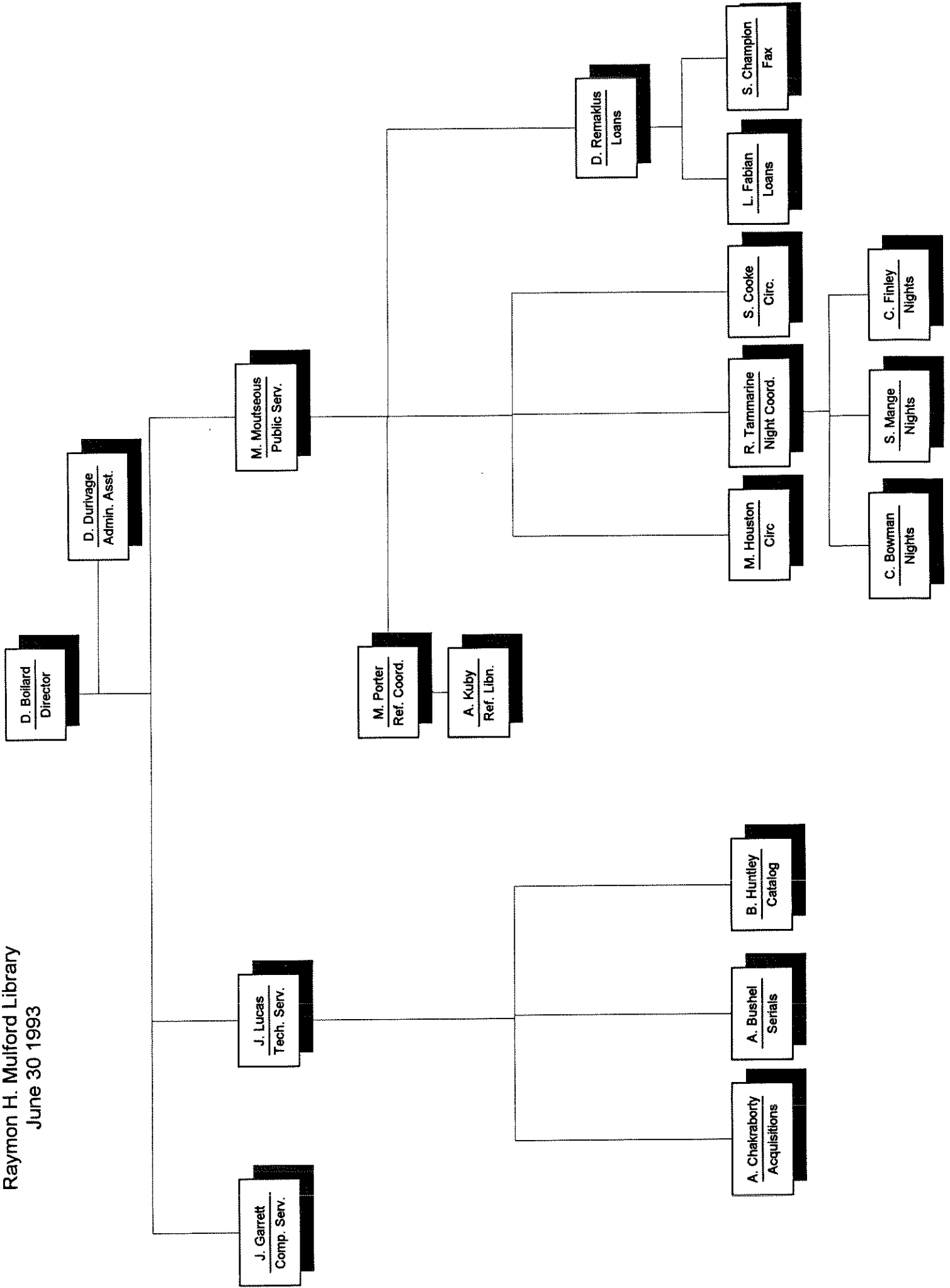
David Remaklus moved from Serials Control Assistant to Supervisor of Interlibrary Services effective March 10, 1993.

Sarah Salley's position as Special Projects Assistant was abolished on March 31, 1993 (supported by Dean's Office funds).

Anne Trincherro resigned her position of Library Assistant (.50 F.T.E.) as of December 31, 1992.

(Dfd libstaf.doc8/4/93)

Raymon H. Mulford Library
June 30 1993



STAFF ACTIVITIES

David W. Boilard, A.M.L.S., Director of the Library
Assistant Professor of Family Medicine

Memberships and Committees

Medical Library Association
Chair, Gottlieb Prize Jury
Midwest Chapter of Medical Library Association
Chair, Task Force on Finance
Greater Midwest Region/National Network of Libraries of Medicine
Ohio Representative, Regional Advisory Committee
OhioLINK
Library Advisory Committee
Health Science Librarians of Northwest Ohio
Medical College of Ohio
School of Medicine
Curriculum Committee
Curriculum Committee for Years 1 & 2
Executive Committee
Problem Based Learning Task Force
Statewide Curriculum Database Committee
College
Computers in Education Committee
Process Management Committee (Strategic Planning for Information Systems)

Activities and Continuing Education

Midwest Chapter of MLA Annual Meeting, St. Louis - October, 1992
"Collection Development for Health Science Libraries" (MLA CE course), St. Louis
- October 1992
Association of American Medical Colleges/Association of Academic Health Science
Library Directors Annual Meeting, New Orleans - November 1992
Medical Library Association Annual Meeting, Chicago - May 1993
Toledo Health Science Librarians Journal Club (monthly)

Presentations, Publications, Grants

Overmier, J. and Boilard, D.W. The Gottlieb Prize for the History of the Health
Sciences. Poster session at Annual Meeting of the Medical Library Association,
Chicago - May 1993
Panelist: "Should Handouts be Given in Medical School" - Faculty Forum -
Fall 1992

James F. Garrett, M.S.L.S., Computer Services Librarian

Memberships and Committees

Medical Library Association
OhioLINK
Lead Implementor's Committee
Regional Cooperative Library Warehouse Program Committee

Activities and Continuing Education

Medical Library Association Annual Meeting, Chicago - May 1993
"Navigating the Internet," sponsored by MLA, Chicago - May 1993

Alexandra Kuby, M.S.L.S., Reference Librarian

Memberships and Committees

Midwest Chapter of the Medical Library Association
International Institute of Greater Toledo

Activities and Continuing Education

"Dealing with Difficult People," Toledo - October 1992
"Interlibrary Loan Workshop," sponsored by Michigan Health Science Library
Association, Plymouth, MI - October 1992

John L. Lucas, M.S.L.S., Head of Technical Services

Memberships and Committees

Health Sciences Libraries OCLC Users Group
Medical Library Association
North American Serials Interest Group
Health Science Librarians of Northwest Ohio
OhioLINK
Collection Development Committee

Activities and Continuing Education

Medical Library Association Annual Meeting, Chicago - May 1993
"Teamwork," sponsored by MLA, Chicago - May 1993
"Workshop on Cataloging Historical Medical Artifacts," sponsored by the Cleveland

Medical Library Association, Cleveland - June 1993

Margaret L. Moutseous, M.S.L.S., Assistant Director of Public Services

Memberships and Committees

Medical Library Association
Midwest Chapter of the Medical Library Association
Ohio Health Information Organization
Upstate New York and Ontario Chapter of the Medical Library Association

Activities and Continuing Education

"Dealing with Difficult People," Toledo - October 1992
Midwest Chapter of MLA Annual Meeting, St. Louis - October 1992
"Management Objectives," (MLA CE course), St. Louis - October 1992
Ohio Health Information Organization Meeting, Columbus - October 1992
"Internet: Connecting People, Connecting Resources," Columbus - March 1993
"Stress Management Workshop," Toledo - May 1993
Medical Library Association Annual Meeting, Chicago - May 1993
Franklin Planner Seminar, sponsored by MCO, Toledo - June 1993

Marlene A. Porter, M.L.S., Coordinator of Reference Services

Memberships and Committees

Medical Library Association
Midwest Chapter of the Medical Library Association
Academic Library Association of Ohio
Health Sciences Librarians of Northwest Ohio
Ohio Health Information Organization
OhioLINK
Medical Task Force

Activities and Continuing Education

Ohio Health Information Organization Meeting, Columbus - October 1992
"Internet: Connecting People, Connecting Resources," Columbus - March 1993
"Stress Management Workshop," Toledo - May 1993
"Searching the GDB Human Genome Data Base and OMIM," Chicago - May 1993
Medical Library Association Annual Meeting, Chicago - May 1993

Carrie Bowman, Circulation Assistant

Elementary Latin - University of Toledo - Fall 1992
Mineral-Water Resources - University of Toledo - Winter 1992-93
Physical Geography - University of Toledo - Spring 1993

Anne Bushel, B. Ed., Serials Control Assistant

Image and Information Technology - University of Michigan - Fall 1992
Concepts of Information Retrieval - University of Michigan - Winter 1992-93
Medical Library Association Annual Meeting, Chicago - May 1993

Ajit Chakraborty, M.S.L.S., Ed.S., Head of Acquisitions

American Library Association
Medical Library Association
California Library Association

Stephen G. Cook, B.A., Circulation Assistant

Electronic Publishing II - Owens Technical College - Spring 1993

Elizabeth Fabian, Interlibrary Loan Assistant

OCLC Workshop, Columbus - November 1992

Barbara Huntley, Cataloging Assistant

Franklin Planner Seminar, sponsored by MCO, Toledo - January 1993

David Remaklus, M.B.A, Supervisor of Interlibrary Services

"Internet: Connecting People, Connecting Resources," Columbus - October 1992
Intermediate Accounting , Pt. 2 - University of Toledo - Winter 1992-93
Federal Tax - University of Toledo - Summer 1992

Rosemary Tammarine, Circulation Night Supervisor

"Dealing with Difficult People," Toledo - April 1993

[Academic courses listed were those paid in part by the Library as tuition benefits]

The Library Advisory Committee

LIBRARY ADVISORY COMMITTEE

FY 1992 - 93

Keith Crist, Ph.D.
(Chairman)

Neilma J. Budd, M.D.

Roberto Franco-Saenz, M.D.

Diana G. French, Ph.D., R.N.

Jeanne Funk, Ph.D.

Cynthia Grapczynski, M.S.

David Lacher, M.D.

Rosalind Peters, R.N., M.S.N.

Howard Rosenberg, M.D., Ph.D.

Christine Taylor, Ph.D.

3rd year medical student

David W. Boilard, A.M.L.S. (ex officio)

Jerome Levin, Ph.D. (ex officio)

Minutes of the Library Advisory Committee meetings are available upon request in the Raymon H. Mulford Library administrative office.

(Dfdadvcom.doc8/4/93)

Gifts To The Library

GIFTS TO THE RAYMON H. MULFORD LIBRARY

The Library would like to thank the following individuals for their generosity in donating cash gifts.

David W. Boilard
Toledo, OH

Dr. Marc Spuller
St. Paul, MN

Dr. Patricia A. Mattevi
Holland, OH

Drs. Ralph Rosenberg & Hilda Slivka
Avon, CT

Mr. James K. Mansfield
Bowling Green, OH

Mrs. Robert T. Tidrick
Toledo, OH

The Library thanks the following individuals for their thoughtfulness in donating needed books and periodicals to its collections.

Dr. Christopher E. Bork
MCO - School of Allied Health

Dollie McGough
Ottawa Lake, MI

Cynthia Grapczynski
MCO - School of Allied Health

Dr. C.L. McGrady
Maumee, OH

Mrs. A. Hull Grundy
Stockbridge, Hants, England

Rosalind Peters
MCO - School of Nursing

Dr. Harvey Gunderson
Toledo, OH

Drs. Walter and E. Dorinda Shelley
MCO - Department of Medicine
Division of Dermatology

Dr. Walter Hartung, Jr.
Toledo, OH

Leslie Sheridan
University of Toledo

Williams M. Sowers
Silver Springs, MD

Public Services

- **Public Services Summary**
- **Circulation**
- **Interlibrary Services**
- **Reference**

PUBLIC SERVICES

Margaret L. Moutseous, Assistant Director of Public Services

Public Services was activated in August 1992. The Assistant Director of Public Services' job is to coordinate the services and operations of all the units which deal with the "public," or library users, and to bring them to state-of-the-art efficiency and effectiveness. The units under Public Services are Circulation, Interlibrary Services and Reference Services. Included in these are access to, and management of, library facilities, such as collection stacks, the photocopy area and seminar rooms.

There were many changes for Public Services units in fiscal year 1992/1993: new procedures, new staff and restructuring of certain departments. New procedures were established in the Circulation, Reference Services, and Interlibrary Services departments. Restructuring occurred in these departments as well. New staff members were added to the Circulation Department.

A major organizational restructuring of the library benefited Public Services by augmenting its staff size and realigning its configuration for greater effectiveness. Interlibrary Loans was renamed to the Interlibrary Services Department (ILS) to better reflect its role. Alexandra Kuby left her position as supervisor in ILS to join the Reference Services Department. David Remaklus left Technical Services to become the supervisor in ILS. Anne Bushel took on the task of serials check-in and binding. James Damas' reportability had been changed to Public Services, and after he resigned his full position was moved to Circulation.

Steve Cook moved from part time night Circulation to fill this full time daytime slot. A great deal of coordination between departments and guidance from the Personnel Department occurred in these changes. Scott Mange moved from student helper to part time Circulation nights. Students were hired to take over most of the shelving and article photocopying, releasing regular staff for their primary duties.

Interlibrary Services:

Mrs. Kuby had spent eight years directing the ILS department prior to her move to Reference Services. During that time she made major contributions in organizing the department. Mrs. Fabian and Mrs. Champion are key workers in the department.

Mr. Remaklus has also made major contributions in the ILS Department, by questioning all procedures, searching for better solutions in organizing the department, and then implementing those solutions in a timely manner. New ways of keeping statistics were implemented because of OhioLINK interlibrary loan changes. Discussions occurred in April 1993, and new methods of record keeping were in place

by June 1993. Another policy change occurred in July 1993 to ensure copyright compliance. This included monitoring the number of interlibrary loans requested by MCO personnel and keeping track of copyright usage.

Mr. Remaklus also took over the task of hiring and supervising the student workers. Prior to accepting this position in ILS, Mr. Remaklus was instrumental along with Jim Damas in shifting all of the pre-1970 journal collection to the sixth floor of the library. Both Mr. Remaklus and Mr. Damas disposed of outdated materials in an effort to utilize space more effectively.

Circulation:

The Circulation Department worked hard during the year to change from a manual system to an automated one. A great deal of work was essential to accomplish this goal. Many changes were necessary not only in how procedures were done, but in physically changing the location of equipment and moving the Reserve Collection from one location to another.

Every member of the Circulation team made major contributions in the task of bringing up the OhioLINK circulation module: Carrie Bowman, Steve Cook, Jim Damas, Chrindye Finley, Mary Houston, Scott Mange, and Rose Tammarine. Special thanks also go to Anne Bushel and Elizabeth Fabian for learning the circulation system and for graciously filling in when there were staffing problems. Additional contributions were made by: Marlene Porter, Jim Garrett, Alexandra Kuby and John Lucas.

Another notable change was the use of student assistants. Student workers contributed to the library by shelving books/journals for Circulation, which in turn helped Interlibrary Services retrieve them efficiently. They also worked for Interlibrary Services in photocopying articles for faculty and for interlibrary loans.

The Assistant Director of Public Services established a recruiting process with the MCO financial aid/work study program to hire student assistants, hence reducing the financial burden on the library budget. A work study student is paid on a ratio of 70% work study funds to 30% departmental funds. Our first two work study students were Scott Mange and David Blank. Both worked on shifting journals.

A group of four other students were interviewed, trained and replaced on three separate occasions: November 1992, December 1993, and May 1993. The second group worked as a team and made major contributions to the library. These included keeping up with shelving, working in the ILS department, and bar coding the monograph collection. They were willing to do any assignment. The last group was hired with the goal of keeping them for at least two years, thereby reducing the amount of paperwork and training involved in this process.

Reference Services:

With Mrs. Kuby's addition to the RS Department, scheduling problems were reduced and the ability to meet the growing demands of providing on-line services was established. Marlene Porter has made major contributions to the department by planning, organizing and moving the reference collection, scheduling the Reference Desk, being the primary searcher for the Library, working on special projects like editing the OSLER screens, designing Public Services handouts, Patron Registration Forms, and the Reserve Collection request form. Without her contributions, the RS Department would not be the dynamic and vibrant department that it has become today.

RS-Education and Outreach Services:

In the Fall of 1992, the Library worked closely with the faculty to schedule many library tours. Margaret Moutseous addressed the junior nursing class about library resources, taught one class about on-line searching skills along with individual/group break out sessions that lasted forty-five minutes to a graduate nursing class. Mr. Boilard and Ms. Moutseous taught bibliographic instruction to a Physical Therapy class. Once again individual/group break out sessions were also available for the students. Over six follow-up sessions happened from this one class.

Break out sessions which included individualized or group instruction of how to use CD Plus was a most successful feature during the academic year. A couple of medical residents also requested sessions. Phrases used by students after completing the session included "wishing they had this information in their first year" or "how useful it was when taking Dr. Mutgi's rotation." One resident later returned and stated that this "forty-five minute session saved her four hours worth of work."

An introductory OhioLINK session was held for deans and computer savvy MCO faculty members in the winter. Additional sessions were made available for the MCO community throughout the year.

Ms. Moutseous has also worked closely with Rosalind Peters, the nursing representative from the Library Committee, to ensure that nursing needs were being addressed by Library Administration. Mrs. Peters brought with her eight objectives and during this past year six of the objectives were met.

Mr. Boilard and Ms. Moutseous also participated in the accreditation process in the Occupational Therapy program. Both attended a mock interview review board planned by the OT students and later answered questions in the official review process. The Library was not mentioned as a deficiency in the accreditation process. Bibliographic Instruction and participation in the curriculum remain a goal to achieve in the years ahead. A short term goal for next year is to expand the number of courses offered by the RS Department.

Facilities Management and Administration:

During this past the following improvements were accomplished:

In September the photocopy machines were re-located to the fifth floor to maximize usage (electrical wiring needed to be added along with shelving units).

From October to December, the Library management team developed a plan for adding wiring and network connections to the fourth, fifth and sixth floors for the OhioLINK project. The initial work was scheduled for winter break, however, due to a delay in state funding it was not possible to get the work done at that time. Wiring and network connections were installed in February. The On-line Resources Room was painted, shelving units were removed and carpeting fixed.

Additional shelving units were added to the Reserve room in September, along with additional shelving units to the sixth floor. Changes were also made in the ILS office to expand office space available for staff members and new equipment. Cupboards were removed creating over 36 inches of additional space. Office furniture was also moved.

Additional lighting was added in early 1993 to the fifth floor to create better lighting for the students to study. The roof was also fixed this year and moneys were made available to fix the skylight. The library was also selected as a test site for new lighting on the fourth floor. A request has been made to install this lighting permanently.

Throughout the year Facilities Maintenance did a wonderful job in working with the Library staff to solve problems. Randy Foore, Rodger Kokensparger, and Ed Dohse were outstanding in working with Margaret Moutseous to solve problems. They proposed good ideas and completed jobs in a timely and effective way.

Information Systems also made major contributions in the process of bringing up OSLER/OhioLINK and must be recognized for their fast response and flexibility in the face of many deadlines and obstacles. In particular, Paul Scheuer and his staff, Ted Ronau and others too numerous to mention, were instrumental.

Ms. Moutseous held regular staff meeting with the ILS and Circulation departments and met with the Coordinator of Reference Services during the year. Two sessions were offered to the staff in October and November to discuss the changes in the library. Additional sessions on customer services were scheduled and everyone in the Public Services Department attended. Brenda Hoot, Director of Affirmative Action Training, was the trainer for all sessions. Ms. Moutseous and Ms. Hoot have developed a short range plan for offering additional training sessions that meet the needs of the library staff. Supplemental training opportunities were created by sending individuals off campus to workshops in Toledo or Columbus.

CIRCULATION

Mary Houston, Circulation Assistant,
Rosemary Tammarine, Circulation Night Supervisor
Carrie Bowman, Circulation Assistant
Stephen Cook, Circulation Assistant
Chrindye Finley, Circulation Assistant
Scott Mange, Circulation Assistant

Staffing:

Staff turnover in the Circulation Department that occurred this year include the following: Ms. Anne Trinchero, a part-time Circulation staff member, accepted a position in the CLRC in the fall of 1992. She was replaced with Miss Chrindye Finley, formerly a library student worker. Miss Finley's part-time student position was then filled by another student worker. In early spring, Mr. Damas, whose reportability had been changed from Technical to Public Services, resigned his position as a full-time Circulation staff member, and Mr. Steve Cook, a part-time Circulation staff member, accepted a full-time position. Mr. Cook's part-time position was then filled by Mr. Scott Mange, formerly a student worker.

Student workers were recruited to help with circulation activities such as shelving and shifting the collection. They made a major contribution. Although recruiting and training cost considerable time due to turnover, it gave Circulation (and ILS) additional staff at lower dollar cost, and permitted greater scheduling flexibility.

Automation:

The Circulation Department spent considerable time working on implementing the circulation module of the OhioLINK system and OSLER, the Mulford Library's local on-line catalog.

This first step involved working with the Computer Services Librarian, Jim Garrett, to establish the profiling backbone for the automated circulation system. Again there was some resistance and some reluctance to attend meetings from the Circulation staff. However, by the end of 1992 all computer profiling work was accomplished. A week long training seminar was scheduled for the Circulation staff and Circulation relief workers in December. This was a highly successful training session and established a sense that "we could do this" among library staff members.

From January to March of 1993, the Circulation Department along with Mr. Garrett worked hard to register users, learn the system and practice checking items out and in. Mr. Garrett was the "guiding light" by which the Circulation staff worked to bring up

the system. Without Jim's quiet yet complete assistance, this project would have taken much longer to accomplish.

On June 29, President Richard R. Ruppert activated OhioLINK and OSLER in a ribbon cutting ceremony as part of his retirement reception. Full access to the system via computers and terminals on the 4th and 5th floor public areas is planned for August 26, 1993.

Reserve Collection:

In early September the Reserve Collection was moved from Room 407 to Room 408. This was done for two reasons, to reduce the number of books lost and to create a computer room for OSLER. This first change was met with much resistance from the Circulation staff since the closed stack environment created more work for them. The reprint collection was also moved at this time. Prior to this move, this collection was staffed with the concept of self serve and many items were either lost or misplaced. With the new location closer to the Circulation Desk, it became much easier to monitor usage.

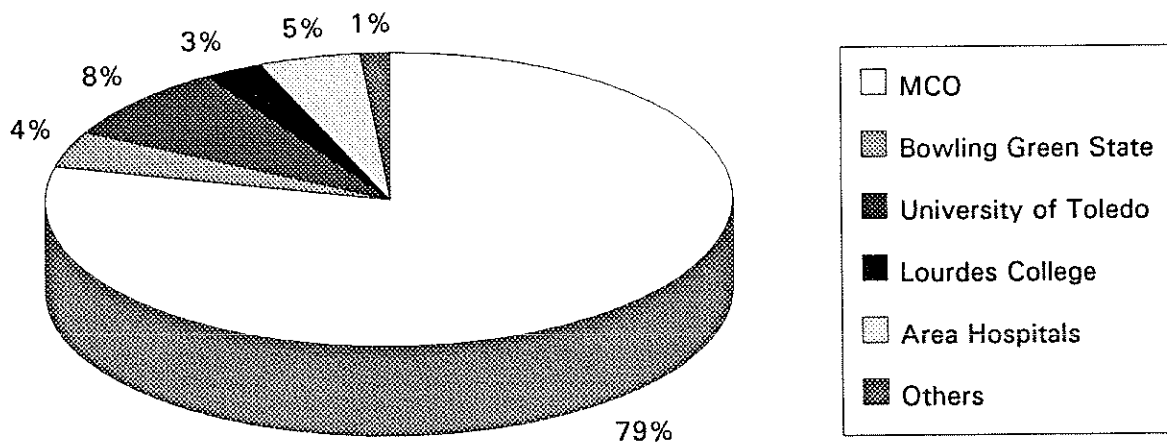
Goals:

Goals for next year include adding a Circulation Supervisor to ensure quality service at the Circulation Desk, developing new automated procedures for processing the Reserve Collection, and creating adequate shelf space for 5 years growth for the journal collection.

CIRCULATION BY INSTITUTIONS

Institution	1989-1990	1990-1991	1991-1992	1992-1993	Trend
MCO	7,273	6,773	7,519	5,951	-20.85
BG	368	437	481	347	-27.86
UT	759	1,539	1,630	1,354	-16.93
LC	246	169	271	266	-1.85
Hospitals	427	628	341	232	-31.96
Other	127	84	111	82	-26.13
Grand Totals	9,200	9,630	10,353	8,232	-20.49

CIRCULATION BY INSTITUTION



INTERLIBRARY SERVICES

David Remaklus, Supervisor, Interlibrary Services
Susan Champion, Fax Operator/Billing Assistant
Elizabeth Fabian, Interlibrary Loan Assistant

Workload

Interlibrary services procedures have been basically the same as in the past, although the new year promises to bring many new advances. In the fiscal year 1992-93, ILS's total workload decreased by 8.09%, which includes in-house photocopy services as well as interlibrary loans. Interlibrary loans dropped a mere .85%, while photocopies fell 32.64%. It appears that staff and faculty are concluding that it is more cost-effective to make their own photocopies. The .85% drop in total interlibrary activity is partly due to a drop of 7.62% in loaning and a rise of 7.19% in borrowing. This is the result of the major cut in journal subscriptions in 1993. Fax services have remained constant with only slight changes.

Concerns

The two major concerns for FY 94 are the changes in workload as a result of OhioLINK, and the Ariel electronic document delivery system.

Although OhioLINK offers many benefits to both staff and patrons, it will also bring an increased workload to ILS. OhioLINK has many small hospital libraries as members which will be of little value as a resource for MCO. We can expect them to generate many requests and in turn supply us with very little.

Ariel is a method of sending documents free of telecommunication costs over the Internet. This should allow fast and free service for our patrons. Our concern is this: currently we photocopy documents at night, using the help of hired students, and mail them out the following morning. Heavy use of Ariel may require additional staff in order to scan the materials into the computer during the day.

Copyright:

Compliance with the copyright laws is a major concern for ILS. Arrangements will be made in FY 94 with organizations which will include royalty fees for copying articles which have exceeded the CONTU guidelines of 5-6 copies per year from any one journal title. The estimated cost is \$2,000, based on last year's activity. But this does not consider the expected interlibrary loan increase due to the loss of the 414 titles which were cancelled in FY 93.

Journal loan requests which exceed the copyright guidelines for the current and previous four years are reviewed regularly. The statistics, among other criteria, are used to help determine which journal titles should be added to the collection. The journals which were added in 1993 are included in the **Technical Services** section of this annual report. Journals which will be added for 1994 have not yet been determined.

Billing

The 92-93 fiscal year has shown a dramatic reduction in billable services. As a result of decreased photocopying and the new policy of no longer charging for literature searches for faculty and staff, we have seen a 63.23% drop in internal billing. This, coupled with a decrease of 11.87% in external billing, has resulted in revenues dropping 27.94%. In the Fall of 1992, Ms. Champion put billing onto the latest version of Peachtree for more power and better record keeping.

Staff Changes

In June 1993, Mrs. Alexandra Kuby, a librarian, was appointed to the Reference staff full time. Mr. David Remaklus was appointed to the newly created classified position of Supervisor, Interlibrary Services.

Student staffers who worked for Interlibrary Services during the year were: **Bernard Smothers, Jennifer Matheson, Victoria Leslie, and Dana Walter.**

INTERLIBRARY AND PHOTOCOPY SERVICES

LENDING

	1988-1989	1989-1990	1990-1991	1991-1992	1992-1993	TREND 1 YEAR	TREND 5 YEARS
REQUESTS FILLED	10,022	9,990	10,956	10,402	9,609	-7.62%	-4.12%
REQUESTS UNFILLED	3,833	3,650	3,228	3,681	4,190	13.83%	9.31%
REQUESTS REFERRED	<u>443</u>	<u>354</u>	<u>203</u>	<u>195</u>	<u>147</u>	-24.62%	-66.82%
TOTAL REQUESTS RECEIVED	14,298	13,994	14,387	14,278	13,946	-2.33%	-2.46%

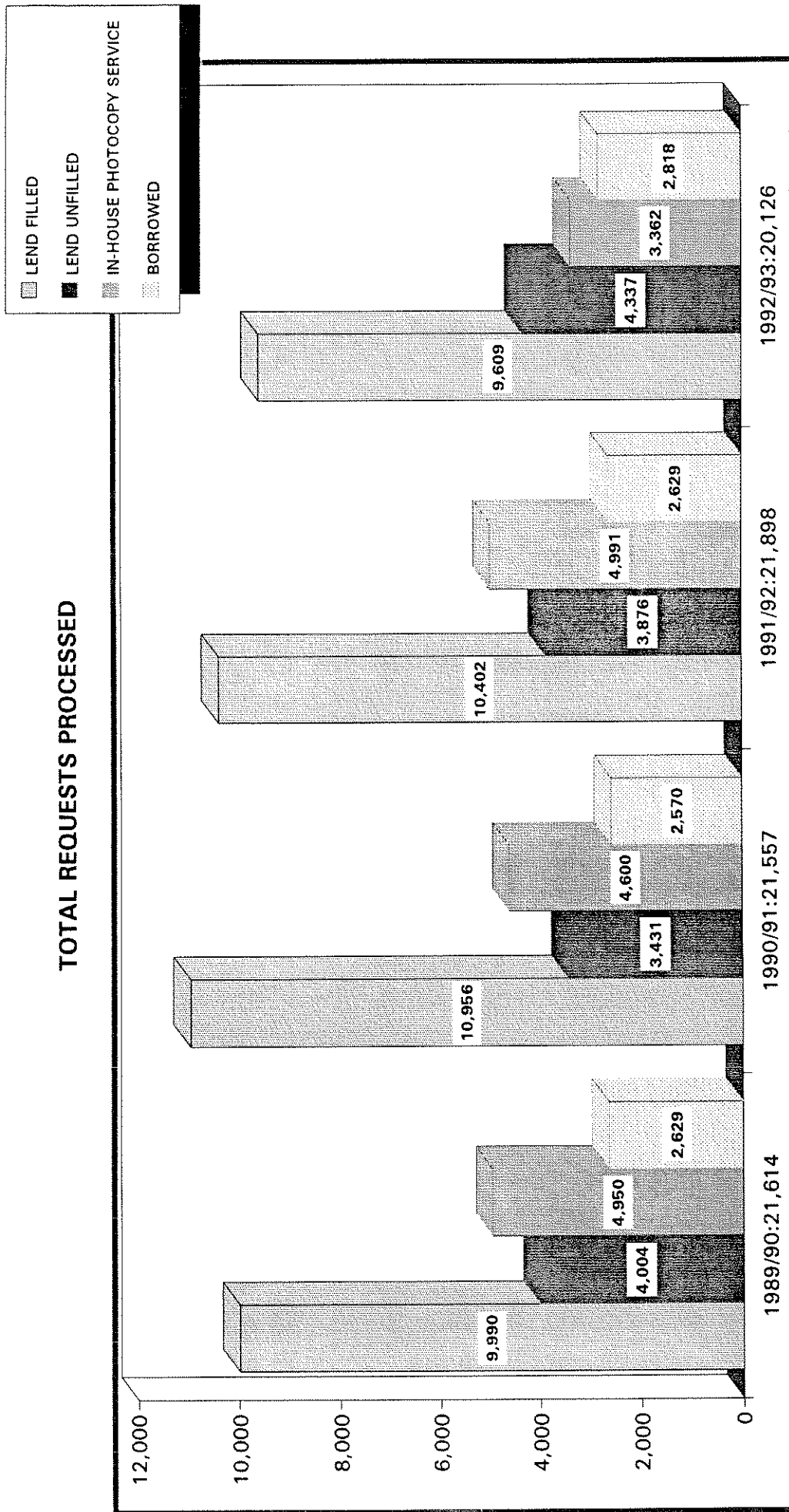
BORROWING

MATERIAL BORROWED	<u>2,313</u>	<u>2,697</u>	<u>2,570</u>	<u>2,629</u>	<u>2,818</u>	7.19%	21.83%
TOTAL INTERLIBRARY REQUESTS PROCESSED	16,611	16,691	16,957	16,907	16,764	-85%	-92%

PHOTOCOPY SERVICE

IN-HOUSE REQUESTS PHOTOCOPIED	<u>6,639</u>	<u>4,950</u>	<u>4,600</u>	<u>4,991</u>	<u>3,362</u>	-32.64%	-49.36%
TOTAL REQUESTS PROCESSED	23,250	21,641	21,557	21,898	20,126	-8.09%	-13.44%

TOTAL REQUESTS PROCESSED

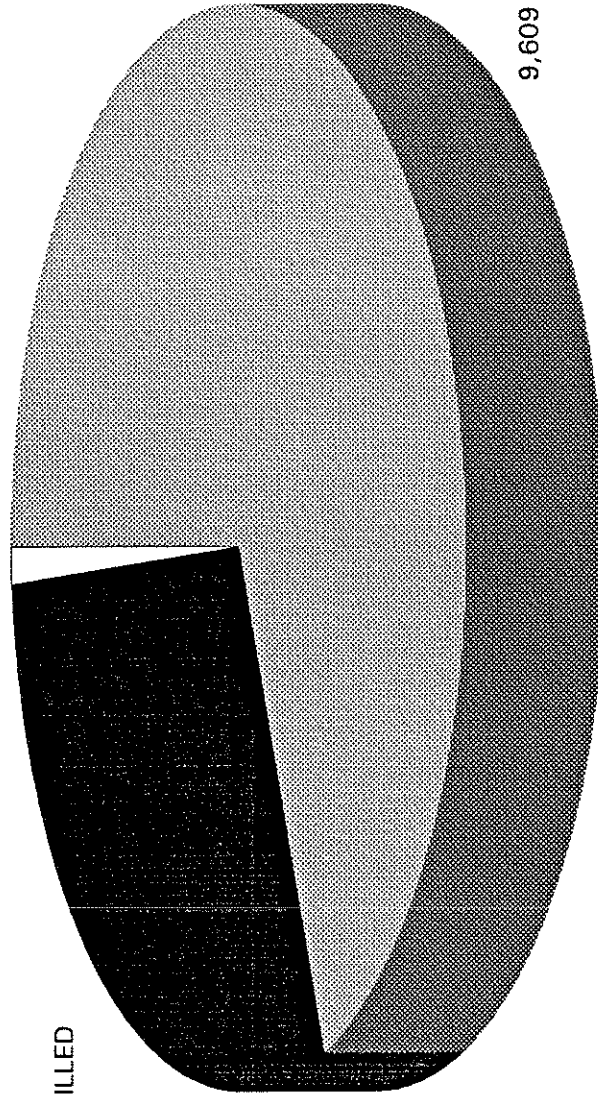


REFERRALS ARE INCLUDED IN UNFILLED REQUESTS

LENDING: JULY 1, 1992 - JUNE 30, 1993

147 REQUESTS REFERRED
1%

4,190 REQUESTS UNFILLED
30%



9,609 REQUESTS FILLED
69%

TOTAL REQUESTS
RECEIVED - 13,946

FAX STATISTICS

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
Sent	8,452	8,589	1,051	1,361	1,488
Received	6,590	7,577	1,696	1,804	1,705
Total	15,042	16,166	2,747	3,165	3,193

LIBRARY BILLING

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
Internal	\$28,603	\$31,877	\$24,994	\$22,629	\$8,321
External	\$52,730	\$50,879	\$53,498	\$49,685	\$43,787
Total	\$81,333	\$82,756	\$78,492	\$72,314	\$52,108

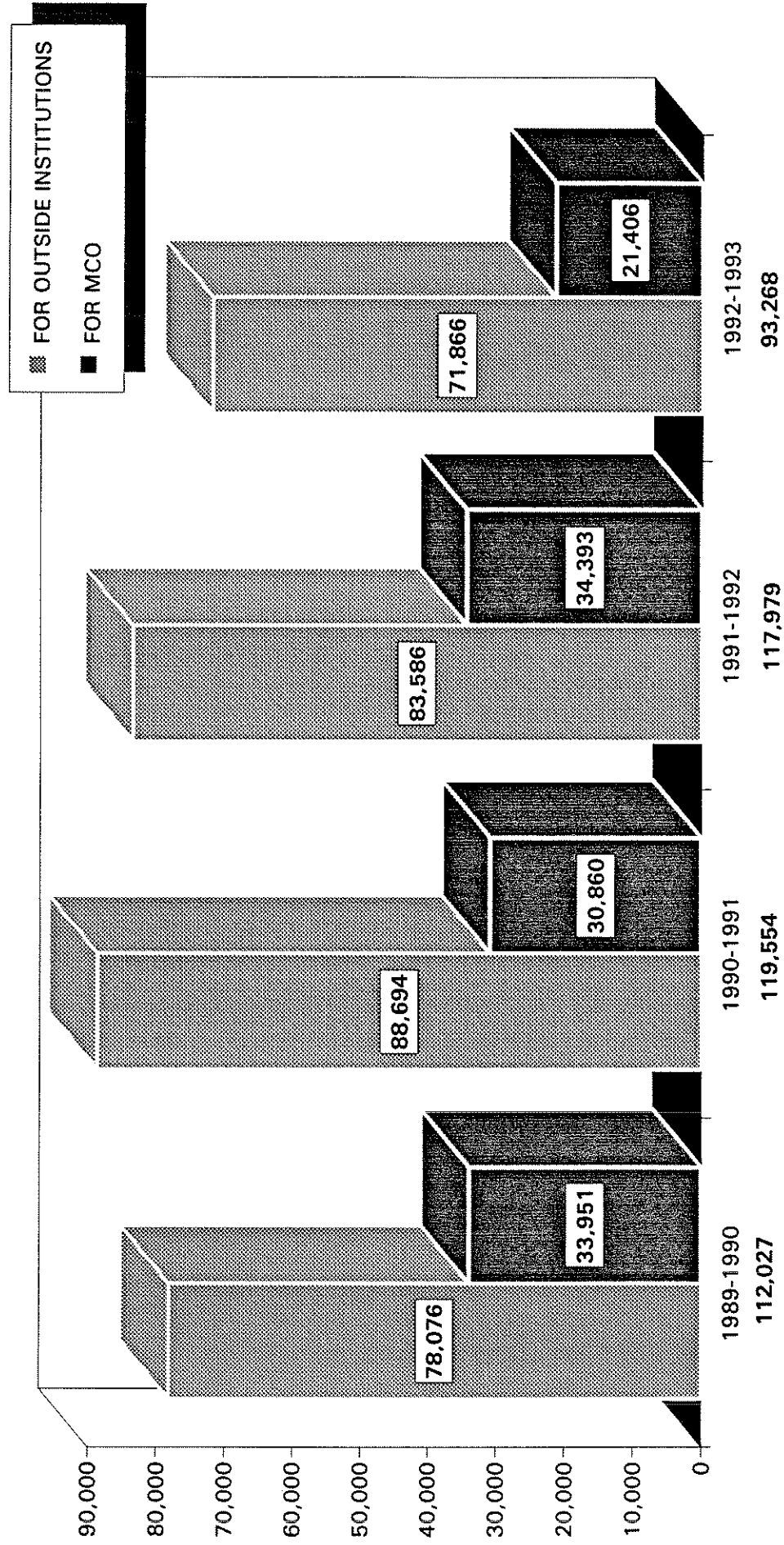
PHOTOCOPIES MADE ON LIBRARY COPIERS

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
ILS	na	112,027	119,554	117,979	93,268
Other	na	797,734	737,249	839,337	886,239
Total	1,320,000	909,761	856,803	957,316	979,507

ILS: Copies made by Interlibrary Services staff for article loans to other libraries and for the article photocopy service

Other: Copies made by everyone else, e.g. other library units, MCO users, external library users

NUMBER OF PAGES COPIED BY ILS



**COPYRIGHT LIMITS
HEAVILY REQUESTED 1993 FISCAL YEAR JOURNALS
WITH HISTORY OF DEMAND**

JOURNAL TITLES	NO. OF TIMES REQUESTED				
	1989	1990	1991	1992	1993
Aids					5
Aids Education and Prevention					6
American Journal of Industrial Medicine		5	5		12
Annals of Oncology					15
Biochemistry International		6			5
Breast Cancer Research and Treatment					6
Cell Growth and Differentiation					5
Cephalalgia					13
Childs Nervous System				5	9
Clinical and Experimental Metastasis					9
Computers in Nursing					6
Current Opinion in Anaesthesiology					8
Current Opinion in Cell Biology					7
Current Opinion in Immunology					9
Current Opinion in Structural Biology					9
Epilepsy Research		6	7		5
European Journal of Anaesthesiology	5				5
European Journal of Cardio-Thoracic Surgery			9		5
European Journal of Neuroscience				7	7
European Journal of Pediatrics					16
European Respiratory Journal			5	8	13
Family Practice					5
FEMS Microbiology Letters					10
Foot and Ankle			7		10
Genes and Development			7		5
Genomics			14	17	6
Health Care Strategic Management					8
Human Gene Therapy					5
International Journal of Radiation Biology					8
International Orthopaedics					9
Journal of Cerebral Blood Flow and Metabolism					5
Journal of Child Neurology					6
Journal of Clinical Anesthesia			9	8	6
Journal of Manipulative and Physiological Therapeutics					7
Journal of Near-Death Studies					47
Journal of Neurology	5				5
Journal of Neuropsychiatry and Clinical Neurosciences					5
Journal of Orthopedic Trauma			6	6	7
Journal of Paliative Care					9
Journal of Pediatric Health Care					8
Journal of Pediatric Nursing		5			5
Journal of Pharmacokinetics and Biopharmaceutics					5
Molecular Endocrinology				5	12
Neuron		7	11	19	7
Neuroreport					5

Neurosurgery Clinics of North America		8
Neurosurgical Review		8
Neurotoxicology		17
Nurse Educator		8
Oncogene	6	26
Orthopedics		10
Plant Physiology		5
Prenatal Diagnosis	11	8
Regional Anaesthesia	15	5
Scandinavian Journal of Immunology		6
Seminars in Cancer Biology		6
Theoretical and Applied Genetics		16
Trends in Genetics		7
Vaccine		6
Violence and Victims		5

JOURNALS TO BE ADDED IN 1993 FROM ABOVE LIST

Epilepsy Research
European Journal of Neuroscience
Genes and Development
Genomics
Neuron
Prenatal Diagnosis

JOURNALS TO BE ADDED IN 1994 FROM ABOVE LIST

American Journal of Industrial Medicine
European Respiratory Journal
Journal of Clinical Anesthesia

REFERENCE SERVICES

Marlene Porter, Coordinator of Reference Services
Alexandra Kuby, Reference Librarian

This was a busy year for Reference Services. Reference staff meetings were a weekly occurrence at which the Coordinator of Reference Services took minutes and distributed them to all library staff. In June 1993, the minutes distribution included the Computer Learning Resource Center staff. This has become a good vehicle for informing staff of policies and procedures for the library.

Staffing

In June, Alexandra Kuby joined as a full-time reference librarian under the supervision of the Coordinator of Reference Services. The addition of this position has established credibility of the Department as well as increased staffing in an area sorely needing it. All other librarians participate in providing reference service with the exception of the Director.

Reference Desk

The Reference Desk moved twice this year. At the beginning of August 1992, it moved from the fifth floor to the fourth floor next to the Reference stacks for more rapid access to those resources and to literature indexes among other reasons. The second move occurred in mid-March 1993 to a more visible location. It is now located near the Circulation Desk and in front of the On-line Resources room. When the move took place, a personal computer was installed, so that the librarians could access OhioLINK, our on-line catalog and other necessary computer programs.

Files with important or relevant information were established by the Coordinator of Reference Services. These files became a good source for people who staffed the Desk. Also established was a Reference Desk e-mail account. It became activated at the end of September 1992. We anticipate opening reference services via E-mail during the next fiscal year.

Staffing at the Desk has been steady for the year with the addition of more librarians. The normal hours became 9:00 a.m. to 5:00 p.m. Monday through Friday. The shifts are 9:00 a.m. to 12:00 noon (3 hours), 12:00 noon to 2:30 p.m. (2.5 hours) and 2:30 p.m. to 5:00 p.m. (2.5 hours). During the summer, the morning shift became an "on-call" shift. This was done to allow librarians time to work on projects.

A standardized method of statistics keeping was introduced which will serve for better analysis on a monthly and annual basis.

Reference Collection

In preparation of the Library's on-line system, barcoding of the Reference Collection occurred. It was a slow process which included weeding and decision making on how many years to keep serially published items. Many old and out of scope materials were removed from the collection, making the collection easier to use. Barcoding of the collection should be completed by September 1993.

The index collection was reviewed and recommendations were made concerning withdrawals, cancellations and shifting items to the sixth floor. Numerous indexes were withdrawn due to years covered and duplication by another sources owned by the Library. Indexes canceled, due to budget cuts and constraints, were: **Science Citation Index**, the **Dissertation Abstracts** indexes, the **Cambridge Scientific Abstracts** indexes and **Current Contents: Physical, Chemical and Earth Sciences**. On-line access to these indexes was one of the major considerations before cancellation.

Shifting of the literature index collection began in March 1993. The Library now has a complete run of **Index Medicus (IM)** , including all of its previous titles. Some of the volumes were brought down from the sixth floor. The current year plus five previous years of **IM** are on index tables and the rest of the index is on the upright index stacks. **Chemical Abstracts (CA)** was weeded and shifted as well. Future shifting and reorganizing of the index collection will occur during the next fiscal year.

On-line Searching

A new fiscal policy for on-line searching was established in September 1992. Medline searches became free for MCO faculty, staff and students thanks to Medline access via the Institutions subscription to CD-Plus. This caused a dramatic drop in searching financial income. For databases which are accessed via newly established BRS and Dialog accounts with Ohionet, a \$10.00 charge plus the cost of the search was instituted. For non-MCO patrons, searches continued at \$25.00, but now include any additional database charges the Library might incur.

Access to CD-Plus Medline was made available via a floppy boot disk used in certain Library networked personal computers. Regular network access of Medline was not available all year, however, numerous people were working to make it possible.

Miscellaneous

Current library related journals and newsletters became housed in the Reference Office. Bound issues of the journals continued to remain in the journal stacks. Ms. Kuby set up an area for this material. Next fiscal year a more permanent reading area for the material will be established in the Reference Office.

**Medical College of Ohio
Mulford Library
Reference Statistics Fiscal Year 1992/1993**

Reference Statistics

Directional	Quick	Research	Educational	Searches	TOTAL
732	3,776	334	189	404	5435

Database Searches

	Research	Patient Care	Seminar/ Conference	Teaching	Other	TOTAL	Percentage
Faculty	96	101	21	21	1	234	57.9
Resident/Intern	28	18	18	4	0	69	17.1
Admin./Staff	16	13	4	4	0	47	11.6
Grad. Students	14	1	0	0	0	13	3.2
Med. Students	6	1	1	0	0	13	3.2
Others	13	7	1	0	12	28	6.9
TOTAL	201	97	47	29	30	404	100
Percentage	49.8	24.0	11.6	7.2	7.4	100	

Educational Statistics

Tours	Instructional Sessions	Number of People
12	31	456

Compiled & Submitted by
Marlene Porter
Head of Reference & Research Services
August 1993

Technical Services

**Cataloging, Acquisitions, Serials Control
and Collection Profile**

TECHNICAL SERVICES

John L. Lucas, Head of Technical Services
Anne Bushel, Serials Control Assistant
Ajit Chakraborty, Acquisitions Supervisor
Barbara Huntley, Cataloging Assistant

From August to October, the library went through a journal cancellation process. All titles were reviewed and approved for cancellation by the Library Advisory Committee. Each title had at least one broad subject designation, if the title is held locally (by the University of Toledo or Bowling Green State University), the current cost, and the number of regional medical libraries currently subscribing to the journal title. The faculty responded with comments for any journal title they wanted the Library to retain. In addition, the Chairman of each department received a list of the library's entire current journal subscriptions broken down by the same broad subjects. By the end of October, the final list of titles to be canceled in 1993 was determined. There were 414 titles canceled with a saving of approximately \$124,861.13. There were 36 new titles added to the collection for 1993. Their cost in November 1992 came to \$8,590.40. The lists of canceled and new titles are included.

In April, a new Union list of serials for 1993 was produced through OCLC. The changes in the status of the canceled titles were made prior to the production of the Union list. For each new title added for 1993, the estimated starting volume was also included. Further, a number of titles having very scattered volume holdings, were identified. Factors such as ownership of succeeding titles, completeness of those holdings, appropriateness to the collection and others determined their continued inclusion into the collection. A list of those titles to be withdrawn was given to David Remaklus, who weeded them as the journal shifting continued.

With the move of Technical Services to the third floor, the area was rewired for the dedicated phone line to connect the dedicated OCLC terminals. One is used for union list maintenance, serials and acquisitions. The second is used for cataloging and assisting in projects.

During the last half of 1992, Mrs. Sarah Salley completed the inventory of the monograph collection. Mr. Salley then reviewed those titles, and where she could find neither the item or any record of it being checked out, the item was considered missing. Mrs. Salley then began removing card sets from the card catalog and our symbol from the OCLC database.

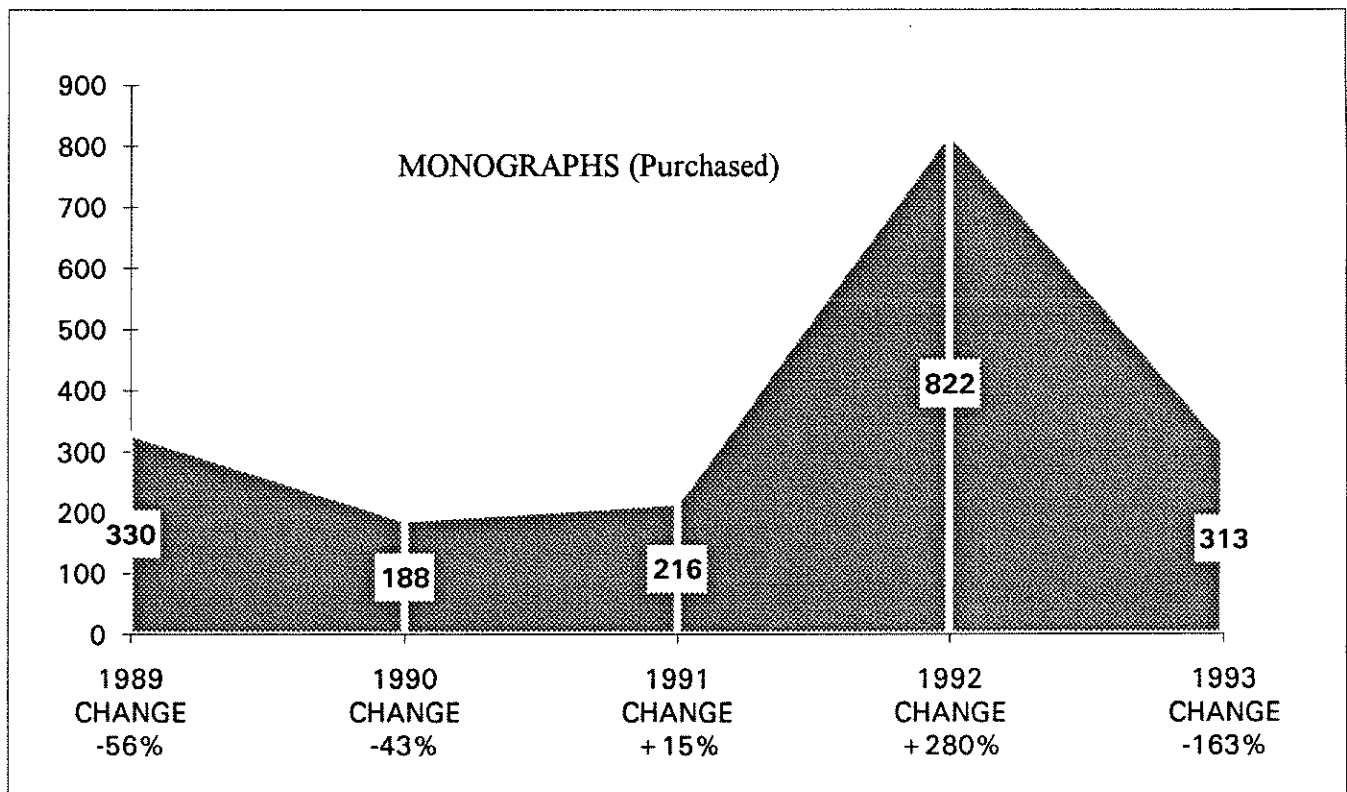
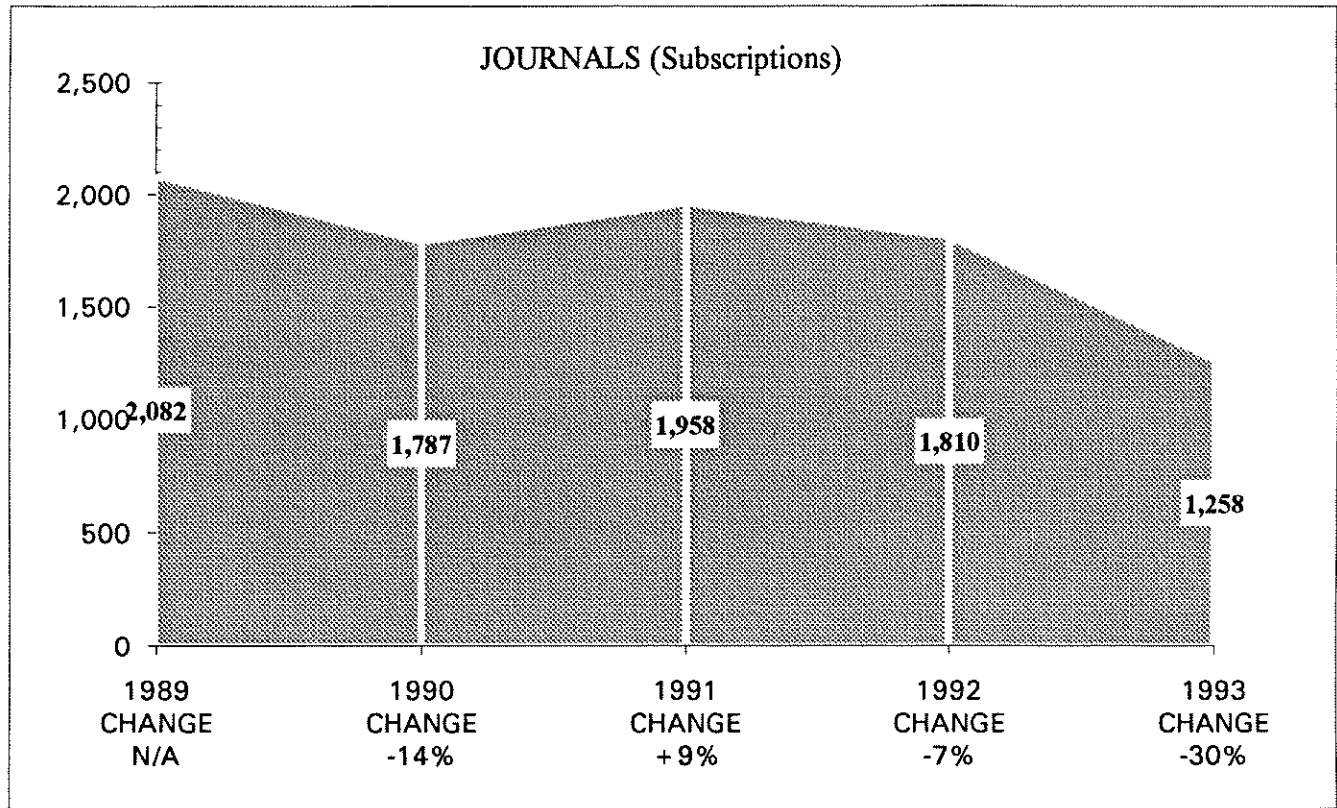
In March 1993, James Damas resigned. He had been working one-half time for Technical Services. Shortly thereafter, David Remaklus left for Interlibrary Services. Anne Bushel took his place. At the same time, Acquisitions was moved under

COLLECTION PROFILE

	<u>Change</u>	<u>Subtotal</u>	<u>Total</u>
<u>Total Titles in Collection</u>			37,916
Total Microform Titles		3,439	
Total Monograph Titles		34,477	
Monograph titles added	462		
Monograph titles withdrawn	-2,133		
Monographs unaccounted for	-1,130		
<u>Total Monograph Volumes in Collection</u>			112,892
Total Monograph Volumes		36,885	
Monograph volumes added	603		
Monograph volumes withdrawn or unaccounted for	-6,158		
Total Journal Volumes (est.)		76,007	
Journal volumes added	776		
Titles added	34		
<u>Total Journal Subscriptions 1993</u>			1,339
Paid		1,258	
Gratis		81	
Journal titles added	36		
Journal titles canceled	414		
Journal titles ceased (est.)	93		
<u>Miscellaneous</u>			
Journal issues checked in		13,876	
Bibliographic work on volumes		358	
Journals and titles bound		610	
Monographs ordered and received	313		
<u>Collection Costs</u>	<u>Total Costs</u>	<u>Average Costs</u>	
Journals	\$426,252	\$338.83	
Monographs	\$26,721	\$85.37(purchased, not cataloged)	
Binding	\$5,173	\$8.48	

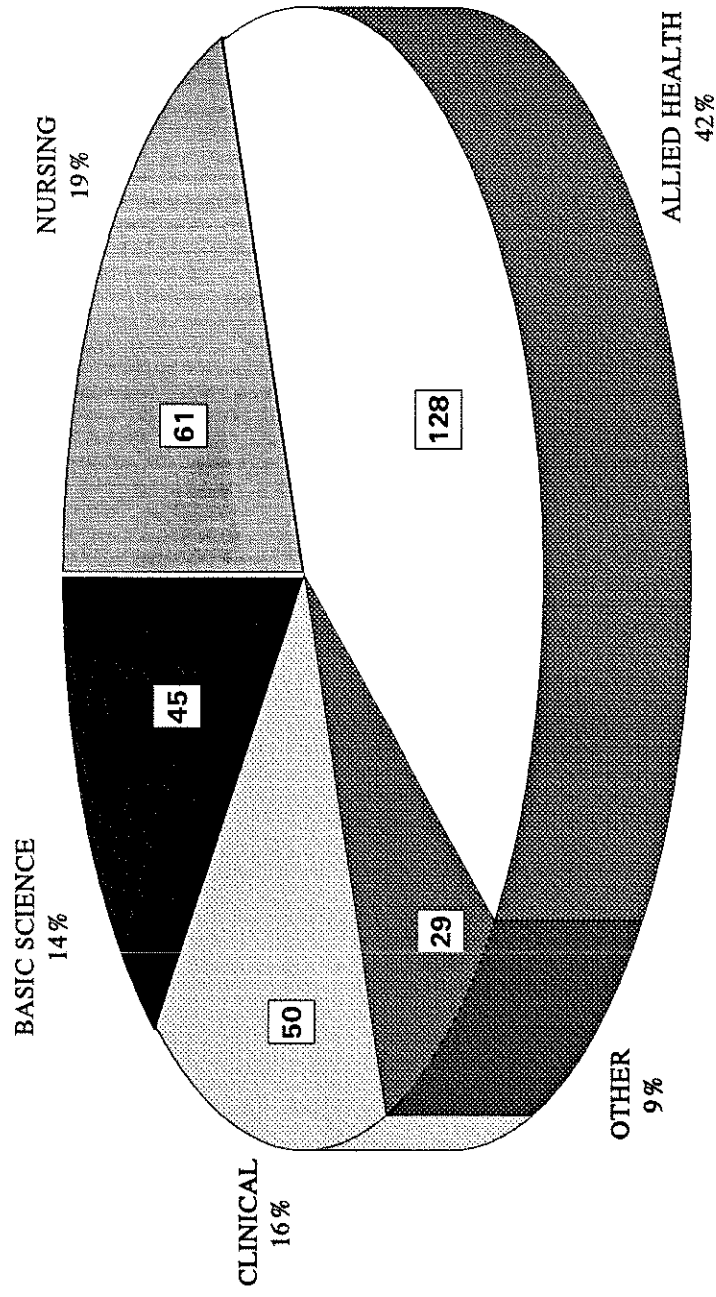
Dfdcolprof

COLLECTION DEVELOPMENT



FY 93

MONOGRAPHS PURCHASED



TOTAL: 313

RAYMON H. MULFORD LIBRARY
LIST OF NEW TITLES ADDED
FOR 1993
NOVEMBER 3, 1992

A.C.R.L. PUBLS. IN LIBRARIANSHIP		\$ 27.50
ANNALS OF BEHAVIORAL MEDICINE	v.14(1992)	\$ 125.00
BRITISH J. OF OCCUPATIONAL THERAPY	v.56(1992)	\$ 74.00
CANADIAN J. OF OCCUPATIONAL THERAPY	v.58(1992)	\$ 55.00
CD-ROM PROFESSIONAL	v.6(1992)	\$ 86.00
CELL MOTILITY AND THE CYTOSKELETON	v.24(1992)	\$ 576.00
COLLEGE & RESEARCH LIBRARIES	v.54(1992)	\$ 45.00
DATABASE	v.16(1992)	\$ 89.00
DATABASE SEARCHER	v.9(1992)	\$ 98.00
DEVELOPMENTAL PHARMACOLOGY & THERAPEUTICS	v.20(1993)	\$ 360.00
DIRECTORY OF PUBL. PROC. SERIES MLS	v.3(1992)	\$ 100.00
(MEDICAL/LIFE SCIENCES)		
EPILEPSY RESEARCH	v.14(1993)	\$ 700.00
EUROPEAN J. OF CLINICAL MICROBIOLOGY &	v.12(1992)	\$290.90
EUROPEAN J. OF NEUROSCIENCE	v.5(1992)	\$ 495.00
GENES & DEVELOPMENT	v.7(1992)	\$ 360.00
GENOMICS	v.16(1993)	\$452.00
INT. J. OF CLIN. & LABORATORY RESEARCH	v.21(1992)	\$ 121.00
INDEX TO SCIENTIFIC BOOK CONTENTS		\$ 1163.00
J. OF ACQUIRED IMMUN. SYNDROME	v.6(1992)	\$ 250.00
J. OF COGNITIVE REHABILITATION	v.10(1992)	\$ 70.00
J. OF NUTRITION FOR THE ELDERLY	v.12(1992)	\$ 200.00
MEDICAL REFERENCE SERVICES QUARTERLY		\$ 95.00
MOLECULAR MICROBIOLOGY	v.7(1992)	\$ 795.00
NEURON	v.8(1992)	\$ 275.00
OCCUPATIONAL THERAPY PRACTICE	v.5(1992)	\$ 58.00
PCCOMPUTING	v.6(1992)	\$ 25.00
PCMAGAZINE	v.12(1992)	\$ 45.00
PHYSICAL & OCCUP. THERAPY IN PEDIATRICS	v.24(1992)	\$175.00
PRENATAL DIAGNOSIS	v.13(1992)	\$ 495.00
QUALITATIVE HEALTH RESEARCH		\$ 50.90
RESOURCE SHARING & INFO. NETWORKING	v.12(1992)	\$ 75.00
SPORTS MEDICINE, TRAINING ...	v.4(1992)	\$ 120.00
TECHNOLOGY & DISABILITY	v.1(1992)	\$ 85.00
TOPICS IN CLINICAL NUTRITION	v.8(1992)	\$ 59.00
TOPICS IN GERIATRIC REHABILITATION	v.9(1992)	\$ 56.00
VETERINARY & HUMAN TOXICOLOGY	v.35(1992)	\$ 50.00
YEAST	v.9(1992)	\$ 445.00

TOTAL

\$ 8590.40

MEDICAL COLLEGE OF OHIO AT TOLEDO
RAYMON H. MULFORD LIBRARY
LIST OF JOURNAL TITLES CANCELLED FOR 1993

Acta anaesthesiologica Belgica	Annales de genetique
Acta medica polona	Annals of applied biology
Acta morphologica hungarica	Annals of nutrition and metabolism
Acta neuropathologica	Annals of ophthalmology
Acta neuropathologica. Suppl. only.	Annual review of entomology
Acta otolaryngologica & Suppl.	Annual review of physical chemistry
Acta pharmacologica sinica	Antibiotics & chemotherapy (1971-)
Acta tropica & Suppl.	Antonie van leeuwenhoek jrl. of microbiol. ...
Acta urologica Japonica	Archives d'anatomie, d'histologie et d'embry.
Advances in applied microbiology	Archives des malad. du coeur et des vaiss.
Advances in cancer research	Archives italiennes de biologie
Advances in carbo. chem. & biochemistry	Archives of oral biology
Advances in cardiovascular physics	Archivio italiano di anatomie e di embriologia
Advances in chemical physics	Artificial organs
Advances in child development & behavior	Arzneimittel forschung = drug research
Advances in clinical chemistry	Australian & N.Z. journal of ophthalmology
Advances in food and nutrition research	Australian veterinary journal
Advances in forensic science	Basic research in cardiology
Advances in heterocyclic chemistry	Behavioral science
Advances in inorganic chemistry	Behaviour
Advances in lipid research	Behavioural research & therapy
Advances in microcirculation	Bibliotheca anatomica
Advances in neph. from Necker Hospital	Bildgebung = imaging
Advances in neurochemistry	Biochemical education
Advances in optical & electron microscopy	Biochemical Society symposia
Advances in parasitology	Biochemistry (U.S.S.R. english translation)
Advances in pharmacology	Biochimie
Advances in psychosomatic medicine	Biological psychiatry
Advances in radiation biology	Biological rev. of the Camb. Phil. Soc.
Advances in the biosciences	Biological structures and morphogenesis
Advances in the study of behavior	Biology and philosophy
Advances in virus research	Biomedical sciences instrumentation. Proc.
Age & ageing	Biometrika
Aggressive behavior	Biophysics
Allergie und immunologie	Biorheology
American annals of the deaf	Bioscience reports
American behavioral scientist	Brain, behavior & evolution
American Doctoral dissertations	Brain and language
American imago	British dental journal
American journal of community psychol.	British heart journal
American journal of EEG technology	British journal for the philosophy of science
American journal of psychology	British journal of addiction
American naturalist	British journal of clinical practice
American scientist	British journal of clinical psychology
American zoologist	British journal of developmental psychology
Anaesthetist	British journal of hospital medicine
Analytical & quantitative cytology & histol.	British journal of mathematical psychology
Anatomischer anzeigener	British journal of medical psychology
Angiologia	British journal of plastic surgery
Animal behavior	British journal of psychology
Annales d'endocrinologie	British medical bulletin.
Annales francaises d'anesthesie ...	Bulletin of the atomic scientists

Bulletin of hosp. for joint diseases ...
 Canadian journal of animal science
 Canadian journal of behavioral science
 Cancer chemotheapy and pharmacology
 Cardiovascular clinics
 Chemical immunology
 Chemico-biological interactions
 Chemistry & physics of lipids
 Chemosphere
 Child development abstracts and bibl.
 Children today
 Clinical & investigative medicine
 Clinical imaging
 Clinical microbiological reviews
 Clinical reviews in allergy
 Clio medica
 C.F.R. Sect. 21 Food & drugs
 Colorado medicine
 Comptes rend. de scances de la soc. de biol.
 Computer methods & programs in biomed.
 Connecticut medicine
 Connective tissue research
 Contributions to human development
 Contributions to microbiology & immunol.
 Contributions to nephrology
 Cor et vasa
 Cornell veterinarian
 Critical reviews in microbiology
 Critical reviews in toxicology
 Current contents: phys., chem., & earth sci.
 Current genetics
 Current medical rsrch. & opinion & Suppls.
 Current studies in hemat. & blood transf.
 Current surgery
 Current therapeutic research
 Current topics in pathology
 Daedalus
 Dermatologic clinics of North America
 Dermatology
 Deutsche medizinische wochenschrift
 Developmental psychology
 Developments in biological standardization
 Developments in ophthalmology
 Differentiation: Rsrch. in biological diversity
 Dissertation abstracts. Sect. A & B.
 Drugs and drug abuse educ. newsletter
 Early human development
 East african medical journal
 Ecological monographs
 Educacion medica y salud
 Encephale
 Endeavour
 Endocrinologia japonica
 Environmental research

Essays in biochemistry
 Ethology, ecology & evolution
 European archives of psych. & neuro. sci.
 European journal of immunogenetics
 European journal of morphology
 European journal of pediatrics
 European neurology
 European polymer journal
 Excerpta medica Sect. 20 Geront. & geriat.
 Experientia. Suppls.
 Experimental brain research
 Frontiers of gastrointestinal research
 Frontiers of radiation therapy and oncol.
 General hospital psychiatry
 Genetic, social, & general psychol. monog.
 Gerontology
 Group & organization management
 Gynecologic oncology
 Haematologia
 Haematologie & bluttransfusion
 Health care management review
 Health progress
 Health values
 Healthcare informatics
 Helvetica chirurgica acta
 Hospital ethics
 Human development
 Immunological reviews
 In practice
 Index to dental literature
 Index to scientific & technical proceedings
 Index veterinarius
 Indian journal of biochemistry & biophysics
 Indian journal of medical research (A & B)
 Indian journal of physiology & pharmacology
 Indian pediatrics
 Indian practitioner
 Indiana medicine
 Information hotline
 Inquiry (Blue cross)
 Instr. course lect. ; Amer Acad Ortho. Surg.
 International dental journal
 International journal of andrology / & suppl.
 International journal of eating disorders
 International journal of gyn. & obstetrics
 International journal of immunopharm.
 International journal of neurology
 International journal of neuroscience
 International journal for parasitology
 International journal of psychiatry in med.
 International journal of social psychiatry
 International ophthalmology clinics
 International review of cytology & Suppl.
 International review of exper. pathology

International urology & nephrology
 Isis
 Israel journal of medical sciences
 Issues in biomedicine
 Japanese circulation journal
 Japanese heart journal
 Japanese journal of cancer research
 Journal de physiologie
 Journal de radiologie
 Journal of american college health
 Journal of applied behavior analysis
 Journal of applied nutrition
 Journal of applied social psychology
 Journal of Assoc. of Physicians of India
 Journal of behavior therapy & exper. psych.
 Journal of chemical education
 Journal of chromatography
 Journal of communication
 Journal of cutaneous pathology
 Journal of dairy science
 Journal of emergency medicine
 Journal of ET nursing
 Journal of evolutionary biochem. & physiol.
 Jrl. of exper. psychol.: Animal behavior ...
 Jrl. of exper. psychol.: General
 Jrl. of exper. psychol.: Human perception ...
 Jrl. of exper. psychol.: Learning, memory ...
 Journal of experimental zoology
 Journal of Florida Medical Association
 Journal of Forensic Science Society
 Journal francaise d'ophtalmologie
 Journal of Franklin Institute
 Journal of history of biology
 Journal of insect physiology
 Journal of international medical research
 Journal of Kentucky Medical Association
 Journal of leukocyte biology
 Journal of Louisiana State Medical Society
 Journal of molecular and cellular cardiology
 Journal of nuclear medicine technology
 Journal of occup. & organizational psychol.
 Journal of periodontal research & Suppl.
 Journal of personality and social psychology
 Journal of protozoology
 Journal of psychiatric research
 Journal of radiation research
 Journal of religion and health
 Journal of social psychology
 Journal of social work education
 Journal of structural biology
 Journals of gerontology
 Laboratory animals
 Langenbecks archiv fur chirurgie
 Laryngologie, rhinologie, otologie

Learning and motivation
 Leprosy review
 Leukemia research
 Linguistics and language behavior abstracts
 Maryland medical journal
 Mechanisms of ageing & development
 Medical anthropology quarterly
 Medical care
 Medical care review
 Medical laboratory sciences
 Medicina del lavoro
 Membrane biochemistry
 Merrill-Palmer quarterly
 Methods of information in medicine
 Michigan hospitals
 Michigan medicine
 Microvascular reserach
 Mineral and electrolyte metabolism
 Minerva medica
 Minnesota medicine
 Missouri medicine
 Modern problems of pharmacopsychiatry
 Monographs in clinical cytology
 Monographs in neural sciences
 Monographs in virology
 Mount Sinai journal of medicine
 MMW Munchener medizinische wochenschrift
 Mutation research
 Natural history
 Naturwissenschaften
 Nauyinn-schmiedeberg's arch. of pharmacol.
 Nervenarzt
 Neuropediatrics
 New directions for teaching and learning
 New York State journal of medicine
 Nuklear medizin
 Onderstepoort jrl. of veterinary research
 Pathobiology
 Pathologie biologie
 Pathology research & practice
 Pathology annual
 Perceptual & motor skills
 Perinatal press
 Perspectives in pediatric pathology
 Pharmazie
 Pharmacotherapy & therapeutics
 Phil. trans. of Royal Soc. B. Biological sci.
 Pneumologie
 Polish journal of pharmacol. and pharmacy
 Presse medicale
 Proceedings of Royal Institute of Gt. Brit.
 Progress in brain research
 Progress in experimental tumor research
 Progress in hemostasis & thrombosis

Progress in histochemistry & cytochem.
 Progress in lipid research
 Progress in medical genetics
 Progress in molecular & subcellular biol.
 Progress in neuro-psycho. & biol. psych.
 Progress in neurological surgery
 Progress in nucleic acid rsrch. & mol. biol.
 Progress in reaction kinetics
 Progress in reproductive biology & med.
 Progress in surgery
 Psychiatric annals
 Psychiatric quarterly
 Psychometrica
 Psychopharmacology
 Psychotherapy patient
 Publishers weekly
 Quarterly review of biology
 Quarterly reviews of biophysics
 Radiography today
 Recent progress in hormone research
 Recenti progressi in medicina
 Regan report on nursing law
 Reproduction, nutrition & development
 Rsrch. pub.-Assoc. for Rsrch. in Nerv. ...
 Review of medical and veterinary mycology
 Review of scientific instruments
 Revue de pneumologie clinique
 Revue d'elevage et de med. vet. ... trop.
 Revue francaise de transf.et d'hemo.
 Revue neurologique
 Scand. j. of clin. & lab. investigation & suppl.
 Scand. j. of dental research
 Schweizerische medizinische wochenschrift
 Schweizerische rundschaufuer med. praxis
 Science citation index
 Science & government report
 Science news
 Smithsonian
 Social biology
 Social psych. & psychiatric epidemiology
 Social service review
 Sociological review
 Sociological review monograph
 Sotheby catalog.
 South African medical journal
 South African journal of surgery
 Strahlentherapie und onkologie
 Stereotactic & functional neurosurgery
 Subcellular biochemistry
 Surgical forum
 Swann galleries catalog.
 Symposia of the Zoological Soc. of London
 Technology review
 Teratology

Therapie
 Topics in health care financing
 Toxicology letters
 Trans. of American Microscopical Society
 Trans of American Philosophical Society
 Trans. of Assoc. of American Physicians
 Trans. of Medical Society of London
 Undersea biomedical research
 Veterinary bulletin
 Veterinary record
 Virchow's archiv. A. path. anat. & histopath.
 Virchow's archiv. B. cell path. ...
 Virus genes
 Vitamins and hormones
 West Indian medical journal
 Wiener klinische wochenschrift
 Wisconsin medical journal
 World journal of surgery
 World review of nutrition & dietetics
 Yearbook of anesthesia
 Yearbook of cardiology
 Yearbook of critical care medicine
 Yearbook of dentistry
 Yearbook of dermatology
 Yearbook of diagnostic radiology
 Yearbook of digestive diseases
 Yearbook of family practice
 Yearbook of hand surgery
 Yearbook of medicine
 Yearbook of nuclear medicine
 Yearbook of oncology
 Yearbook of ophthalmology
 Yearbook of orthopedics
 Yearbook of otolaryngology - head & neck ...
 Yearbook of pathology
 Yearbook of pediatrics
 Yearbook of sports medicine
 Yearbook of surgery
 Young children
 Zeitschrift fur naturforschung Sect. A,B,C

Computer Services

COMPUTER SERVICES

James F. Garrett, Computer Services Librarian

Fiscal year 1992/93 continued the process of building and strengthening the computing resources of the Library. OhioLINK was by far the strongest influence, but significant advances were also seen in staff development and more efficient use of microcomputers.

OhioLINK

Participation in the statewide OhioLINK project has allowed Mulford Library to begin automating many of its procedures. Because this was the Library's initial foray into automation, it was necessary to purchase a wide assortment of equipment. This involved extensive research into various product alternatives, with consultation with Information Systems and Materials Management where appropriate. Equipment under consideration included microcomputers, "dumb" terminals, printers, barcode scanners, and all of the supporting hardware, such as printer-switching devices and security cables.

Once acquired, each piece of equipment needed to be installed, configured and tested. In some cases, it was necessary to work closely with Information Systems to ensure proper integration into the MCO network. Of particular concern were the terminals and microcomputers, which required extensive rewiring of the fourth and fifth floors. Once connected, each microcomputer had to be made "network aware," a process that takes as much as two hours per machine.

New furniture was needed to accommodate the influx of equipment and allow efficient use by library patrons. After reviewing several standard catalogs, the decision was made to use the services of an outside firm in the selection of appropriate furniture. The Library chose Library Design Associates, based in Columbus, as its consultant. Tables were purchased to handle standing and sitting patrons, chairs were added where appropriate, and furniture to adhere to the American Disabilities Act was included.

Throughout the year, the Library worked closely with OhioLINK staff and Innovative Interfaces, Inc., the automation vendor. Library personnel from all departments assisted in the complex process of translating established workflow into automated procedures. To ease the transition, Innovative Interfaces provided several weeks of in-depth training on the use of the new system, with an emphasis on technical services and circulation. A final training module, which will deal with acquisitions procedures, will take place early in fiscal year 1993/94.

Perhaps the most critical component in automating the Library was the preparation of our OCLC tapes for inclusion into the electronic catalog. Staff from various departments spent several months developing a detailed data profile to ensure the proper transfer into the OhioLINK system. Once the data had been moved into the MCO system, another review process was needed to verify that the transfer was successful. This OCLC data, which totals more than 40,000 bibliographic records, forms the core of our online catalog.

With the inclusion of our OCLC records, it was possible to begin incorporating the automated system into everyday library tasks. Circulation was the first department to migrate to the electronic system. Circulation personnel undertook the complex and labor-intensive job of registering each library patron and then moving the manual circulation files into the automated environment. The transition went smoothly and all circulation transactions are now conducted electronically.

Cataloging also began to use the system quite early. At first, much of the time logged on the system was spent correcting problems that are inevitably discovered after a database is first loaded. With the addition of the OCLC export module, which is expected to be activated in August of 1993, cataloging will be able to perform much of its daily work on the Library system.

By the end of fiscal year 1992/93, work had also begun on the public portion of the catalog. Decisions are being made on screen displays, menu designs, dialup access, online help and user education. The system was officially activated on June 29, 1993. But going "live" with the online catalog in all its capabilities is slated for the end of August 1993.

Other Projects

Because the staff was becoming increasingly dependent on computers to perform their assigned duties, additional in-house instruction was given on key applications. Every staff member attended a two-hour refresher on Microsoft Windows 3.0. In addition, shorter classes on PC Mail and OnTime for Windows were offered.

Additional microcomputer software was purchased to enhance existing MConet applications. Microsoft Publisher and Visio were acquired to address straightforward graphics projects. QuickBooks has been added as a simple means to track library expenses. A copy of Procomm Plus for Windows was bought for accessing remote databases. And an upgrade for PeachTree was purchased for billing purposes.

Other useful software came "bundled" with the purchase of microcomputers, including Microsoft Visual Basic, a programming language, and Borland's Paradox, a database management system. Several small utilities have already been written or planned with Visual Basic, and the Circulation Department is using Paradox to help track computer-generated fine notices.

Some computer equipment has been purchased for educational purposes. A laptop computer, LCD projection panel and portable overhead projector were bought for instruction in the field. This equipment will allow any staff member to connect to Library resources from any site that has an existing telephone jack. The projector and panel give the capability of working with small groups in a classroom setting.

Preliminary work has been done on the purchase of a CD-ROM tower to run commercial databases over the network. The selected tower would allow up to 50 concurrent users to access as many as seven CD-ROM products. As necessary, additional towers of seven drives each can be "daisy chained" to the existing tower, ensuring that the system can grow as the Library expands its services.

Appendices

- **Combined Acquisitions Expenditures**
- **Glidden L. Brooks Award**

APPENDIX A

COMBINED ACQUISITIONS EXPENDITURES

<u>FISCAL YEAR</u>	<u>MONOGRAPHS</u>	<u>JOURNAL SUBSCRIPTIONS</u>
1984-85	\$52,272	\$312,156
1985-86	\$94,969	\$336,943
1986-87	\$84,512	\$384,813
1987-88	\$54,817	\$407,960
1988-89	\$16,441	\$371,575
1989-90	\$41,359	\$408,060
1990-91	\$19,551	\$458,839
1991-92	\$48,000	\$454,381
1992-93	\$26,721	\$426,252

APPENDIX B

GLIDDEN L. BROOKS AWARD

The Glidden L. Brooks Award is presented annually to the student who is distinguished by superiority in all phases of the curriculum as selected by the Promotions Committee.

The medal is named in honor of the first president of the Medical College of Ohio. Each one is constructed of gold and numbered. The medal was designed by Alan Melis of the Toledo Museum of Art.

Date	Name	No.
1972	Archival original and mock-up	1
1972	Glidden L. Brooks, M.D., President	2
1972	Paul Garrett, M.D. (first student recipient)	3
1973	Michael McIntosh, M.D.	4
1974	Michael B. Shannon, M.D.	5
1975	Craig T. Hopple, M.D.	6
1976	David Warrick, M.D.	7
1977	Jerrold Lemoine Smith, M.D.	8
1978	Thomas O. Milbrodt, M.D.	9
1979	Andrew Herschel Glassman, M.D.	10
1980	Mark Lowrence Lloyd, M.D.	11
1981	Richard Thomas Schlinkert, M.D.	12
1982	Jeffrey Stuart Ross, M.D.	13
1984	John Patrick Pigott, M.D.	15
1985	(stolen from Alan Melis)	16
1986	Christopher Lee Blanton, M.D.	17
1987	Frederick Arnold Bunge, M.D.	18A
	Matthew Phillip Bunyard, M.D.	18B
1988	David Eugene Custodio, M.D.	19A
	Thomas Gerard McAlear, M.D.	19B
1989	Janette Collins	20
1990	Kelly Schibler	21
1991	Brian Scott Miller	22A
	Todd Andres Scott	22B
1992	Kymberly Anne Gyure, M.D.	23
1993	William E. Hopkins, M.D.	24