Raymon H. Mulford Library

Annual Report

1997-1998

Medical College of Ohio

Director's Summary

This year's annual report is in a new format. It is designed to provide easy reading and quick access to the various components that comprise the services and operations of the Library and Educational Technology Services (ETS) divisions. Appearing for the first time are reports on "Cost Effective Strategies" and "Cross Collaboration" - components that had been difficult to break out in the past. Statistics that formerly populated most of the report are now displayed in boxes in each section.

The leading highlight of FY1997-98 was the creation of the Educational Technology Services division. It integrated the Computer Learning Resource Center, Media and Classroom Services Support, Graphic Design and Photography units under Jeffrey Jablonski, Ph.D. The other division, Library Services, is under Barbara McNamee, AMLS.

Further highlights include a number of enhanced student services and the assumption of formal teaching activities by the Library and ETS professionals who were newly appointed to the MCO faculty this year.

-David W. Boilard

Enhanced Services

A number of important service improvements were made for students and faculty. In particular, library hours were extended and personal assistance was expanded in both the Library and Educational Technology Services.

Library Services :

- **10 Pentium Public Workstations.** Public workstations in the Online Resources Room were upgraded to Pentiums and migrated to Novell IntranetWare and Windows 95. Open access to the World Wide Web is now provided on all stations.

- **Extended Library hours.** Library hours are now routinely extended until 1:00 a.m. during 1st and 2nd year exam periods. Regular hours are maintained until Boards are completed, at which time the summer schedule takes effect.

- **Improved Opening Procedures.** Library Circulation staff now arrives 1/2 hour before the library is scheduled to open in order to assure that the library is ready to receive patrons. Preopening duties include: booting up computers, warming up and testing photocopiers, opening the cash register, and checking and replacing light bulbs in study carrels.

- **Extended Reference Desk Hours.** Reference desk hours were extended until 7pm Monday through Thursday during the regular academic school year to better serve the student population.

- **Instituted Sixty Free Interlibrary Loans Annually.** At the request of faculty and students the interlibrary loan policy was changed from a monthly count to an annual cumulative count to more closely meet the needs of researchers and students during periods of intense research.

- **Initiated OhioLINK On-Site Borrowing.** Registered Mulford Library cardholders can now visit *any* OhioLINK library, including UT, BGSU and Owens and check books out immediately!

- **Rerouted CD-ROM Access.** Library workstations were rerouted from WINSERV for direct connections to the newest editions of full-text CD-ROM's via WINFRAME overcoming connection, currency and printing problems. Product currency was vastly improved as the Library's Digital Services Librarian took responsibility for loading updates.

- **Improved Journal Access.** Students in search of a *specific* journal volume can now see if the library holds it via the catalog before visiting the stacks. The collection was trimmed to a *strong working collection* when pre-1978 journals were transferred to the Regional Depository. Maintaining a regular binding schedule improved the likelihood that a specific issue would be available when researchers needed it.

- **Piloted a Journal Usage Focus Group.** A pilot project to review and improve the Library's serials collection and gain greater understanding of researchers' usage patterns with electronic journals, was carried out by the Head of Bibliographic Control. The Microbiology Department served as the initial focus group.

- **Distributed NOS Remote Access manuals.** The Library served as the distribution point for the Remote Access instruction manuals. This software is needed by MCO Staff to facilitate home access to resources such as OhioLINK, OSLER and the World Wide Web. Twenty manuals were made available beginning in June. Rarely was more than one manual in the Library at any time.

- **Added a Message Kiosk and a Bookdrop.** A kiosk was added to the fifth floor to advertise campus events. To increase convenience, a bookdrop was added to the Mulford Library Building first floor lobby to facilitate 24-hour return of library materials.

- **Held All Campus Student Focus Groups.** Three meetings were held to give students from all schools the opportunity to bring forward concerns about current Library and CLRC srvices.

- **Upgraded the OSLER Web Interface.** The Library continued to move to a completely Web-based environment by upgrading our Catalog to WebPAC 11 and redesigning portions of the OSLER WebPAC interface.

Library Services --Fast Facts:

- 20,524 interlibrary loan requests processed.
- 6,525 users were assisted by Information Services librarians at the Reference Desk
- 170,122 people used the facility

Educational Technology Services:

- **Created a one-stop-shopping area.** A faculty Instructional Support Center (ISC) in the basement of the Mulford Library Building was created to simplify the process for fulfilling the instructional needs of faculty. The ISC will serve as the central reception area for M/CSS, Photographic Services, and Instructional Graphics.

- **Replaced 45 computers in the CLRC.** Through the Academic Intranet OBR grant, all the old CLRC computers were replaced while increasing the number of total computers available for patron use to 50.

- **Increased the number of laser printers.** CLRC patrons now have four printers to serve them, an increase of two over the previous year.

- **Maintained uninterrupted patron service.** During the CLRC renovation project, the CLRC relocated to the Nursing Computer Lab in the basement of the Collier Building.

- **Increased patron services in the CLRC.** By creating a new permanent full-time staff position from two existing temporary part-time positions service to users of the CLRC was stabilized.

- **Provided photograph labeling.** This value-added service was developed by Photographic Services in conjunction with Instructional Graphics.

Educational Technology Services--Fast Facts:

- 4,243 work orders were processed by Media/Classroom Support Services, an increase of 18% from the previous year.
- Usage of video projectors increased by 20% and computer requests increased by 12%.
- VCR requests decreased by 10% and a TV monitor usage decreased by 12%.

Resources, Collections, and Technology

Library Services:

Electronic Journals & Databases-

The integration of electronic journal access took a giant step this year as we added a cornucopia of online subscriptions to our holdings including:

- **1,100 Elsevier Journals.** Via an OhioLINK site license activated in May 1998, over 1,100 titles published by Elsevier Science are now accessible on any campus computer. About 500 of these are in the life/health sciences.
- **Additional Databases.** Among the many new information products offered by OhioLINK in 1998 three important ones for Mulford library users were:
  - **Science Citation Index Expanded** (1990-Present)
  - **CIS Compass** (Congressional Universe)
  - **Lexis-Nexis Academic Universe**
- **Electronic "Companion" Subscriptions.** Bibliographic Control obtained free access with paid print subscriptions to 14 titles: *British Journal of Rheumatology, Carcinogenesis, EMBO Journal, Journal of Applied Physiology, Journal of Experimental Medicine, Journal of Histochemistry & Cytochemistry, Journal of Pharmacology and Experimental Therapeutics, Journal of the National Cancer Institute, Lancet, Molecular Pharmacology, Nephrology Dialysis Transplantation, New England Journal of Medicine, Nucleic Acids Research.* A paid subscription to the electronic *version of The Proceedings of the National Academy of Sciences USA was added.*
- **Exclusively on the Web**. The Library added *The Online Journal of Knowledge Synthesis for Nursing* to its electronic holdings.
- **New CD-ROMS.** *Harrison's Principles of Internal Medicine*, (14th ed.) and *HAPI: Health & Psychosocial Instruments* were added.

Print / Audiovisuals-

Despite the growing availability of reasonably priced, accessible electronic resources, print materials and audiovisuals continue to fill an important need in faculty research and student learning. Some needed additions to the collection included:

- **Laboratory Manuals.** The basic sciences/research portion of the book collection was enhanced with the addition of numerous volumes in two laboratory manual series: *Methods in Molecular Biology* series and *Practical Approach* series.

- **Audiovisuals.** The clinical portion of audiovisuals collection was enhanced with the addition of comprehensive *Slide Atlas of Clinical Medicine* (1,200+ slides with printed guides).

- **AIDS Materials.** A portion of the AIDS Grant was utilized to enhance the AIDS/HIV book and audiovisuals collections for both health professionals and consumers.

- **Usage Study**. Access Services conducted the first usage study of the *entire* journal collection (bound volumes as well as current issues). The study ran from September, 1997-June, 1998. Statistics from the study indicate that the current titles in the collection represent a strong core since each title now reflects high use.

- **Classics of Medicine.** 120 titles from the Classics of Medicine Series were catalaged and are now accessible in the Watterson Room with the Library's other special collections.

- **Consumer Information.** Twenty-two titles from *Health Reference Series* were added to the consumer health book collection. In addition to providing support for the development of patient education pieces, mch patients and their families can use the materials to better understand personal health problems.

Collections & Resources --Fast Facts:

- 444 serial titles (print and electronic) were added to the collection. Most of these were electronic Elsevier titles.
- The Library subscribes to 1399 serial titles. 592 of these are electronic.
- 18,207 items were circulated from the collection, down 10% from the previous year.
- 6,715 Reserves were circulated, an increase of 29% over the previous year.

OhioLINK Resources --Fast Facts:

- 2,721 book requests from OhioLINK libraries were delivered to MCO users.
- 2,017 items were loaned to other OhioLINK libraries.
- The current annual value of resources available thorough OhioLINK is $470,000.

Educational Technology Services:

Technology-

- **New Scanners.** Mac and PC graphic scanners were updated.

- **Standard software on workstations in the CLRC was updated.** Operating systems on all computers were updated to Mac OS 8.1 and Windows 95; Microsoft Office was updated on all Windows machines to Office 97 and on the Macs to Office 98; the old Pathworks email system was replaced with GroupWise.

- **35mm digital camera.** Photographic Services purchased new 35mm digital camera system to meet increasing patron needs for digital output.

- **Digital Clip-Art.** Instructional Graphics purchased a complete digital healthcare clipart library so that presenters could incorporate copyright-free images into their presentations.

- **Instructional Support Center Resources.** Mike Brun specified and purchased graphic hardware (scanner, color printer, graphics tablet, etc.), and graphics software packages for the new Instructional Support Center (ISC).

COLLECTION SIZE			
	FY 1997/98	**FY 1996/97**	**% CHANGE**
BOOKS	33,439	31,168	+7.3%
AUDIOVISUALS	172	160	+7.5%
CD-ROMS	8	7	14.2%
JOURNALS			
Total Subscriptions	1,421	1,032	
Total Volumes	107,593	* 95,502	+12.7%
TOTAL VOLUMES	**141,211**	**126,837**	**+11.3%**

***Estimated**

BOOK & NON-PRINT EXPENDITURES, 1996-1998			
	FY 1997/98	**FY 1996/97**	**% Change**
Books	$43,410	$35,403	+22.6%
Audiovisuals	$2,604	$2,781	-6.4%
CD-ROMs	$3,109	$3,703	-16.0%
TOTALS	*** $49,123**	**$41,887**	**+17.3%**

***includes $ 2,454 in AIDS grant expenditures**

BOOK & NON-PRINT ACQUISITIONS BY GENERAL SUBJECT, FY 1997/98				
	Items Purchased	**% of Total Purchases**	**Total Spent**	**% of Total Spent**
Clinical Sciences	310	52.7%	$28,554	58.1%
Basic Sciences	130	22.1%	$9,754	19.9%
Nursing	65	11.0%	$3,259	6.6%
Allied Health	40	6.8%	$2,175	4.4%
All Other	42	7.3%	$5,391	11.0%
TOTALS	**588**	**100.0%**	**49,123**	**100.0%**

JOURNAL EXPENDITURES, 1989-1998

FISCAL YEAR	AMOUNT SPENT	PERCENT CHANGE
1988/89	$371,575	
1989/90	$408,060	+9.8%
1990/91	$458,839	+12.4%
1991/92	$454,381	-1.0%
1991/93	$426,852	-6.1%
1993/94	$452,101	+5.9%
1994/95	$454,937	+0.6%
1995/96	$464,921	+2.2%
1996/97	$457,466	-1.7%
1997/98	$470,197	+2.7%
NET CHANGE	**+$98,622**	**+26.5%**

NUMBER OF JOURNAL SUBSCRIPTIONS, 1988-1998

FISCAL YEAR	NO. OF TITLES	PERCENT CHANGE
1988/89	2,082	
1989/90	1,787	-14.2%
1990/91	1,958	+9.6%
1991/92	1,810	-7.6%
1991/93	1,258	-30.5%
1993/94	1,277	+1.5%
1994/95	1,173	-8.1%
1995/96	1,044	-11.0%
1996/97	1,032	-2.0%
1997/98	1,421	+42.0%
NET CHANGE	**-629**	**-31.7%**

Education

Faculty from the Library and ETS greatly increased their formal and informal teaching activities during the year while still maintaining an aggressive schedule of specialized training programs and orientations.

Library Services:

- **IME Electives.** The Library offered two separate electives for years 1-2 and years 3-4, entitled "Biomedical Information, Retrieval, Organization and Storage." 23 students took the 2-week electives for credit.

- **Computers & Technology in Medical Education.** This elective was a collaborative effort between Library Information Services, Education Technology Services and the Center for Creative Instruction. The seven week elective for medical students (Yrs. I & II) covered the Academic Intranet, Internet communication, distance education, the WWW, PowerPoint, medical CD-ROM resources and telemedicine.

- **Internet Training.** The Library volunteered to take full responsibility for teaching the Internet class for all MCO faculty, staff and students, formerly taught by Information Systems. The class was revised from a 3.5 hour class to a five session series (four topical demonstrations and one hands-on workshop) to better accommodate the time constraints of busy faculty, students, health practitioners and support staff.

- **Distance Learning.** The Nursing school's first distance learning course included a two-hour session on information resources taught by Mulford's Education Librarian, Jolene Miller.

- **Database Support.** New training sessions were offered to support use of the recently acquired Science Citation Expanded and the OvidWeb software.

- **Academic Intranet** Library faculty member Jolene Miller, applied for and received an OBR grant to begin putting course content supporting the development of biomedical information skills on the Academic Intranet.

Educational Technology Services:

- ***Copyright Seminar.*** ETS sponsored a tele-seminar on copyright issues for faculty. Over 21 faculty attended.

- **Distance Education.** Media/Classroom Support Services provided technological support for MCO's first distance education class to BGSU's Firelands Campus for the School of Nursing.

- **Segue.** Instructional Graphics assisted in teaching Segue Author classes to faculty interested in publishing course materials on the Academic Intranet.

- **Graduate School Elective.** Dr. Jeff Jablonski taught "Computer Applications in Biomedical Research" to 10 graduate students.

Education & Training --Fast Facts:

- Over 1130 people were trained in over 300 contact hours, an increase of 47% over the previous year.
- 233 instructional sessions were held. An increase of 64% over the previous year.
- Library instructors were in training sessions for 289 hours – a 1400% increase over the previous year's 19 hours.

Library & CLRC Teaching/Training Activities
1997/98

Formal Teaching	Instructors	Where	Audience
Elective: COMP 702 ***Personal Information Management***	Marlene Porter, course director Jolene Miller Barbara McNamee Jonathan Hartmann	Library & CLRC	1-2 Yr. medical students
Elective: COMP 702 ***Personal Information Management***	Dave Boilard	Library & CLRC	3-4 Yr. medical students
Elective: SOMN 601 ***Informatics in Medical Education***	Dave Boilard, course director Jeff Jablonski Jonathan Hartmann Jolene Miller Marlene Porter (with assistance from CCI)	Library, CLRC &, CCI	1-2 Yr. medical students
Elective: IND 1660/860 ***Computer Applications in Biomedical Research***	Jeff Jablonski, course director	CLRC	Graduate students
Course: 40.602 ***Environmental and Occupational Health Research Methods***	Jeff Jablonski, course director	Classroom	Public Health students
Substance Abuse Disorders **course**	Dave Boilard, group facilitator Marlene Porter, group facilitator	Classroom	1st Yr. medical students & 2nd Yr. medical students

Informal Teaching	Instructors	Where	Audience
Sexually Trans. Diseases **(Dept. Family Medicine)**	Dave Boilard Marlene Porter (with Fam. Med. Residents)	Jones Junior High School	8th grade students
Residents' orientation	Jolene Miller	Classroom	Medical residents
MedReach, CD ROM use, information retrieval, OhioLINK	Jonathan Hartmann (P. Scheuer, V. Steiner)	12 groups at 9 NW Ohio sites	• AHEC preceptors, librarians, local health professionals • Health professionals in the Library's "AIDS network"

Skill s Training	Trainers	Where	Audience
Internet/World Wide Web	Marlene Porter Jolene Miller	Classroom	Faculty, staff, students
• **Databases, OhioLINK** • **Student orientatons**	Marlene Porter Jolene Miller Jonathan Hartmann	Library	• Faculty, staff, students • Medical, nursing, allied health, graduates, others
PowerPoint	Jeff Jablonski	CLRC	Students
Segue (Intranet) Training	Jeff Jablonski	Classroom	Faculty

Outreach Services

AHEC Activities-

- **MedReach.** The new MedReach (medical information outreach) system was inaugurated in September, 1997. MedReach includes access to the OhioLINK health sciences databases, the OSLER catalog and 5 full-text CD-ROMS (Maxx, STAT-Ref, Harrison's, QMR and Goodman & Gilman's Textbook of Pharmaceuticals).

- **AHEC Calendar of Events.** Outreach Librarian, Jonathan Hartmann, began maintaining the AHEC calendar of events.

- **AHEC Website.** The Outreach Librarian assisted in the development of the MCO AHEC Web site, and assumed responsibility for maintaining the Announcements portion of the site.

- **Visits.** Quarterly site visits to the AHECs at Bryan, Sandusky, Lima, and the Urban AHEC in Toledo continued.

- **Tutorials.** Jonathan Hartman continued to serve as the primary educator in the five week AHEC sponsored "Medical Applications of Computers" tutorials for rural physicians.

- **Equipment.** Outreach Services received a laptop to facilitate teaching and demonstrating the many resources available from the Mulford Library.

AIDS Grant-

- **NIH Award**. The Library received $25,000 from the National Library of Medicine to provide AIDS Information Services in Northwest Ohio.

- **Access to Resources.** Personal computers were configured and installed at three community based partner sites.

- **Training.** Eight project coordinators in Defiance, Fremont, Tiffin, and Lima were trained.

- **AIDS Web Site.** Library staff designed and compiled the content for the AIDS Info-Access for Northwest Ohio Web site.

Grant Proposals-

- Two additional outreach proposals were submitted in FY9798. One ($40,000) would extend the AIDS network. The other, ($185,000) would create a health information network for healthcare providers in Northwest Ohio.

Outreach – Fast Facts

Over 25 physicians were taught to search using MedReach.

62 physicians and 5 AHEC sites have access accounts for MedReach.

32 site visits were made covering 4250 miles.

396 people have used the AIDS Information Access Site.

Cross Collaboration

In the past year the Library has been committed to working with other MCO departments on mutual projects that would further the mission of the College, benefit our users, enhance resources, and improve access.

Library Services Division

- **Faculty Publications Database.** In collaboration with Research and Development (Dr. R. Douglas Wilkerson) and Information Systems [IS] (Dave Brubaker), Scott Lapinski and Jolene Miller improved the functionality of the Faculty Publications Database. Over 4120 records were linked to 1051 faculty names. A prototype was mounted on the MCO Intranet in June, 1998. On-going development continues.

- **Family Practice Center Library.** In August 1997, a library assistant, Linda Tillman, was hired to staff the Family Practice Center Library. Marlene Porter trained her and jointly supervises the assistant with Dr. John George. Services have been established to facilitate easier access to the Mulford Library collection for Family Practice staff.

- **Pediatrics UME21 Curriculum Planning.** Scott Lapinski assisted Dr. Puczynski in a proposal to incorporate Medical Informatics instruction into the core curriculum of 3rd year medical students. Topics for instruction, and a proposed course timeline and methodology for implementation were outlined.

- **OhioLINK Mini Grant Poposals.** In the second round of OhioLINK funding, Marlene Porter, Jolene Miller and Scott Lapinski assisted Drs. Edinger, Wahl and Travis on 3 separate grant proposals to develop local educational WWW sites, which would integrate OhioLINK resources.

- **AHEC Homepage.** Outreach Librarian, Jonathan Hartmann worked with the Center for Creative Instruction (CCI) staff (Ted Ronau, Paul Scheuer) , and AHEC staff (Victoria Steiner, Kathy Vasquez) to develop the MCO AHEC Web site.

- **Remote CD/Database Access for Preceptors.** Digital Librarian, Scott Lapinski, worked with Paul Scheuer at CCI to jointly administer WinFrame software on a Windows NT 3.51 server and networking of Library databases and CD-ROM's on a Windows NT 4.0 Workstation.

- **IS-NOS Migration.** In conjunction with Information Systems (IS), Scott Lapinski coordinated the NOS upgrade plan for twenty-five PC's and training for twenty library staff members. To ensure ongoing access to library specific hardware and the online catalog (OSLER) for all MCO staff, Mr. Lapinski and IS mutually tested systems with Novell for cross compatibility problems.

- **Henry Ford Hospital.** In partnership with Medical Education, the Library facilitated electronic access routes for four MCO third year medical students.

- **MCO Development Office FundRaiser.** On January 30, the Library served as the setting for an exhibit of the works of Alexandra Nechita.

- **"The Hunt for Ancient DNA."** In conjunction with the Archeological Institute of America-Toledo Society, the University of Toledo and the Library co-sponsored this lecture presented by Dr. Sloan R. Williams.

Educational Technology Services:

- **NBME Testing.** Jeff Jablonski and Ruth Jacobs assisted Carol Young by setting up a workstation in a library study room for students wanting to take practice pretests.

- **Classroom Redesign.** Martin Overholt designed a new classroom: Rm. 2300, Dowling Hall, and assisted in the redesign and renovation of Health Education Rooms 100, 103, 105, & 110.

- **Equipment Specifications Support.** A new PA System and audio router was specified for Dana Center; in support of Dr. Jane Evan's grant, an infant patient monitoring system was specified; and a video projection systems for Information Systems' training rooms in Dana and Ruppert Health Center was specified.

- **Documentation, Portraits, Events Coverage and Publications Support.** Photographic Services provided coverage and visual records of MCO activities and events such as: COSI, Toledo Zoo family night, the CMN Telethon, the Great Maumee River Duck Race, the Golf Tournament, Brighten a Child's Life, and MCO Graduation. Images were used in the MCO Annual Report photography Vision & Value Magazine and MCO Magazine. Yearbook coverage and portraits of residents and new faculty were taken. Construction project documentation was provided.

- **Rapid DNA Reporting.** Mike Brun, Instructional Graphics, created a format to facilitate rapid DNA data reporting for MCO Labs.

- **MCO Strategic Planning Conference.** Mike Brun created PowerPoint presentations used for MCO's Strategic Planning Conference.

- **Video Conference-Based Exit Interviews.** Media/Classroom Services supported video conference-based exit interviews for the Office of Student Financial Aid.

- **PA systems, Slide Projectors and Screens Installed.** Media/Classroom Support Services installed new equipment in Health Education Building Room 227 and Ruppert Health Center Room 009 for grand rounds.

Cost Effective Strategies

Creating ways of decreasing operational costs while increasing efficiency or service is an ongoing pursuit. This year Library and ETS managers initiated a variety of methods for accomplishing this. The greatest savings were realized in the Bibliographic Control department, enabling funds to be transferred from technical processing to collection development.

Library Services and Educational Technology Services

- **Internet access for OCLC requests.** The Library saved: $2,946 in telecommunication charges when Bibliographic Control and Interlibrary Loan took advantage of OCLC's new access route which is faster and more reliable. OCLC is used to process interlibrary loans and for cataloging. Upgrades in desktop machines, and the NOS migration facilitated this move. Sheryl Stevens, Head of Bibliographic Control is to be credited for launching these cost savings.

- **Distance Education.** Media/Classroom Support Services ordered a T1 line from SOMAC to save on distance education costs to the Firelands.

- **Binding Company Switches.** The Library saved $646 when a joint contractual agreement for bindery services between Heckman Bindery and libraries at MCO, University of Toledo, and Bowling Green State University began in the Fall, 1997.

- **Prepayment of Serials Renewal Invoice.** The Library received a credit of $5,656 when 1998 serial subscriptions were paid by July 15, 1997. As a result, we were able to purchase 7 titles that were frequently requested on interlibrary loan.

- **Reevaluated a Position and Redirected Resources.** Upon retirement of the Billing Assistant, the job was evaluated, reorganized, and changed to part-time. In so doing, we gained a part-time position for the Computer Learning Resources Center (CLRC) redirecting $12,740 in personnel costs and providing additional assistance to students using the CLRC in the evenings and on weekends. Dr. Jablonski was able to concentrate more time to managerial tasks.

- **Pay at pickup.** Costs and staff time associated with direct billing to individuals for fees incurred for an interlibrary loan or photocopied articles were reduced by instituting a policy of paying at the time of pickup.

- **Portable Barcode Reader.** Repair of this hardware and upgrading a portion of OSLER catalog software has greatly reduced the time needed by Interlibrary Services staff to record statistics on "in-house" materials use. Streamlining the process permitted staff to broaden the Journal Usage Study and track both current and bound journal usages, reshelve journals more rapidly and provide accurate statistics.

Facilities

Library Services:

- **Elevators.** Renovation on the Mulford Library elevators began in December, 1997, and continued through the remainder of the fiscal year. Beginning in April, 1998, users were without elevator access to Sixth Floor North. When completed, the elevators will be ADA compliant.

- **Loss of Third Floor Cataloging, Billing, Systems and Processing Area.** In May, 1998, two Library Departments, Bibliographic Control and Digital Services moved from the third floor to temporary offices on the fifth floor. The Library lost 1986 square feet of staff space on the third floor and 1309 square feet of student study space on the fifth floor. Renovation of new fifth floor office space continued through the remainder of the fiscal year.

- **Photocopy Renovation.** Using Capital Project money, two Photocopy Rooms were combined to create one large area, facilitating multiple machine access for users, creating new traffic patterns to ease noise near study carrels and improving air flow.

- **Restrooms.** In July, 1997, Fifth Floor restrooms were renovated to achieve ADA compliance.

- **Sixth Floor South Planning.** To meet current student needs for group project work space, and in preparation for increased group study space related to curriculum revisions, plans were proposed to the Dean to reutilize the Sixth Floor South. Unutilized storage shelving was dismantled and redistributed to a state supported university. Materials of historical significance were relocated.

Educational Technology Services:

- **Instructional Support Center.** Jeff Jablonski and the ETS staff created, designed and oversaw the construction of a faculty Instructional Support Center (ISC) in the basement of the Mulford Library Building. This facility will simplify the process for fulfilling the instructional needs of faculty by creating a one-stop-shopping area. The ISC will serve as the central reception area for M/CSS, Photographic Services, and Instructional Graphics. (The facility was nearing completion at the end of FY9798.)

- **Computer Learning Resource Center** The facility was completely remodeled with new wall coverings, paint, carpeting, tile, and removal of the old central office area. The remodeling project also included increasing the size of the help desk area, the patron printing area, rearranging the patron computers in a more functional way, and cleaning up/removing all the old unused electrical wiring and network cabling.

Personnel:

- **Faculty Assignments.**
  Seven Library/ETS professionals were appointed to the MCO faculty this year (the director was appointed to Family Medicine in FY 1992). Their appointments are in the following departments:

  Jonathan Hartmann - Medicine
  Jeffrey Jablonski - Public Health
  P. Scott Lapinski - Pediatrics
  Barbara McNamee - Occupational Therapy
  Jolene Miller - Physicians Assistant
  Marlene Porter - Family Medicine
  Sheryl Stevens - Nursing (school)

- **Digital Services Librarian.** When the Computer Services Librarian position became vacant in July, 1997, we took the opportunity to update the position to reflect the evolution in electronic resources that has taken place in libraries since 1992 when the original position was created. Beyond responsibilities for the online catalog and library hardware, the new role emphasizes collaborative digital information projects with other library departments, campus systems departments and academic departments and development of the Library's Web page and services. The position was filled in December, 1997.

- **CLRC Staffing.** Two part-time positions were consolidated into one full-time position for more consistent staffing and effective recruiting.

Trends in Library and Educational Technology Services:

- Entrance Gate counts show a 63% decline over a five-year period reflecting improved electronic access on campus to information resources and library services via the Library's homepage, OhioLINK, and the Web.

- Over the past 7 years, the serial collection has decreased by 50% due to annual inflation rates.

- Library borrowing/lending rates in the OhioLINK community are nearing a 1/1 ratio.

- Instruction sessions, number of trainees and number of instructor time in class activities are growing dramatically.

- The juxtaposition of "traditional " classroom audiovisual requests vs. computer technology requests demonstrates that more faculty are moving toward digital classroom presentations.

- Interlibrary loan requests, primarily for journal articles, have increased on an average of 3% annually for the last five years.

- The cost of supplying articles via interlibrary loan has increased by 75% since 1994.

Goals for FY 1999

- **Launch the new Educational Technology Service**

  The renovation of the ETS office space in Summer 1998 will form the physical site for a one-stop service. Brochures will be created and the service promoted. Challenges include staff integration, job cross-training, coordination and supervision of Service activities, and promotion of collaboration with related units, such as the Center for Creative Instruction.

- **Initiate the professional development plan for Library and ETS faculty**

  The plan focuses on career progress, self-development, and on the knowledge and skills necessary for effective job performance in the 21st century. Components consider the service, teaching and research expectations of the individual academic departments in which the professionals are appointed.

- **Form a foundation for the next library strategic plan**

  Most of the goals of the first strategic plan, devised for the period 1995 – 2000, have been accomplished. New strategic directions will be considered and a planning structure formulated.

- **Pursue the integration of the Library and ETS into medical informatics**

  Opportunities will be pursued, and where possible initiatives created, for integration into various areas of medical informatics, to include whatever clinical system linkages become possible.

- **Pursue the strategic goal of making the Mulford Library the pre-eminent health information provider in NW Ohio**

  Activities will include fine tuning remote access to the library for AHEC preceptors, expanding access to include Family Medicine preceptors, continuing development of the library's HIV/AIDS information network, and initiating library services to health professionals serving Hispanic populations.

- **Develop and initiate Support Staff development plan**

  Objectives include the educating and training staff in the knowledge and skills necessary for effective job performance, the promotion of creative thinking for problem solution, job cross training, and support for career advancement in library work.

Appendices

Raymon H. Mulford Library

Expenditures for Fiscal Year 1997/98

	State Account 03100	External User Fee 961310	Foundation Account 774038	Friends of the Library 774A38	Total Expenditures
Beginning Balance	**$1,523,412**	**$18,027**	**$2,754**	**$777**	**$**
100 -Salaries	$727,403	$18,126	0	0	$745,529
200 - Fringe Benefits	$155,099	$ 2,657	0	0	$157,756
Payroll Accrual	$ 7,064	($581)			$6,483
TOTAL PERSONNEL	**$889,566**	**$20,202**			**$909,768**
300 - Supplies	$13,617	$1,327	0	0	$14,944
400 - Travel & Entertainment	$ 5,145	$15,188	$910	0	$21,243
500 - Info & Communication	$560,526	$1,622	$83	0	$562,231
**Library Crosscharge Account*	*$(5,040)*				$(5,040)
600 - Outside Services	$50,217	$400	0	0	$50,617
700 - Miscellaneous	$ 0	$855	0	0	$855
900 - Equipment	0	$2,122	0	0	$2,122
990 - Transfer	0	0		0	0
TOTAL OPERATING	**$624,465**	**$21,514**	**$993**	**$0**	**$646,972**
TOTAL EXPENDITURES	**$1,514,031**	**$41,716**	**$993**	**$0**	**$1,556,740**

*The library is authorized to charge expenditures to its operating budget equal to the balance in the Crosscharge (031010) account.

Educational Technology Services

Expenditures for Fiscal Year 1997/98

	Computer Learning Resource Center 03365	MeDesign 030250	Media Classroom Support Services 108010	Photography Services 108030	Total Expenditures
Beginning Balance	**$213,700**	**$52,784**	**$198,993**	**$151,946**	
100 -Salaries	$157,917	$30,454	$142,313	$96,202	$426,886
200 - Fringe Benefits	$37,588	$8,917	$34,570	$24,845	$105,920
Payroll Accrual	$355	$2,304	$1,162	$3,008	$6,829
TOTAL PERSONNEL	**$195,860**	**$41,675**	**$178,045**	**$124,055**	**$539,635**
300 - Supplies	$26,094	$6,863	$17,944	$7,569	$58,470
400 - Travel	$50	$940	$2,630	$942	$4,562
500 - Info & Communication	$529	$850	($8,099)	($41,828)	($48,548)
600 - Outside Services	$1,341	$160	$1,955	$828	$4,284
700 - Miscellaneous	0	$478	$88		$566
900 - Equipment	0	0	0		
990 - Transfer	0	0			
TOTAL OPERATING	**$28,014**	**$9,291**	**$14,518**	**($32,489)**	**$19,334**
TOTAL EXPENDITURES	**$223,874**	**$50,966**	**$192,563**	**$91,566**	**$558,969**

LIBRARY ADVISORY COMMITTEE

FY 1997-98

Keith Crist, Ph.D. (Chairman)

Kathryn Boehm, M.D.

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

Ray Brinker, M.D.

Nicholas Chiaia, Ph.D.

Jeffrey Jablonski, Ph.D. (ex-officio)

Wun Jung Kim, M.D.

Barbara McNamee, A.M.L.S. (ex-officio)

Dennis Metzger, Ph.D.

Barbara Kopp Miller, Ph.D.

George Nowacek, Ph.D.

Binesh Patel (medical student)

Linda Pierce, R.N.C., M.S.N.

Mark Rayport, M.D., Ph.D.

Diane Younker (graduate student)

Meeting Dates:
August 26, 1997
November 12, 1997
February 9, 1998
June 8, 1998

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

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, A.M.L.S.

Drs. Ralph Rosenberg & Hilda Slivka (members)

John Wall, Ph.D.

MCO/UT Federal Credit Union

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

William T. Gunning, Ph.D.
Toledo, Ohio

John M. Howard, M.D.
Toledo, Ohio

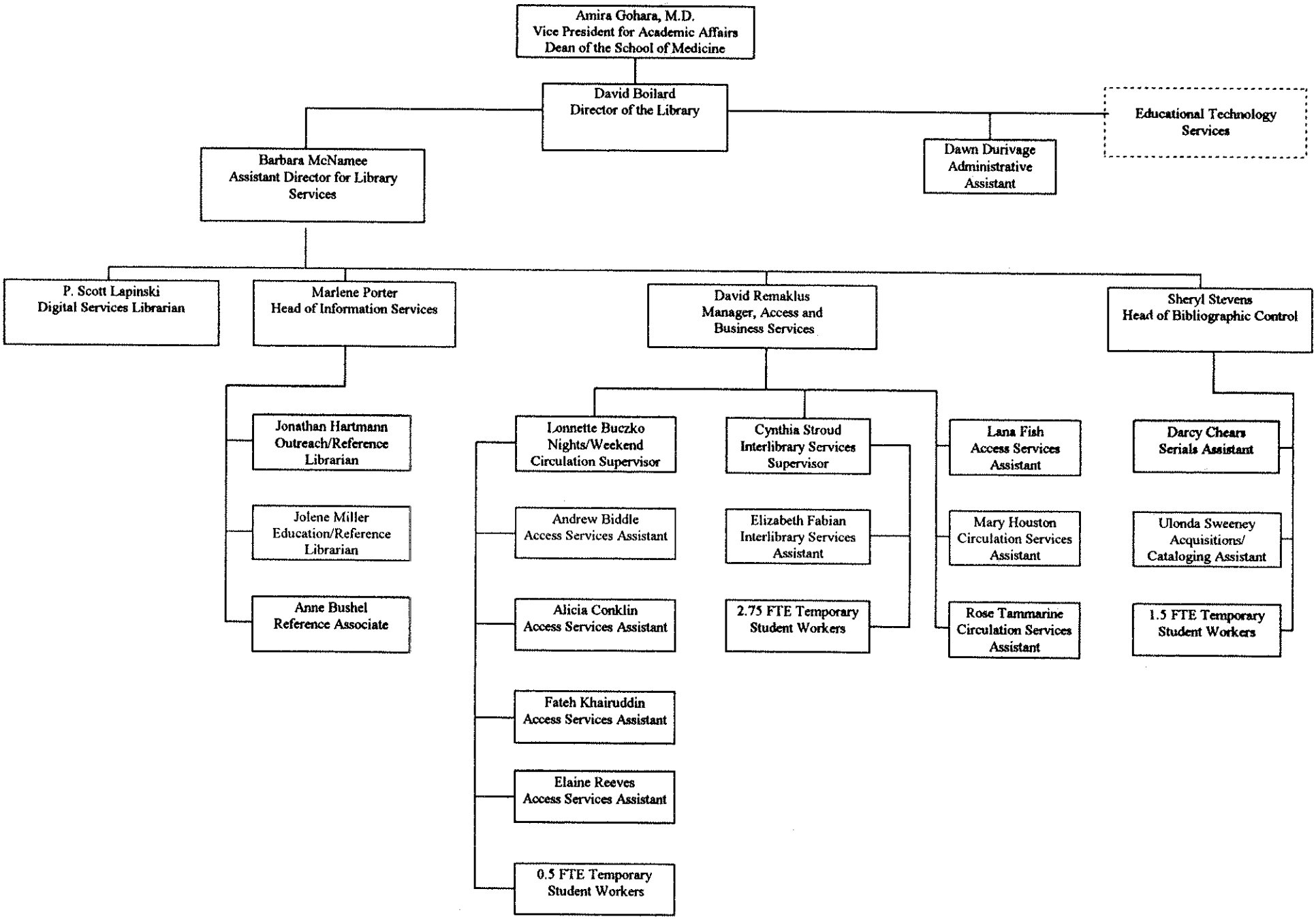
Julie Jepsen Thomas, Ph.D., OTR/L
Toledo, Ohio

Anthony A. Miller, M.Ed., PA
Toledo, Ohio

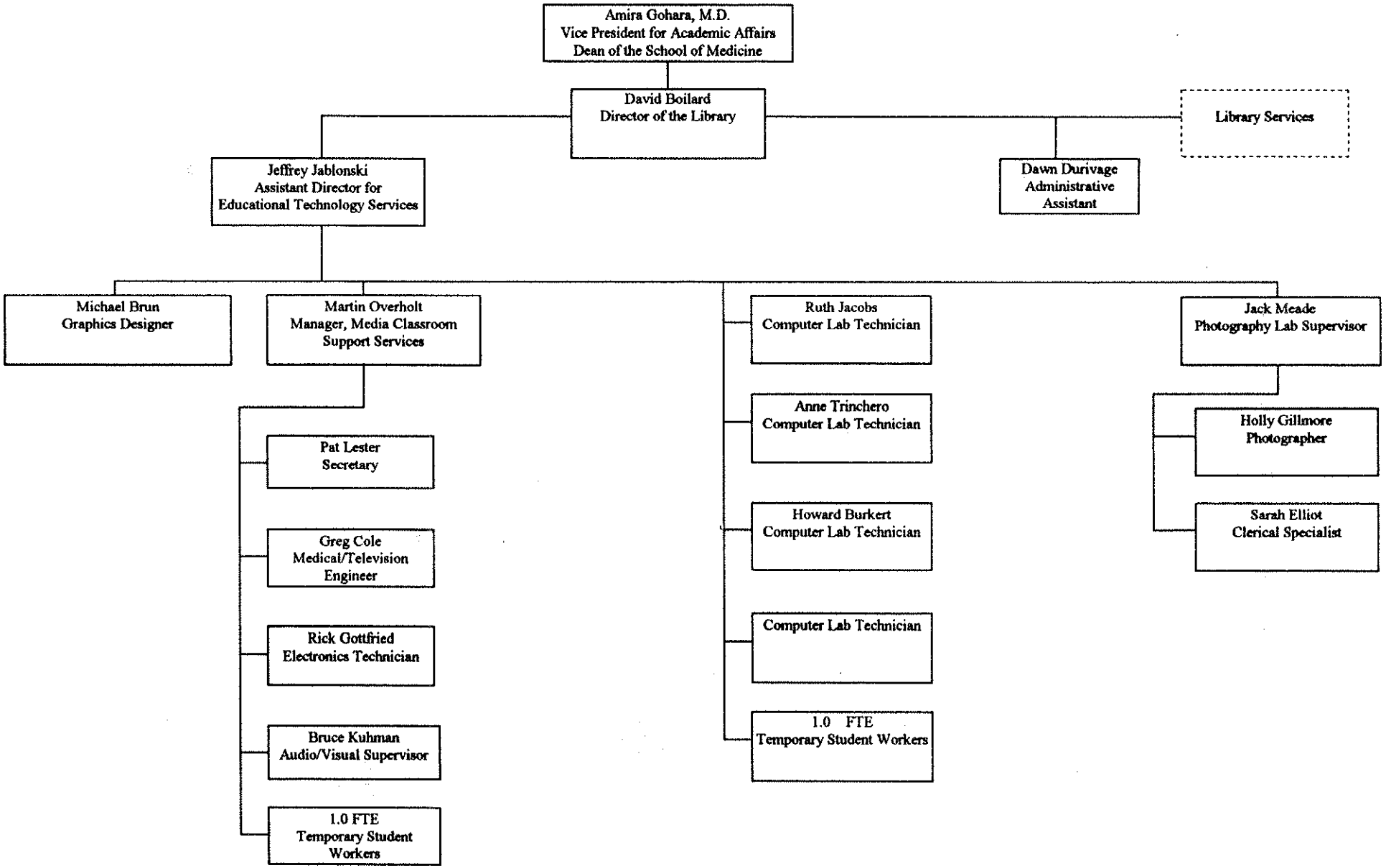
James G. Ravin, M.D.
Toledo, Ohio

Drs. Walter and E. Dorinda Shelley
Grand Rapids, Ohio

Raymon H. Mulford Library
Organization Chart
June 30, 1998



Educational Technology Services
Organization Chart
June 30, 1998



RAYMON H. MULFORD LIBRARY STAFF

Effective June 30, 1998

Name	Service Date
Administration:	
David W. Boilard, A.M.L.S. Director Assistant Professor - Department of Family Medicine Adjunct Assistant Professor, School of Allied Health	October 8, 1991
Dawn F. Durivage, BBA Administrative Assistant	June 7, 1993
Library Services:	
Jonathan Hartmann, M.L.S. Outreach/Reference Librarian Instructor, Department of Medicine	January 3, 1994
P. Scott Lapinski, M.S. Digital Services Librarian Instructor, Department of Pediatrics	December 1, 1997
Barbara A. McNamee, A.M.L.S. Assistant Director for Library Services Instructor, Department of Occupational Therapy	February 12, 1996
Jolene Miller, M.L.S. Education/Reference Librarian Instructor, Physician Assistant Department	November 1, 1995
Marlene A. Porter, M.L.S. Head of Information Services Instructor, Department of Family Medicine	April 29, 1992
David Remaklus, M.B.A. Manager of Access & Business Services	July 18, 1988
Sheryl R. Stevens, M.S.L.S. Head of Bibliographic Control Instructor, School of Nursing	September 1, 1993
Andrew Biddle Access Services Assistant (.50 F.T.E.)	August 3, 1996
Lonnette Buczko Nights/Weekends Circulation Supervisor	October 11, 1996

Anne Bushel, M.I.L.S. — July 22, 1974
Reference Associate

Darcy Chears — October 20, 1997
Serials Assistant

Alicia Conklin (.50F.T.E.) — October 23, 1997
Access Services Assistant

Elizabeth Fabian — December 7, 1986
Interlibrary Services Assistant

Lana Fish — February 2, 1995
Access Services Assistant (.50F.T.E.)

Mary Houston — October 5, 1971
Circulation Services Assistant

Fateh Khairuddin (.50F.T.E.) — September 1, 1997
Access Services Assistant

Elaine Reeves (.50F.T.E.) — April 8, 1998
Access Services Assistant

Cynthia Stroud, M.A. — August 19, 1996
Interlibrary Services Supervisor

Ulonda Sweeney — January 13, 1997
Acquisitions/Cataloging Assistant

Rosemary Tammarine — June 1, 1970
Circulation Services Assistant

Educational Technology Services:

Howard Burkert (.50F.T.E) — April 13, 1998
Computer Lab Technician

Michael Brun, M.S.A. — September 6, 1988
Graphics Designer

Greg Cole — May 14, 1975
Medical/Television Engineer

Rick Gottfried — April 22, 1981
Electronics Technician

Jeffrey J. Jablonski, Ph.D. — January 12, 1988
Assistant Director of Educational Technology Services
Assistant Professor, Department of Public Health
Adjunct Assistant Professor, Graduate School

Ruth Jacobs, A.E.E.T. Computer Lab Technician	September 6, 1994
Bruce Kuhman Audio/Visual Supervisor	September 28, 1978
Patricia Lester Secretary II	August 9, 1982
Martin Overholt Manager, Media Classroom Support Services	April 21, 1980
Anne Trinchero, M. Ed. Computer Lab Technician	May 18, 1976

RAYMON H. MULFORD LIBRARY
STAFF CHANGES

Library Services Division and Educational Technology Services Division

Lonnette Buczko was promoted to Nights/Weekend Circulation Supervisor October 1997
Howard Burkert was hired as Computer Lab Technician in the CLRC April 1998
Susan Champion retired as Billing Assistant October 1997
Darcy Chears was hired as Serials Assistant for Bibliographic Control October 1997
Alicia Conklin was hired as Access Services Assistant October 1997
Lana Fish was promoted to LMTA2 Access Services Assistant March 1998
James Garrett resigned as Computer Services Librarian July 1997
Viviane Kazan resigned as Access Services Assistant August 1997
Fateh Khairuddin was hired as Access Services Assistant September 1997
Mahmoud Mohamed resigned as Computer Lab Technician June 1998
Geetha Raj resigned as Access Services Assistant October 1997
Elaine Reeves was hired as Access Services Assistant April 1998

Student Staff:
Haris Achuthan was hired for CLRC June 1998
William Benoit was hired for Interlibrary Services February - June 1998
Mark Fajardo was hired for Interlibrary Services May 1998
Allison Glauser was hired for Interlibrary Services June 1998
Emil Gravell resigned from Interlibrary Services July 1997
Karen Kasinicky resigned from Bibliographic Control June 1998
Joseph Krugh was hired for Interlibrary Services August 1997
Joel Milliner was hired for Circulation Services January - May 1998
Kevin Odey resigned from Interlibrary Services July 1997
James Patrick resigned from the CLRC May 1998
Kenya Reeves was hired for Interlibrary Services October 1997 - January 1998
Kristal Richardson was hired for Circulation Services January 1998
Nathan Russell was hired for Interlibrary Services November 1997 - June 1998
Lisa Schumaker was hired for Interlibrary Services August 1997
Basem Shlewiet was hired for Circulation Services December 1997
Jennifer Swantek resigned from Interlibrary Services May 1998
Tiffany Taylor was hired for Interlibrary Services September - October 1997
Adrienne Vascik was hired for Circulation Services February - May 1998
Steve Vojtko was hired for CLRC November 1997
Timothy Wayde Winter was hired for Interlibrary Services May 1998

STAFF ACTIVITIES

Administration:

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

Memberships and Committees

- Medical Library Association (MLA)
  - Academy of Health Information Professionals: mentor for three Librarians
  - Doctoral Fellowship Jury - member
- Midwest Chapter of the Medical Library Association
  - Ad Hoc Committee on Award for Achievement - Chair
- Greater Midwest Chapter of the National Network of Libraries of Medicine
  - Oversite Committee - member
- American Medical Informatics Association
- Ohio Health Science Library Association
- OhioLINK
  - Library Advisory Committee
- Health Science Librarians of Northwest Ohio
- Toledo Area Library Association
- Medical College of Ohio
  - College
    - Institutional Informatics Committee
    - President, Faculty Club
  - Medical School
    - Curriculum Committee (ex officio)
    - Curriculum Committee for Years 1-2 (ex officio)
    - Interviewer, Medical Student Applicants
    - New Programs & Technology Subcommittee (Academic Strategic Plan)
    - Selection Committee, Center for Classroom of the Future

Activities and Continuing Education

- Instructor, "Personal Information Management" (2 hr.) 1-2 Yr. medical elective
  - "Personal Information Management" (6 hr.) 3-4 Yr. medical elective
  - "Computers & Technology in Medical Education" (2 hr.) 1-2 Yr. medical elective
  - "Interdepartmental Seminar Series" (1 hr) MCO Research Office
  - "Sexually Transmissible Diseases" (2 hr.) Jones Junior High School (Dept. Family Medicine)

Facilitator, "Substance Abuse Disorders" course (6 hr. School of Medicine)
Attended Annual Meeting of the Midwest Chapter of MLA, Des Moines, IA -September 1997
Attended Annual Meeting of AAMC and Association of Academic Health Science Library Directors, Washington D.C. - November 1997
"Writing for Publication" CE course, February, 1998
Attended Annual Meeting of MLA, Philadelphia, May, 1998
"Evidence-Based Medicine" CE course, Philadelphia, May, 1998

Presentations, Publications, Grants
Boilard D, et al. "*The Human Dakota Project: Corporate Culture in a Professional Organization*" (Web poster) presented at the 97th Annual Meeting of the Medical Library Association - Philadelphia, May 1998
Funded: "AIDS Info-Access for Northwest Ohio," $35,000 award, National Library of Medicine (NLM)
Submitted: "Health Information Network for NW Ohio," $185,000 to NLM
Submitted: "AIDS Info-Access for Northwest Ohio – Phase 2" $40,000, NLM

Dawn Durivage, Administrative Assistant
Activities and Continuing Education
MCO Information Systems Classes:
Windows 3.11 for NOS Migration - April 1998
Advanced Word Excel - April 1998
Appointed to the Human Resources, Employment Process Redesign Team - June 1998

Library Services Division

Jonathan Hartmann, M.L.S., Reference/Outreach Librarian
Instructor, Department of Medicine
Memberships and Committees
Medical Library Association
Academy of Health Information Professionals - Provisional Member
Medical Library Association Ad Hoc Committee on Achievement Award
Midwest Chapter of the Medical Library Association
Ohio Health Sciences Library Association
Health Sciences Librarians of Northwest Ohio
Medical College of Ohio
Faculty Club

Activities and Continuing Education

National AHEC Workshop, San Antonio, TX – August 1997
Ohio Health Sciences Librarians Association Fall Meeting, Columbus, OH – October 1997
"Health Sciences Web Resources for the Novice User," CE course, Columbus, OH – October 1997
"Universal Service: Encouraging the Growth of Telehealth in Rural Areas," Satellite Broadcast, Toledo, OH - November, 1997
"Models of Adult Learning & Studies of Expertise," Faculty Development Seminar, Toledo, OH – November 1997
"Writing for Publication," CE course, Toledo, OH – February 1998
"Making the Transition: Converting to PubMed and Internet Grateful Med to search NLM's Databases," CE course, Ann Arbor, MI – March 1998
Ohio Higher Education Computing Conference, Columbus, OH – April 1998
"The Digital Library: an Oxymoron?," MLA/NLM Teleconference, Toledo, OH – May 1998
Medical Library Association Annual Meeting, Philadelphia, PA - May 1998
"Evidence-Based Medicine for Librarians: Panning for Gold," CE course, Philadelphia, PA - May 1998
"Advanced Excel," Information Systems training, Toledo, OH – May 1998
"Advanced Word," Information Systems training, Toledo, OH – June 1998

Presentations, Publications, Grants

"The MedReach Project: AHEC Medical Information Outreach System," paper presented with Dr. Victoria Steiner at the Ohio Higher Education Computing Council Conference, Columbus, OH – April 1998
"Medical Applications of Computers for Rural Physicians," paper presented at the Medical Library Association Annual Meeting, Philadelphia, PA - May 1998
Nursing/Allied Health/Medical Student Orientations (total: 10), August – September 1997
Taught OSLER/MEDLINE/CINAHL/SCI Classes (total: 14), August 1997 – May 1998
Taught "AHEC Preceptor Day – Medical Informatics; Case Study," September 1997
Taught "Medical Applications of Computers," (Tutorial) Sandusky, OH – September – October 1997
Taught "CD-ROMs: Harrison's Plus, QMR, MAXX, Stat-Ref!," – January, 1998
Taught "Medical Applications of Computers," (Tutorial) Lima, OH – March - April 1998

Taught "Computers & Technology in Medical Education – CD-ROMs," April 1998
"MedReach: Medical Information Outreach System," (Demonstration) Bellevue, OH – April 1998

P. Scott Lapinski, M.S., Digital Services Librarian
Instructor, Department of Pediatrics

Memberships and Committees

American Society of Information Science (ASIS)
Midwest Chapter of the Medical Library Association
OhioLINK
Lead Implementers Committee

Activities and Continuing Education

"SGML and Encoded Archival Description (EAD)," sponsored by the Society of American Archivists, Northampton MA, September 1997
"Writing for Publication", sponsored by the Medical Library Association, February 1998
"Advanced Features of GroupWise", sponsored by Abacus II, March 1998
Dataware search interface training, sponsored by OhioLINK, June 1998
"Access97", sponsored by MCO and North Shore Innovations, June 1998

Barbara A. McNamee, A.M.L.S., Assistant Director for Library Services
Instructor, Department of Occupational Therapy

Memberships and Committees

Medical College Hospitals Information Management Committee
Health Sciences Librarians Northwest Ohio (HSNLO)
HSNLO Journal Club
Medical Library Association (MLA)
Mid-Continental MLA (MC/MLA)
American Medical Informatics Association (AMIA)

Activities and Continuing Education

1997 Joint Commission Videoconference Series, "Integrating Information Management Across the Healthcare Organization, Medical College Hospitals, July 8, 1997.
"Kaleidoscope," Midwest Chapter MLA Regional Meeting, Des Moines, Iowa, September 27-30, 1997
HealthWeb Participant Meeting, Des Moines, Iowa, September 26th, 1997
"Copyright Issues on the Internet," sponsored by Educational Technology Services, Medical College of Ohio, April 20, 1998

National Library of Medicine/Medical Library Association teleconference, "The Digital Library: An Oxymoron?" teleconference site coordinator, Raymon H. Mulford Library, Medical College of Ohio, May 12, 1998.

OhioLINK DatawareTraining, Bowling Green State University, Bowling Green, Ohio, June 11, 1998

"Writing and Speaking for Excellence," sponsored by Medical College of Ohio, Division of Continuing Education, June 25, 1998. (6 contact hours)

Jolene M. Miller, M.L.S., Reference/Education Librarian
Instructor, Physician Assistant Department

Memberships and Committees

Academy of Health Information Professionals - Provisional Member
American Library Association
Association of College and Research Libraries
Health Sciences Librarians of Northwest Ohio
Medical College of Ohio
Academic Intranet Student Orientation Subcommittee
Medical Library Association
Credentialing Committee
Research Section Awards Committee
Midwest Chapter of the Medical Library Association

Activities and Continuing Education

"Library Instruction on the Web" class, Kent, OH - July 1997
MCO "Stress Management" class, Toledo, OH - August 1997
MC/MLA Annual Meeting, Des Moines, IA - September 1997
OhioLINK ISI (Science Citation Index) training, Bowling Green, OH - October 1997
OhioLINK CIS Compass training, Bowling Green, OH - November 1997
MCO Faculty Development Seminar, Toledo, OH - November 1997
UT "Introduction to Educational Research" course, Toledo, OH – January through May 1998
MCO Lecture by Dr. Joseph Graves, Toledo, OH – January 1998
"Writing for Publication" continuing education class, Toledo, OH – February 1998
"Copyright Issues on the Internet" teleconference, Toledo, OH – April 1998
"Using the Web to Enhance the Classroom" teleconference, Toledo, OH – April 1998
"Digital Library: An Oxymoron?" teleconference, Toledo, OH – May 1998
UT "Adult Development" course, Toledo, OH – May through June 1998

Medical Library Association Annual Conference, Philadelphia, PA - May 1998
MCO Segue Author training, Toledo, OH – June 1998
OhioLINK Dataware training, Bowling Green, OH – June 1998
MCO Faculty Development Seminar, Toledo, OH – June 1998
Health Sciences Librarians of Northwest Ohio Meeting, Toledo, OH - June 1998

Presentations, Publications, Grants

Training in OSLER/MEDLINE/CINAHL/SCI for MCO (Total: 14) – July 1997 through June 1998
Resident Training (Total: 4) - July 1997, June 1998
New Student Tours (Total: 17) - August through October 1997
Presentation for MCH Nurses' Professional Development group – July 1997
Information Management Elective (Total: 11 blocks) for MED4 – August 1997 through May 1998
Presentation for "Computer Applications in Biomedical Research" class – August 1997
Presentation for NUR 459, "Research Methods in Nursing" – September 1997
Presentation for 03.655, "Journal Paper Review in Biochemistry" – September 1997
MCO Internet Class (Total: 6) – October 1997 through May 1998
Presentations for PT 410, "Research in Physical Therapy," class – October 1997
Presentation for 40.602, "Environmental and Occupational Health Research Methods" – February 1998
Presentation for 20.651, "Basic Sciences Interdepartmental Seminar" – April 1998

Marlene A. Porter, M.L.S., Head of Information Services
Instructor, Department of Family Medicine

Memberships and Committees

Medical Library Association (MLA)
Midwest Chapter of the Medical Library Association
Academic Library Association of Ohio
Ohio Health Sciences Library Association (OHSLA)
Communications Committee
OhioLINK
Library Advisory Council
Enriching Records Task Force
User Services Committee
Chairperson

Dataware Trainer Selection Committee
Dataware Training Subcommittee
Health Sciences Librarians of Northwest Ohio (HSLNO)
President
Medical College of Ohio
Faculty Club

Activities and Continuing Education

Newsletter Editor, *Books & Bytes*, Mulford Library - 1997-98
MCO Voice Mail class – November 1997
MCO Faculty Development Seminar – Adult Learners – November 1997
Interviewed candidates for OhioLINK Communications Manager, Columbus, OH – November 1997
MCO Family Medicine Retreat – December 1997
OhioLINK All Directors Meeting, Columbus, OH – January 1998
Conference for Women, Toledo, OH – January 1998
"Writing for Publication", MLA CE course, Toledo, OH – February 1998
OHSLA Spring Meeting, Columbus, OH – April 1998
ProCite/Reference Manager Training, Columbus, OH – April 1998
MCO Windows95 Training – April 1998
MCO Word97/Excel97 Training – April 1998
MCO PowerPoint97 Training – April 1998
MLA Annual Meeting, Philadelphia, PA – May 1998
"Epidemiolgy & Survey Design for Health Services Research", MLA CE course, Philadelphia, PA – May 1998
OhioLINK Dataware Training, Bowling Green, OH – June 1998
HSLNO Spring Meeting, Toledo, OH – June 1998

Presentations, Publications, Grants

Bibliographic Management Software presentation for the *Computer Applications in Biomedical Research* MCO graduate student course - July 1997
Internet presentation for the *Computer Applications in Biomedical Research* MCO graduate student course - August 1997
MCO Internet Classes – October-December 1997, January, March-May 1998
Library WWW services presentations – November 1997
Training in OLSER/MEDLINE/CINAHL for MCO - September-October 1997,
Medical and Nursing Student Tours – August & September 1997
New Faculty Orientation Library Presentation - September 1997
Information Management Elective, Year IV – August-October, December 1997, January-May 1998
Information Management Elective, Year I & II – March-April 1998

Substance Use Disorders facilitator – September 1997, January-February 1998
Evaluating Internet Resources for the *Computers & Technology in Medical Education* – February 1998
Library tour for perspective Family Medicine faculty – March 1998
Community Oriented Primary Care Program, Jones Junior High, Toledo, OH – April 1998
Family Medicine Summer Preceptorship Orientation Library Presentation – May 1998
Submitted proposal for *Information Services Outreach to Health Professional Serving Hispanics in the Northwest Ohio Region* to NLM – June 1998

David Remaklus, M.B.A., Manager of Access and Business Services

Memberships and Committee

OhioLINK Intercampus Services

Activities and Continuing Education

OhioLINK Pcirc Meetings
"Hiring & Firing within the Law" Whiting & Associates workshop, Toledo, OH - May 1998

Sheryl R. Stevens, M.S.L.S., Head of Bibliographic Control
Instructor, School of Nursing

Memberships and Committees

Medical Library Association
Academy of Health Information Professionals, Distinguished Level
Nursing and Allied Health Section
Technical Services Section
Midwest Chapter/Medical Library Association
Executive Board Member
Publications Committee Chair
Ohio Health Sciences Library Association
Health Sciences OCLC Users Group
OhioLINK Database Management Committee
OhioLINK Cooperative Information Resources Management Committee
Medical College of Ohio, School of Nursing, Faculty Affairs Committee

Activities and Continuing Education

Midwest Chapter/Medical Library Association
Newsletter Editor, 1997-98
Executive Board Meeting, Chicago, IL - March 1998

OhioLINK Database Management Standards Committee meetings, Columbus, OH – September 1997, April 1998

OhioLINK Cooperative Information Resources Management Committee meetings, Columbus, OH – October, 1997, February 1998, May 1998

"Knowledge Access Management: Tools and Concepts for Next-Generation Catalogers," conference/seminar, Dublin, OH – February 1998

"Writing for Publication," CE course, Toledo, OH – February 1998

"Advanced Word 97," training class, Toledo, OH – April 1998

"The Digital Library: An Oxymoron?" satellite teleconference, Toledo, OH – May 1998

Ongoing citation analysis research project

Lonnette Buczko, Circulation Services Supervisor

Activities and Continuing Education

OhioLINK Pcirc Meetings

"Hiring & Firing within the Law" Whiting & Associates workshop, Toledo, OH, May 1998

"Basic Supervision", Toledo, OH, September 1997

Anne M. Bushel, M.I.L.S., Reference Associate

Memberships and Committees

American Library Association
Medical Library Association
Midwest Chapter/Medical Library Association
Ohio Health Sciences Library Association
Ohio Library Association
Academic Library Association of Ohio
Health Sciences Librarians of Northwest Ohio
Friends of the Toledo-Lucas County Public Library

Activities and Continuing Education

Ohio Library Council Conference, Northwest Chapter, Toledo, OH, April, 1998

Network Migration Training, Word 6/Excel 5, April, 1998

OhioLINK Dataware Training, Bowling Green State University, Bowling Green, OH, June, 1998

Business Software Applications, Davis College, Toledo, OH, June –

July, 1998
Microsoft Windows 95, Davis College, Toledo, OH, July, 1998

Darcy Chears, Serials Assistant
Activities and Continuing Education
Windows 3.11 for NOS Migration - April 1998

Cynthia Stroud, M.A., Interlibrary Services Supervisor
Activities and Continuing Education
MCO Professional Development Seminar "Supervisory Management Development Program" May - September 1998

Ulonda Sweeney, Acquisitions/Cataloging Assistant
Activities and Continuing Education
Windows 3.11 for NOS Migration - April 1998

Educational Technology Services

Michael Brun, Graphic Designer
Activities and Continuing Education
Adobe PhotoShop 5.0 and Illustrator 7.0, Detroit, MI – April 1998
Adobe new Premier and After Effects demonstrations, Detroit, MI – May 1998
The Big Show-Best in Graphics Conference, Columbus, OH – June 1998

Greg Cole, Medical TV Engineer
Membership and Committees
Locomotive Committee
Produced and Edited an Aids Instruction Video that Dr. Chakraborty showed at the International Aids Symposium in Geneva
Edited a video on Occupational Therapy distributed internationally by Dr. Nelson

Activities and Continuing Education

Attended National Association for Broadcaster's (NAB) Annual Conference and Trade Show
Digital Video Workshop sponsored by Sony and hosted by Industrial Video
Windows 95
Sony E7 Digital Video Workstation Training and Demo

Rick Gottfried, Electronic Technician II

Memberships and Committees

NOS Migration for Classrooms
National
Member- International Communications Industries Association (ICIA)

Activities and Continuing Education

Attended ICIA Annual Conference and Exhibition
Multimedia Control Systems sponsored by AMX
Computer and projector interfacing sponsored by Extron
NOS Migration Training
GroupWise

Bruce Kuhman, Distribution supervisor:

Activities and Continuing Education

Windows 95
NOS Migration
GroupWise

Jeffrey Jablonski, Ph.D., Assistant Director for Educational Technology Services
Assistant Professor of Public Health; Adjunct Assistant Professor, Graduate School

Membership and Committees

Subcommittee for New Programs and Technology
Academic Intranet Standards Committee
Subcommittee on Web Conferencing Software
Academic Intranet Faculty Development Committee, (Co-chair)
Subcommittee for the development of a set of Multimedia Fair Use Guidelines for Faculty (chair)
Academic Intranet Student Orientation Committee
Subcommittee for developing an Student Orientation Presentation, (Chair)
Subcommittee for developing a Student Orientation Brochure (Chair)
Network Steering Committee
Library Advisory Committee
Building & Grounds Performance Improvement Council
Information Technology Strategic Advisory Committee
Classroom Renovation Committee

Activities and Continuing Education

Apple Executive Briefing, Toledo Museum of Art - September 1997
Principles of Adult Learning & Studies of Expertise presented by Dr. Chris Taylor - November 1997
Video Editing product show sponsored by Industrial Video in Cleveland – February 1998
Inside Digital Imaging, Southfield, MI - May 1998
MLA Writing for Publications seminar - February 1998
NOS Training classes
Teaching with Technology, a PBS satellite conference, MCO Spring 98
Writing and Speaking for Excellence, June 25, 1998, Sponsored by the Bayer Pharmaceutical Division
Copyright in the Classroom & On the Internet a PBS satellite conference – April 1998

Construction/Renovation Projects:
CLRC Renovation Project
Construction/Renovation of Photographic Services area and the new Instructional Support Center
Planning for 6th floor south construction project, including new training area and small and medium group study rooms
Portable computer support for medical students at Henry Ford
Helped organized and sponsored the *Copyright in the Classroom & On the Internet* on April 2, 1998
Developed and analyzed a faculty computer and training assessment survey for use in Academic Intranet training
Investigated the use of classroom audience participation systems and presented a report to the Dean for Academic Affairs
Administered the Medical College of Ohio Apple Computer Purchase Program
Co-taught & developed a 1st and 2nd year medical student elective called *Computers and Technology in the Medical Profession*
Developed and taught 40.602 *Environmental & Occupational Health Research Methods*
Taught the graduate course INDI660/860 *Computer Applications in Biomedical Research*
Helped organize and present the Segue Author and Academic Intranet rollout on May 18 & 21, 1998
Assisted in the Segue Author training classes for faculty

Presentations
PowerPoint Class for PT students (2 hrs.), October 6, 1997
New Faculty Orientation arranged by Bryan Pyles, September 30, 1997
ETS presentation to Dr. McCullough & Cabinet members on March 12, 1998
Prepared and presented financial reports and analyses concerning Photography to the Competitive Repositioning Committee

Ruth Jacobs, Computer Laboratory Technician
Activities and Continuing Education
Novell courses I have taught in the past year:
Networking Technologies (3 times)
NetWare 4.11 Administration (twice)
NetWare 4.11 Advanced Administration (twice)
Acted as a substitute instructor for *Microsoft Networking Essentials* course.
Have attended the following Microsoft courses (working toward Microsoft Certified Systems Engineer designation):

Course 803: Administering Microsoft Windows NT 4.0
Course 922: Supporting Microsoft Windows NT 4.0 Core Technologies

Martin Overholt, Manager, Classroom Media Support Services

Membership and Committees

MCO Intranet Standards
Staff Education Council
Buildings and Grounds Improvement
NOS Migration for Classrooms
Student Computer Access
4- School Educational Cooperative (MCO,BGSU, UT, & Owens)
Northwest Ohio Distance Learning Consortium
Ohio Professional Association for Distance Learning (PADL) serving on the Annual Meeting Program Comm.
Member- Consortium of College and University Media Centers

Activities and Continuing Education

Digital Video Workshop sponsored by Sony and hosted by Industrial Video

Anne Trinchero, M.Ed., Computer Laboratory Technician

Activities and Continuing Education

Graphic Fundamentals – Owens Community College
Windows 95 – Owens Community College
Technical Writing – Owens Community College
GroupWise Training – MCO Information Systems
Adobe PhotoShop 5.0 introduction – Merge Graphics