

SC/MLA Hospital Libraries Committee Manual

(April 2009)

Committee History:

At the Executive Committee Meeting 9/2/92, Columbia SC , Mamie Bell (Egleston Children's Hospital, Atlanta GA) reported that she had established the Hospital Libraries Committee.

Committee Charge:

To support SC/MLA hospital librarians by promoting their role and value as health information professionals, encouraging their recognition and compensation in their hospitals and in the health information field, and fostering their development of the knowledge and skills essential for professional development and excellent performance in their hospitals.

Committee Purpose:

The purpose of the Hospital Libraries Committee is to support advocacy for hospital librarians within SC/MLA membership.

Committee Structure:

The Hospital Libraries Committee is composed of a chair and members representing each state in the Southern Chapter. Each member will serve a two-year term. Terms are staggered so that not all the members rotate off the committee in the same year. The Chapter Chair will select the chair from the Hospital Libraries Committee members. The Committee Chair will appoint committee members.

Mamie J. Bell, Egleston Children's Hospital, Atlanta , GA	Chair 1992 - 1993
Susan Statom, SW Georgia HSI Consortium, Moultrie , GA	Chair 1993 (resigned Feb.1994)
Dixie Williamson, St. Thomas Hospital , Nashville , TN	Chair 1993/94 - 1994/95
Rosalind Lett, Medical Library, Emory, Atlanta , GA	Chair 1995/96 - 1996/97
Jan T. Orick, St. Jude Children's Research Hospital , Memphis , TN	Chair: 1997/98 - 1998/99
Mary Fran Prottzman , US Army Aeromedical Center , Fort Rucker , AL	Chair: 1999/2000 - 2000/2001
Thomas W. Hill, Self Regional Healthcare, Greenwood , SC	Chair: 2001/2002 - 2002/2003
Marilyn Teolis, Baptist Hospital , Nashville , TN	Chair: 2003/2004 - 2004/2005
Brenda Curry-Wimberly, Northside Hospital, Atlanta, GA	Chair: 2005/2006 – 2006/2007
Brenda Curry-Wimberly, Northside Hospital, Atlanta, GA	Chair: 2008/2009

Committee Chair Responsibilities

- Selects committee members
- Directs committee activity
- Completes Mid Year and Annual Reports
- Writes quarterly *Southern Expressions* columns
- Sends a letter congratulating the Hospital Librarian of the Year
- Notifying the Hospital Librarian of the Year's supervisor of the award
- Updates the Committee manual
- Informs SC webmaster of changes so the information is current

MLA Activities

- Member of the SC/MLA annual conference planning committee
- Presents committee report to SC/MLA Executive Board
- Nominates the Hospital Librarian of the Year for MLA's Lois Ann Colaianni Award

SC/MLA Annual Meeting

- Presents Committee Annual Report at the SC/MLA Business meeting
- Solicits nominations for and guides committee selection of Hospital Librarian of the Year
- Coordinates with Local Arrangements Committee for Hospital Libraries Symposium
- Selects speaker and speaker's gift for speaker based on committee recommendations
- Purchases plaque which is presented to the Hospital Librarian of the Year

Committee Member Responsibilities:

- The Hospital Libraries Committee is responsible for supporting SC/MLA Hospital Librarians by promoting their role and value as health information professionals and encouraging their recognition and compensation in their institutions.

Timeline of Deadlines:

- March 15 - submits *Southern Expressions* column
- April submits midyear committee report
- May 15 - sends Hospital Library Year nominations to committee members for their vote
- June 15 - submits *Southern Expressions* column which includes the Symposium speaker and announces Hospital of the Year recipient.
- September 15 submit *Southern Expressions* column contact database manager for list of potential new committee members
- October - submits annual committee report

Award. The deadline is November 1 and the requirements are at [www. Mlanet.org](http://www.Mlanet.org)

- December- submit *Southern Expressions* column
- Deadlines for the luncheon speaker and menu selection are dependent upon the local arrangements committee

Hospital Librarian of the Year:

- **Post announcements to SOCHAP listserv and *Southern Expressions* column**
- **Encourage committee members to solicit nominations. Nominations should follow the rating format found at http://www.scmla.org/docs/hospawa_ratingcriteria.doc The form follows the format MLA has for the Lois Ann Colaianni Award**
- **The deadline for nominations is May 15. Nominations are sent to committee members for voting. The award recipient is contacted prior to June 15, so an article can be submitted for the Summer issue of *Southern Expressions* . This gives the award winner time to make travel arrangements for the annual meeting.**
- **Screen nominations to ensure that they meet minimum requirements.**
- **A candidate must be a member of MLA and SC/MLA. The nominee is currently working as a hospital librarian and who has worked in a hospital library for at least five (5) years immediately preceding the award year.**
- **When a recipient is selected, purchase 7x9 plaque that reads:
HOSPITAL LIBRARIAN OF THE YEAR AWARD
Presented to [Recipient]**

By the Southern Chapter of the Medical Library Association [Year]

- **Purchase and ask to be reimbursed for the plaque and speaker's gift from luncheon funds.**
- **Email the bookkeeper with cc to the Chair to authorize payment of \$250.00 to the awardee.**
- **Present the plaque and the check during the October business meeting.**
- **Symposium:**
 - **Select speaker**
 - **Coordinate**
 1. **menu selection**
 2. **speaker's presentation needs**
 3. **flyers for registration packets**
 4. **Program for Symposium**
 - **Welcome attendees, thank committee members, announcements**
 - **Introduce speaker**
 - **Thank speaker after meeting**

- **Awardees:**

- **1995-Marilyn Barry**
- **1997-Mary Fran Prottzman**
- **1998-Nedra Cook**
- **1999-Dixie Williamson**
- **2000-Fay Evatt**
- **2001-Sue Felber**
- **2002-Jan Orick**
- **2003-Tracy Powell**
- **2004-Addajane Wallace**
- **2005-Mary Virginia Taylor**
- **2006-Thomas Hill**
- **2007-Karen L. Roth**
- **2008-Elsa M. Lopez**

- **The year location and keynote speaker and topic are below:**

1993, Birmingham , AL	Beth Paskoff, LSU "Future trends in the Education of Hospital Librarians"
1994, Orlando , FL	Donna J. Watkins, NNLM "JCAHO and the Hospital Librarian"
1995, Puerto Rico	Kathy Moeller Health Sciences Library Overlook Hospital Summit, NJ "Patient/Consumer Education, JCAHO, & the Hospital Librarian: Where are the Boundaries"
1996, Memphis , TN	Mary Edith Walker "You Can Have a Leadership Image!"
1997, Savannah , GA	Connie Schardt, Duke University "JCAHO: Turning the Evil into Good"
1998, Lexington , KY	Cindy E. Suter "Consumer Health Libraries"
1999, Greenville , SC	Jay Daly "QuickDoc and the Millenium"

2000, Mobile , AL	Eileen Stanley “AHIP and Hospital Librarian”
2001, New Orleans , LA [TriChapter with South Central Chapter hosting]	Michelynn McKnight “Proving Your Worth”
2002, Nashville , TN	Nunzia Giuse "Medical Librarian Training: the Vanderbilt Experience"
2003, Coral Gables , FL	Lee Huntley “View from the Bridge: the CEO & the Hospital Library”
2004, Biloxi , MS	Rosalind Lett “More than Just a Game of Chance: Delivering Healthcare Knowledge in the Midst of Hospital Library Virtual Takeovers”
2005, San Juan , Puerto Rico	Jose´ G. Rigau-Perez “Gone but Newly Feared: The History of Smallpox and Plague in Puerto Rico ”
2006, Atlanta, Georgia	Mary Fran Prottzman Karen Roth “Metrics that Matter”
2007, Charleston, South Carolina	Jan Haley Amy Gideon “Library Blueprints for the Future”
2008, Birmingham, Alabama	M.J. Tooley “Investment Strategies for Hospital Librarians” and “The Vital Pathway Update”
