

# THE PITTSBURGH PULSE

Volume 14, Issue 1, March 2000

NEWSLETTER OF THE PITTSBURGH REGIONAL CHAPTER, MEDICAL LIBRARY ASSOCIATION, INC.

## From the Chair...

There is so much information to convey and so little time in the day. Sounds familiar, doesn't it? Let's step through each item, one by one. Here goes...

### Number One—Mid Year Goals.

As most of you know, once a year each chapter must submit to MLA National its "MLA Mid-Year Report." This year the report deadline was December 2, 1999. Prior to submitting it to MLA National, I e-mailed or faxed a copy of this report to all chapter chairs and officers for their review. Our chapter's 1999-2000 Goals are listed on page 2.

As you read these goals, please keep in mind that the timeline for events is based upon our best estimation at the time the goals were written. Please know that all feedback is most appreciated. My e-mail address is [clako@chplink.chp.edu](mailto:clako@chplink.chp.edu).

### Number Two—Chapter use of E-mail as our primary communication method

In the 1999-2000 Mid-Year Report under Professional Development you will find our commitment to offer two CE courses. The second one offered by the chapter this year is to be taught by Ellen Detlefsen on March 10<sup>th</sup> at SIS. Please join us as this promises to be an excellent class! Hopefully, you have all seen the announcement in your e-mail or received a paper copy in the US Mail if you do not yet have e-mail. I won't repeat the details here, but if you are missing your invitation, or need clarification please contact our CE Chair, Bette Rembert at St Clair Hospital.

Please note that our chapter will begin to utilize e-mail more frequently for all our communications. E-mail's advantages are many. Of course it is faster, but it also saves an enormous amount of time for those who are responsible for sending the announcements! And who doesn't need more time since work life is more hectic these days? Also, it saves the costs of copying the announcements, as well as the postage costs. For these reasons, our chapter must move towards greater utilization of this communication method.

If you fall into the category of those without e-mail, please be sure to contact me and I will circulate a list to all chapter chairs and officers. Beginning this month, we will only send paper announcements to those on this list. The one exception to this may be our ballot notification and this is currently under review. I cannot stress enough how important it is to let us know your individual situations with regard to e-mail availability. Please let me hear from

you soon. Perhaps this will be the deciding factor for your facility to consider e-mail access; we do hope so!

### Number Three—Co-Arrangements Chair and Others needed for Proposed Joint Meeting with Philadelphia Chapter—A Call for Volunteers!

The Philadelphia Chapter contacted us with a proposal to have a joint meeting in the fall of 2002 or 2003. Our current contact person is Anne Seymour, Program Chair for Philadelphia. Our Executive Board approved the idea, and we got a positive response when this was mentioned during the Fall Meeting on October 15, 1999. Therefore, if we can get enough people involved in the next month or two, we will investigate this opportunity in detail.

Remember what a wonderful job Alice Kuller did for all of us when she planned the joint venture with the Mid-Atlantic Chapter in October 1998! Her willingness to volunteer for Co-Arrangements Chair made it possible for us to enjoy the benefits of that joint meeting! She had many able assistants but she stepped up to the plate as the leader. Please consider taking this opportunity to develop and showcase your leadership skills!

### Number Four—Pittsburgh Chapter Directory Update

The deadline for submission of your updated form was February 29<sup>th</sup>. I will try.... Repeat "try"... I will try to have copies available for the March 10<sup>th</sup> continuing education course at SIS.

Take care all... I hope to see you at Ellen's course on March 10<sup>th</sup>!

**Colleen Lako, Chair  
Pittsburgh Chapter, MLA**

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## PITTSBURGH CHAPTER OF THE MEDICAL LIBRARY ASSOCIATION

### MLA Mid-Year Report

### 1999-2000 GOALS

#### I. Professional Development

- Offer a minimum of two CE courses for the professional growth of Chapter members during the 1999-2000 organizational year.

On June 29, 1999 the Pittsburgh Chapter offered "What is it & how do I use it? Technology Essentials for the Practicing Librarian." The instructor was David Brennan of St. Francis Medical Center of Pittsburgh and the chapter has requested that he repeat the performance in April or May of 2000 as it was so well received.

For late January or early February of 2000, the Continuing Education Chair has initial plans underway to offer a C.E. course built around the announced changes in Docline/QuickDoc which are planned for that time period.

- The Credentialing Liaison will conduct sharing consult(s)/session(s) around the new streamlined application process for those considering membership or renewal of the Academy of Information Professionals certification. These consult(s)/session(s) may be offered individually or in groups and will utilize the forms newly posted to the MLA web site.

This service is offered on an on-going basis and may also be included during our next meeting date.

- At the June 29th meeting it was determined that the Chapter Needs Assessment for Continuing Education will be posted to the Pittsburgh Chapter web site. This will serve to encourage all members to complete this instrument which helps to determine those courses that add value to their professional work.

This is currently available on our web site.

#### II. Advocacy

- To recognize and honor significant contributions of members of our profession through the Librarian of the Year Award. The Executive Board will be considering candidates; however, this award is not yearly. It is given only when outstanding performance merits the award. Nominations will be sought in the near future.

- If there is a recipient of the award, the Chapter's Public Relations Chair will strive for local press coverage. An article will be written and submitted along with pictures to both the *Pittsburgh Post Gazette* and the *Pittsburgh Business Times*. Also, an announcement of the award will be available and maintained on our web site for one year and will be featured in one of our newsletters.

- Publish the newsletter *The Pittsburgh Pulse* a minimum of three times per year.

Our Newsletter Chair has already published the newsletter twice; a third time is expected in January 2000. It is available both in print and on the Chapter's web site.

#### III. Organization

- To operate in a fiscally sound manner, the Executive Board, at our September 10th meeting, agreed that the Program Chair has always had the authority to adjust meeting prices higher than our break even point, thus giving us the ability to generate revenues.

For 1998-1999 our net income from all sources had been only \$306.43. Thus, we will price our meetings somewhat higher than our costs this year.

- To operate in a fiscally sound manner, our chapter dues will be \$25.00 beginning in January 2000. As of June 29, 1999 we have 69 current members; 67 are paid this year and 2 are lifetime members.

This new dues pricing is in evidence on the Membership/Renewal Application currently residing on the Pittsburgh Chapter web site.

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**PITTSBURGH CHAPTER OF THE MEDICAL LIBRARY ASSOCIATION  
MLA Mid-Year Report  
1999-2000 GOALS**

- To develop leadership capabilities of our members and provide opportunities for chapter work/volunteerism at all levels, starting at the most comfortable—the “initiate” volunteer level, where more manageable and discrete tasks are offered to the membership, as well as positions at the Committee Chair and Executive Board level.

At our October 15, 1999 Annual Meeting at the suggestion of the Chair, the Committee Chairs were asked to draft descriptions of a variety of discrete “volunteer tasks” with clearly worded instructions as to the steps involved in completion and the timeframe necessary for the volunteer activity. Several of the Committee Chairs complied and their committees’ “volunteer tasks” were distributed and discussed. The membership was urged to consider these volunteer opportunities. As these offerings were quite manageable, we hoped that the membership would accept this offer to become more involved in the life of the chapter. These opportunities for volunteerism, if accepted, will foster leadership within the chapter, increased individual growth, and personal development. Presently, we have three members who have offered to serve; this represents about a 5% response thus far.

- To recognize and encourage participation in the life of the chapter, we will explore ways to reward those who give of themselves to the chapter.

There will be a lottery held and two names will be drawn from those who participate in chapter activities. The winners will receive either a free one-year membership in the chapter or a free registration for one annual meeting. Additionally, if authorized at the next Executive Board meeting, for those who serve on the Executive Board, in the capacity of Chapter Council Representative, Chapter Council Alternate, or Chapter Chair during the 2000-2001 year, the stipend for attendance at national MLA meetings will increase by \$75.00.

**IV. Research**

- To stimulate interest in professional research, initiate a task force to determine criteria for a chapter research award which will be awarded as merited, not annually.

Ellen Detlefsen, of the University of Pittsburgh School of Information Science, has agreed to chair the task force and select members for it. The amount of \$250.00 has been tentatively budgeted for this award. Guidelines and a review mechanism will be developed by the task force. Terrie Wheeler, past Chair, will assist Ellen in this endeavor.

**V. Information Technology**

- Maintain a chapter web site and a group e-mail capacity to foster electronic communications & disseminate timely, accurate, & relevant information to chapter members. Continue print communications until all our members can utilize the web and/or e-mail.

The Pittsburgh Chapter web site continues to be maintained by David Brennan and is constantly updated, expanded and improved. Our last update was October 15, 1999, the date of our most recent annual meeting. The group e-mail capacity is utilized constantly for communications within the chapter.

**MOTION**

This report is informational and requires no action by the Board of Directors.

**Colleen Lako, Chair  
December 1, 1999**

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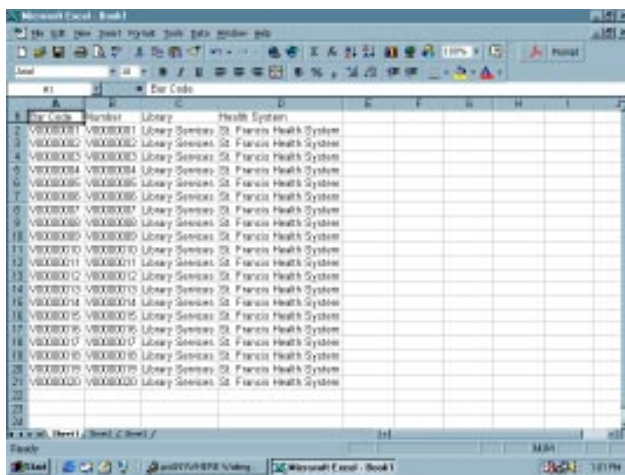
**TechLine:**   
**(If you can read this, you're fluent in 3 of 9) - Part 2 of 2**  
**Submitted by David Brennan, St. Francis Medical Center**

By now, you've waited patiently since October, and are running low on barcodes in anticipation of my explanation of how to make your own. Not a problem – creating your own barcodes is surprisingly easy, although like the DOCLINE routing table column of a few issues back, the explanation is harder than the task itself...

This procedure assumes that you already have an appropriate bar code font on your machine (I'll be using Code 39), and have label stock, a printer, Excel, and Word (although any spreadsheet/word processor combo should do if the word processor can merge from the spreadsheet file).

There are two parts to the task at hand, which is why you need Excel and Word: first is to create a series of numbers for the codes, and of course you don't want to type them all in; thus, the spreadsheet, which can automatically increment a series of numbers. Second, you need to print them out on set label stock, which is what mail merge is designed to do, but the spreadsheet is not; thus, the need for Word.

So: Start up Excel and set up a file for the numbers. *In Figure 1 (below)*, you'll see a four-column spreadsheet, with columns A and B having the number series and columns C and D having library information (or any other wording you want to appear on each label.)



Bar Code	Number	Library	Health System
V800001	V800001	Library Services	Francis Health System
V800002	V800002	Library Services	Francis Health System
V800003	V800003	Library Services	Francis Health System
V800004	V800004	Library Services	Francis Health System
V800005	V800005	Library Services	Francis Health System
V800006	V800006	Library Services	Francis Health System
V800007	V800007	Library Services	Francis Health System
V800008	V800008	Library Services	Francis Health System
V800009	V800009	Library Services	Francis Health System
V800010	V800010	Library Services	Francis Health System
V800011	V800011	Library Services	Francis Health System
V800012	V800012	Library Services	Francis Health System
V800013	V800013	Library Services	Francis Health System
V800014	V800014	Library Services	Francis Health System
V800015	V800015	Library Services	Francis Health System
V800016	V800016	Library Services	Francis Health System
V800017	V800017	Library Services	Francis Health System
V800018	V800018	Library Services	Francis Health System
V800019	V800019	Library Services	Francis Health System
V800020	V800020	Library Services	Francis Health System

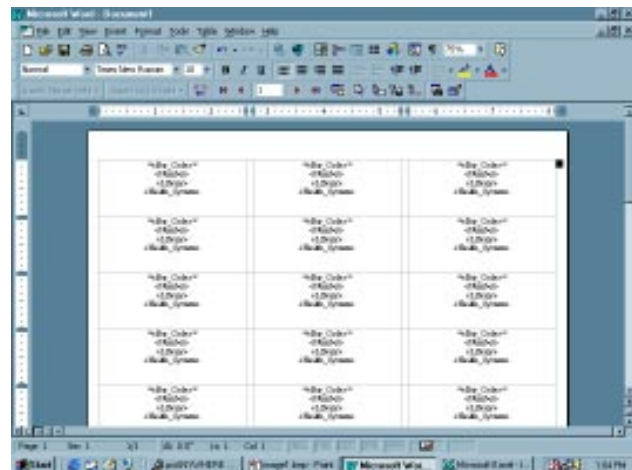
The reason that there are two columns of the same number is that the first will be the actual bar code once formatted with the 3 of 9 font, and the second will be the "human readable" number on the label. In Excel, the way to auto increment numbers is to enter the first number, then drag the bottom

right of that cell downward with the right mouse button as many rows as you want numbers of labels and select "Fill Series" from the dialog list. Then when the first column is done, copy the whole list to column B.

Save this file and open Word. Create a mail merge file (Tools, Mail Merge, and follow the prompts) that uses the appropriate label stock, and will format the labels as follows (field names are the same as the header rows from the spreadsheet file):

```
*<Bar_Code>*
<Number>
<Library>
<Health System>
```

*It should look like figure 2 (below).*



You will note that each instance of \*<Bar\_Code>\* has an asterisk at each end. That is because Code 39's control sequence for start and end is an asterisk. Leave it out, and you won't be able to scan the code. You enter the asterisk when defining the merge fields.

The last step is to format the text for the bar code font. \*<Bar\_Code>\* should be formatted for the 3 of 9 font, and set it to between 20-25 point size. All of the other text can be whatever you like, as long as it will fit on the label. I like Arial 10 as a standard. You will only have to format 1 sheet of labels (30 labels on the Avery 5160 sheet), no matter how many codes you plan to do, because Word uses the merge sheet as a template.

*Continued. See TechLine on Page 7.*

## The OCLC Cooperative Online Resource Catalog Project (CORC)

Submitted by David Nolfi and Diana Sasso, Duquesne University

The philosophy behind OCLC's CORC is that libraries should serve as the portal of choice for their users' access to electronic information. The project's purpose is to create cataloging records for Web resources in order to allow libraries to input these records into their online catalogs. CORC will benefit library clients by allowing them to simultaneously search for a library's books, journals, and electronic subscriptions as well as selected Web resources. Additionally, the project aims to add value to the Internet by applying traditional practices of librarianship to Web resources: selection, description, and classification. OCLC's belief is that applying these practices to the Web will allow users to more easily identify and locate high quality and worthwhile Web resources.

The development of CORC as a prototype system marks a change of direction for OCLC. Rather than waiting to release a fully operational product that it believes would closely match libraries' needs and expectations, OCLC has offered libraries the opportunity to participate in the development of the product. Thus participants must use CORC "as is" and understand that functionality will change over the course of the trial. To operate successfully in this "fix-it-as-you-go-along" mode OCLC reviews participants' comments frequently and responds rapidly. In return for their participation, libraries receive access to the CORC databases and services, including resource description and pathfinder creation, import and export, at no charge until July 1, 2000.

### Web Resources in CORC

Consistent with OCLC's goals for cataloging traditional library resources, CORC aims to provide a means for libraries to cooperatively catalog Web resources and to eliminate the need for duplicating each other's efforts. In order to provide a starting point for participating libraries, OCLC created the initial CORC database on January 15, 1999, using records from its previously existing NetFirst and InterCat databases. After merging these two disparate databases and using a uniform method of description, CORC contained over 175,000 records to begin the project. Libraries participating in the project are now adding their own records to continue building and refining the database. There are currently several hundred libraries participating in CORC.

### Facilitated Record Creation/Original Cataloging

CORC provides several new automation technologies as well as traditional cataloging methods in order to facilitate creation of new Web resource catalog records. One of the key goals of CORC is to make the process simple enough that persons who are not necessarily "catalogers" will be able to catalog Web pages.

### Metadata Creation

CORC harvests and formats basic information from Web pages in order to begin creating a new record. This information, known as metadata, is the basis of the MARC and Dublin Core catalog record formats for Web pages. Automatic creation of metadata greatly reduces manual data entry and subsequent errors.

### Subject Heading Assignment

CORC also makes available automated Library of Congress Subject Heading (LCSH) assignment for Web resources. A simplified explanation of the process is that the CORC software is able to analyze text and other information provided on the page. Using this analysis, it is able to determine the Dewey Decimal Classification (DDC). Unlike LCSH assignment, DDC assignment is a deductive process and lends itself well to automation. Next it compares the DDC to the LCSHs most frequently assigned to it. Finally, it creates a ranked list of LCSHs and allows the cataloger to choose the most suitable ones.

### Authority Control

CORC assists with record creation by providing access to name authority databases. The name authority files are based on information already provided in the OCLC's WorldCat (formerly known as the Online Union Catalog); thus, the Web page catalogers can ensure consistency with other records in their catalogs. OCLC is attempting to simplify this process by extending it beyond the name authority files and providing additional real-time access for Web page catalogers.

### Pathfinders

In addition to cataloging individual Web resources, CORC allows participants to create pathfinders that group together resources on a subject. These pathfinders serve as Web bibliographies. Creating pathfinders does not require extensive knowledge of HTML because CORC provides OCLC's Mantis software to facilitate the process. However, the pathfinder produced will be "plain" by the Web's standards. If you can get help from a person with more HTML expertise he/she can set up cascading style sheets. Once they are incorporated you will be able to produce professionally formatted pathfinders without much knowledge of HTML.

### Participating in the CORC Project

OCLC is still accepting new libraries that would like to be a part of CORC. In order to participate, OCLC users must sign an agreement, contribute new records and pathfinders, and share their comments on the system with OCLC and other CORC participants. Additional information on the scope of the project and requirements for participation are available on the CORC homepage: <<http://oclc.org/oclc/corc>>.

# Stethoscoop

Submitted by Cindy Robertson Heritage Valley Health System

- ◆ **DAVID BRENNAN**, director of library services at St. Francis Medical Center, announced that **JACQUELINE WIRE** has accepted the position of medical librarian at St. Francis. Jackie worked at the WPIC library as an assistant while earning her MLS from the University of Pittsburgh School of Information Sciences. She received a BSN from Duquesne University in 1995 and, prior to entering graduate school, was a nurse at St. Clair Hospital in Mt. Lebanon. Jackie can be reached at 412-622-4362 or <wirej@sfhs.edu>. Please look for Jackie at a future chapter event and welcome her to our chapter and to our profession.
- ◆ Retirement. Some of us wish it were tomorrow, some hope it never comes. Some of us are elated at the prospect, some filled with dread. Most of us experience this gamut of emotions associated with all life changes and it is with just such mixed emotions that we announce the retirement of **RUTH SHAPIRO** from her position at UPMC Braddock. We share Ruth's excitement about her upcoming move to Madison, Wisconsin where she will share a lovely duplex with her daughter, her joy at having an opportunity to spend more time with her grandsons, and her ever present sense of adventure as she explores her new world. We also express a deep sadness for the loss of her company, her wit, her sharp mind, and her indomitable, fun-loving spirit. UPMC Braddock had a farewell tea for her on February 17 and she will be leaving for Wisconsin in April. Her new address will be 2122 Kendall Avenue, Madison, Wisconsin 53705. We extend our sincerest best wishes to Ruth in her new life and look forward to hearing from her. Hopefully she will keep in touch and perhaps even make a trip back to Pittsburgh occasionally. Good luck Ruth!
- ◆ Beta Phi Mu, Pi Chapter, the international library and information honor society, has elected **MICHELLE BURDA** as vice-president/president elect. Michelle, director of library services at UPMC St. Margaret, was elected to this prestigious office at the Pi Chapter's annual meeting on September 26, 1999. We offer our sincerest congratulations to Michelle.
- ◆ It is with regret that we acknowledge the loss of **NANCY E. DUNN**, former library director at Children's Hospital of Pittsburgh. Nancy served many years at Children's before retiring in 1994. Her death on December 6, 1999, is a great loss to her family, friends, and colleagues. June Bandemer has graciously offered to provide a family address to which condolences may be sent if desired. Please contact June at 412-648-1974. Our heartfelt sympathies go out to Nancy's family and friends.
- ◆ Ruth is leaving her library in good hands. **KAREN ZUNDEL**, UPMC McKeesport, announced that she will be providing library services to UPMC Braddock effective upon Ruth's retirement. Days and times when Karen can be reached at UPMC Braddock will be announced, although it may vary from week to week. More information will be announced as it becomes available.

## FOUR EASY WAYS TO GET YOUR INFORMATION INTO NEXT ISSUE'S STETHOSCOOP

**Mail:** Cindy Robertson, Manager  
Library Services/CME  
Heritage Valley Health System  
Dutch Ridge Road  
Beaver, PA 15009

**Phone:** 724-773-1940

**Fax:** 724-728-7429

**E-Mail:** crobertson@vhsnet.org

Be sure to include your name, business address, and telephone number with the news you are submitting for "Stethoscoop."

## Retirement Party for Ruth Shapiro

Submitted by Cindy Robertson  
Heritage Valley Health System

Several members of the Pittsburgh Chapter/ MLA have suggested getting together for dinner to honor Ruth Shapiro on her retirement from Braddock. As most of you know, Ruth will be leaving the area in April and we thought it would be fun to spend an evening with Ruth, hearing of her plans for the future and recalling chapter events from the past. Ruth has given much time and talent to our chapter over the years and has always been an ardent supporter of chapter initiatives, goals, and activities. Ruth has suggested Wednesday, March 29, 2000 at the Cafe Sam, 5242 Baum Boulevard. The reservation is for 5:30 and I have been told there is parking available at the restaurant.

It has been proposed that we order from the menu so that everyone can pay for his or her own meal and we can share the cost of Ruth's dinner. As the restaurant has another group event that evening, they request that we give them a final count by Wednesday, March 15. **Please RSVP to me at your earliest convenience (and no later than March 15).** Looking forward to seeing you on March 29. Please contact me if you have any questions.

***The Pittsburgh Pulse***  
 Newsletter of the Pittsburgh Regional Chapter  
 of the Medical Library Association  
 Volume 14, Issue 1  
 March 2000

**Editor .....** David Nolfi  
**Technology Editor .....** David Brennan  
**Stethoscoop Editor .....** Cindy Robertson  
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THE NEXT ISSUE WILL BE PUBLISHED **JULY 7, 2000.**  
 DEADLINE TO SUBMIT ARTICLES IS **JUNE 7, 2000.**

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## TechLine (Continued)

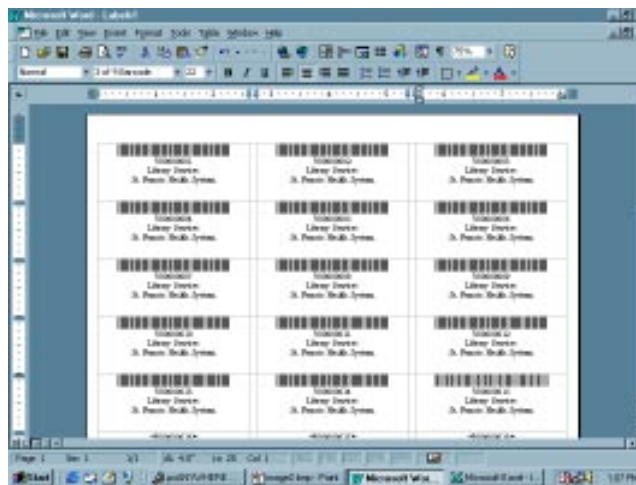


Figure 3 (above) shows the resulting labels, ready to use.

You can use the same technique, and indeed the same files to create a sheet of the same label – as an example, we're going to have a "processing" patron that will have all new materials "checked out" while awaiting processing. So I'll need enough labels so that each staff workstation will have the "processing" patron code and not have to go to the main desk to find the master card. Solution: print out a sheet of the same code, and paste it onto each staff monitor.

The possibilities for this technique are pretty much limitless – I see it as very useful not only from an economic standpoint, but for special needs – perhaps a set of videos were donated that need to be cataloged differently, or for equipment or software inventory – anything that might need unique handling. There are also times when you need the bar code, but the labels are problematic – say on an audiocassette. The solution is to buy a box of Avery cassette labels and generate your own – formatted and printed just the way you want them. There will also be less chance of tapes jamming in machines without excess stickers all over them. In addition, there are numerous times when there is a great deal of data entry to be done – say for UCMP updates – why not run a report from your database with the journal title and the ISSN, formatted as a bar code that you could then scan to bring up the UCMP record? Think of the amount of typing saved and the reduction in data entry errors using this technique. Think in terms of leveraging the investment in automation system hardware for other tasks.

Hopefully, by the time the next column is due, we'll have our automation system up and running – I'll discuss how your automation system can pull double duty and make your life easier in some unexpected ways.

The Pittsburgh Pulse