

**National Network of Libraries of Medicine
Southeastern/Atlantic Region
Year 02 Activities/Objectives**

A. Network Infrastructure

A.1. Membership

1. Establish relationships with public libraries, consumer health libraries, faith and community organizations and specific population organizations to promote affiliate membership and to involve them in Network activities.
 - Continue to recruit new full and affiliate Network members.
 - Contact the libraries at Historically Black College and Universities (HBCUs) that have health programs to encourage Network membership.
 - Distribute membership certificates to new members.
2. Maintain Institutions (DOCLINE) as the Network membership database.
3. Attend state association or consortium meetings of information professionals, Southern Chapter of the Medical Library Association (MLA), Mid-Atlantic Chapter of MLA, Public Library Association (PLA) and American Library Association (ALA) meetings for professional development, to promote membership, to promote NLM and NN/LM products and service, to provide training sessions and to provide NLM and NN/LM updates. Planned locations include: SC, AL, DC (x3 meetings), MD (x2 meetings), MS, FL, GA, PR(x2 meetings), and MN.
4. Participate in local career days and curriculums at library schools to increase the visibility of medical librarians and promote NLM and NN/LM products and services. Planned locations include DC and PR.
5. While attending exhibits and state library association meetings promote membership, develop contacts with potential affiliate members, and make site visits to local members to learn about programs and needs.
6. Attend regional events such as library dedications, retirement events, exhibit openings, Go Local launches, and others, upon request of Network members and available funding. Locations planned include: WV, MS and TN.
7. Maintain a regional referral service. Continue to recruit libraries that provide Loansome Doc services, promote the service regionally, and refer callers to participating Network libraries in a timely fashion.

A.2. Document Delivery

1. Continue to recruit new DOCLINE libraries. Assist current members with questions, train/assist members to update Institutions (DOCLINE) records as

needed to ensure proper routing of requests, and assist with routing table creation and changes.

2. Review DOCLINE statistics to monitor regional resource libraries' performance. Assist libraries that have not met the performance standards.
3. Conduct DOCLINE classes in the Region to Network members. Planned locations include: SC, MD, GA, and VA.
4. Cooperate with NLM, NNO, and other NN/LM regions in mounting interlibrary loan, document delivery or resource sharing information on the NN/LM website.
5. Promote and recruit libraries to join the Electronic Funds Transfer System (EFTS) in the Region.
6. Update regional document delivery, EFTS and ESEA materials on the SE/A web site.
7. Continue to recruit new Serials Holdings reporting libraries. Assist members with questions concerning the use of and input of records into Serials Holdings.
8. Monitor trends in interlibrary loan and inform Network members through articles in *SEA Currents* blog, on the nnlm-sea electronic mailing list and at meetings.
9. Promote LinkOut to Network libraries. Assist with questions concerning adding holdings to and accessing LinkOut. Hold web-conferencing sessions on starting a LinkOut service when requested.

A.3. Resource Libraries

1. Maintain communications with our 31 Resource Libraries throughout the year using the resource library electronic discussion list.
2. Recruit remaining resource libraries to the EFTS system.

A.4. Disaster/Emergency Preparedness Planning

1. Participate in the planning and implementation of the cross-regional project on emergency preparedness/disaster planning.
2. Complete the original charge of the SE/A Disaster Planning Task Force to provide background on what plans exist in the Region, develop a procedure for notifying the RML in the event of a disaster, and recommend materials or resources the RML should make available for use by Network members.
3. Update and maintain the SE/A disaster planning/emergency preparedness

web pages.

4. Encourage disaster planning classes throughout the Region through the provision of training awards.
5. Offer the “express planning award” to allow for planning meetings to develop statewide cooperative disaster plans.
6. Encourage Go Local projects to link to state disaster planning and recovery resources.

A.5. Historical and Unique Collections

1. Develop a work plan to determine criteria for convening an historical and unique collections task force and outlining its responsibilities.
2. Recruit a regional task force or sub-committee of the Network Access RAC (Regional Advisory Committee) whose members will later assist in identifying, historical and unique collections, especially those needing preservation.
3. Create a record format for describing each collection, perhaps modeled on DIRLINE.

A.6. Communications

1. Publish *SEA Currents* in blog format to communicate important information about the Region and NLM products and services.
2. Maintain and promote a regional listproc, nnlm-sea, and blog, *SEA Currents*, to communicate information about regional and national programs, policies and procedures, NLM grants, and other important Network-related information.
3. Maintain the NN/LM outreach coordinators electronic discussion list.
4. Host and maintain state association and other specialty electronic discussion lists as requested to facilitate statewide communications, planning, and evaluation of activities.
5. Update SE/A information and resources on the NN/LM website.
6. Maintain state resource pages on the SE/A website.
7. Participate in monthly NN/LM teleconferences.
8. Attend the RML directors meeting in May in Philadelphia, PA. Attend coordinator/program area and web-developers meetings, if held, in Philadelphia, PA. Attend the RML directors mid-winter meeting in Salt Lake City or selected location.

A.7. RAC

1. Hold RAC program committee meetings virtually at least twice during the year to discuss regional issues and plans. Hold one in-person meeting of the oversight committee to discuss regional plans.
2. Maintain electronic discussion lists for each of the RAC program committees to conduct business and for communication.
3. Enlist RAC members as needed to review outreach proposals or new publications and to help plan the evaluation of NN/LM SE/A services.

A.8. Monitoring and evaluating regional programs

1. Consult with the Outreach Evaluation Resource Center (OERC) as needed for assistance with evaluation of subcontract proposals or SE/A services and programs.
2. Provide NLM with feedback on products, services, Network member concerns, and more through timely quarterly and annual reports.
3. Consult with RAC committees for input on services and programs.

A.9. Grants

1. Inform Network member libraries about NLM and other grant opportunities in *SEA Currents*, on the nnlm-sea list, and on the SE/A website site. Assist with grant questions.
2. Consult with full and affiliate members on funding proposals for NLM or the SE/A. Provide letters of support when requested.
3. Encourage those receiving grants to provide articles for *SEA Currents* on lessons learned.

A.10. E-Licensing

1. Assist Network members with negotiating e-licensing agreements that meet the needs of their institutions and support the mission of the NN/LM by providing resources on and training in e-licensing issues.
2. Work with Resource Libraries to have them negotiate with vendors to incorporate into their e-licensing agreements language that will permit the transmission of documents to libraries affected by disaster.
3. Promote the 2004 *MLA teleconference: The Art and Practice of Electronic Journal, Book, and Database Licenses: Practical Tips for Health Care Organizations* and extend its coverage through maintaining newer links to regional and national resources on licensing.

4. Disseminate all communication from the NN/LM E-Licensing Working Group.

B. Outreach Programs

1. Input all outreach reports to the outreach database to track activities and to ensure effective distribution of services in the Region.

2. Input and maintain records for all outreach projects in NLM's Outreach Projects Database. Make records available on the SE/A website.

B.1. Outreach to Health Professionals

1. Develop a minimum of two subcontracts that focus on the information access needs of health professionals. Provide funds for projects that provide training, presentations, demonstrations, technology improvements and exhibits to targeted populations including the public health workforce, minority or unaffiliated health professionals, health professionals serving at risk or minority populations or those working in rural, inner city or minority-serving health clinics.

2. Provide funding for "express awards" for projects assisting health professionals. Express awards include:

- Outreach project awards to improve access to information for unaffiliated health professionals, the public health workforce, minority health professionals, or those serving minority or at risk populations
- Planning awards to plan or determine the feasibility for future outreach projects
- Welcome awards to promote or enhance connectivity of urban or rural health clinics or consumer groups that promote health information or work to eliminate health disparities.

3. Conduct site visits to select funded projects concluding in year 01. Planned locations include: VA, MD and NC.

4. Provide consultations on NLM products and services, online searching, technology and connections to health professionals and the public health workforce as needed.

5. Continue outreach to the public health workforce. Visit and provide training to county health departments in AL and VI. Promote PHpartners.org website and submit suggestions for new links to PHpartners.org. Encourage local and state health departments to link to NLM websites and databases.

6. Present at national meetings of health professionals. Planned locations include DC and GA.

B.2. Consumer Health Information Services

1. Develop a minimum of two subcontracts that seek to improve access to health information resources at the regional, state, and local level. Provide funds for projects that provide training, presentations, demonstrations, technology improvements and exhibits to targeted populations including: community and faith-based organizations, vulnerable and at-risk populations, public libraries, and more.
2. Fund “express awards” for the following:
 - Follow-up awards to evaluate an outreach project in which an affiliate member has participated or was funded to lead, to assume services offered under contract from funded agency or to develop plans for next steps to expand or sustain a project.
 - Outreach project awards that assist community groups; faith groups; specific consumer populations, such as seniors, teens, etc.; minority groups; at risk groups; or a specific group in the community in need of health information.
 - Planning awards to plan or determine the feasibility for future outreach projects
 - Welcome Award provides the target audience, community organizations that are affiliate members, with equipment or services that allows them to participate in the Network.
3. Promote Go Local project funding to ensure that consumers have access to local health resources and services.
4. Provide consultations for libraries and community groups desiring to build consumer health information services.
5. If funding is available, develop a health information literacy kit to be distributed at consumer shows and state library association meetings to assist Network members in their outreach efforts to consumers and specific populations.
6. Promote an interactive chat address so that Network members can communicate in real time with the consumer health coordinator.
7. Conduct site visits to projects concluding in Year 01. Planned locations include: SC (x2), GA (x2), MD, NC (x2), WV and TN.
8. Present at national and regional meetings with a consumer focus. Planned locations include: FL, DC and TX.

B.3. Collaborating with Network Members and Other Organizations

1. Continue to contact the state libraries in the Region to discuss and assess health information programs available and to develop partnerships for training and projects when possible.
2. Work with the MLA chapters in the Region to hold technology sessions to assist Network members in staying current with trends and products.

B.4. Training to Support Electronic Access to Health Information

1. Provide four consumer health classes to public librarians: *Prescription for Success*, *Beyond an Apple a Day*, *Looking in all the Wrong Places*, *Will Duct Tape Cure my Warts?* and *ABCs of DNA*. Encourage and promote online access to the *From Snake Oil to Penicillin* class. In addition, hold four in-person classes. Planned locations of in-person training include: DC, WV, NC and TN.
2. Develop a *Veteran's Health* class and provide two classes to librarians and/or veterans in MD and MS.
3. Provide five *Wishful Thinking* presentations/classes, the first class in the *Wishing Well* series. Provide three classes as part of the training at HUD Neighborhood Network locations to include: DC, MD and VA. Provide two additional sessions in the Region for community organizations and Network members in TN and GA.
4. Develop and provide *Be Careful for What You Wish For*, the second class in the *Wishing Well* series, via web tutorial.
5. Provide five *Easy to Read* classes to Network members and health professionals. Planned locations include: NC, FL, WV, MS and MD.
6. Provide one *No Patient Left Behind* class to Network members and health professionals in WV.
7. Provide two *African American Community Health* classes to Network members, public libraries and community organizations in MS and VA.
8. Provide two *Finding Native Health Information Online* classes to community organizations and public libraries in VA and MD.
9. Provide five classes/presentations featuring NLM consumer health information resources to community groups, public librarians, and specific populations. Planned locations include: WV, VA, FL, MS and MD.
10. Develop the *Patient Informatics* class and provide two classes to Network members in SC and FL.

11. Conduct PubMed/NLM databases courses for health sciences librarians via distance learning/web-conferencing upon request.
12. Conduct seven *Introduction to PubMed* classes for health professionals. Targeted audiences and planned locations include: medical societies/nursing group meetings in WV, VA, and FL; an HBCU in AL; an HACU in DC; and Native American organizations or clinics in MD and MS.
13. Conduct two *Nursing on the Net* sessions at HBCU or HACU institutions for nursing students, faculty and librarians in NC and SC.
14. Conduct three *PHPartners.org Introduction* classes for public health professionals who work with consumers. Planned locations include AL(x2) and VI.
15. Develop and provide two *Evidence-based Medicine* classes to inner city health professions in FL and VA.
16. Develop and provide two web-conferencingconferencing/distance learning sessions of the *Outreach for Hospital Librarians*.
17. Offer two sessions of the *Patient Safety Resource Seminar* to health science librarians in MD and VA.
18. Offer three online sessions of *¿No Comprende? Spanish Health Information Resources for English Speaking Librarians* classes to librarians and health professionals, including the public health workforce. Offer three in person sessions to public librarians and community groups. Planned locations include: PR, GA and NC.
19. Offer three *Grants and NN/LM Funding Opportunities* classes to librarians, health professionals (including public health workforce), and community groups. Planned locations include: SC, NC and PR.
20. Provide six technology classes to Network members to promote the use of technology within libraries and to support the needs of subcontractors. Courses include: *Geeks Bearing Gifts*, *Super Searcher*, and *Website Usability*. Planned locations include: SC, NC, AL, MS, GA, and FL.
21. Provide four evaluation classes using the materials developed by the Outreach Evaluation and Resource Center (OERC). Planned locations include: GA, TN, FL, and WV.
22. Submit newly developed training courses for inclusion in the National Training Center and Clearinghouse.

23. Recommend Network members' training materials, available on the web, for inclusion in the National Training Center and Clearinghouse.

24. Keep all Medical Library Association (MLA) and NIH continuing education certifications current.

25. Develop distance education options for classes currently offered where appropriate.

26. Promote the Public Health Information and Data: A Training Manual (http://phpartners.org/phid_manual.html) for use by Network members.

27. Provide training awards to Network members to provide NLM system, Internet/World Wide Web training, disaster planning or technology-related classes in the Region.

B.5. Exhibits and Presentations

1. Exhibit at 6 national health professionals meetings to include:

Association	Location	Date
American Veterinarian Medical Association	Washington, DC	July 14-18, 2007
Association of American Indian Physicians	Nashville, TN	July 26-31, 2007
HUD Neighborhood Network	Washington, DC	August 8-10, 2007
National Commission on Correctional Health Care	Nashville, TN	October 13-17, 2007
National Association of Biology Teachers	Atlanta, GA	November 28 - December 1, 2007

2. Exhibit at 3 state health professional association meetings to include:

Association	Location	Date
Southeast Veterinary Conference	Myrtle Beach, SC	June 13-17, 2007
West Virginia Association of School Nurses	Martinsburg, WV	November 2007
Metropolitan Washington Public Health Association	Washington, DC	April 2008

3. Exhibit at 3 meetings of consumers to include:

Association	Location	Date
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Chattanooga Southeast Tennessee Home Education Association	Chattanooga, TN	July 20-21, 2007
Southern Convention, Veterans of Foreign Wars	Myrtle Beach, SC	November 1-4, 2007
Montgomery County Women's Fair	Rockville, MD	March 2008

4. Exhibit at 4 state/regional library association meetings to include:

Association	Location	Date
Association of Caribbean University, Research and Institutional Libraries	San Juan, PR	June 3-9, 2007
Mid-Atlantic Chapter of MLA	Baltimore, MD	October 8-11, 2007
Virginia Library Association	Hot Springs, VA	November 1-2, 2007
Southern Chapter of MLA	Charleston, SC	November 11-14, 2007

5. Provide funding for Network libraries to exhibit at state meetings of health professionals, public librarians and health consumers.

6. Provide courses, programs presentations and other offerings at meetings of health professionals, information professionals and health consumers. Planned meetings include: GA (Drug Information Association), TX (Health Ministries Association), FL (Unity Conference), DC (HUD Conference).

B.6. Technology and Policy Awareness

1. Monitor the web and the literature to identify technological trends and current advances that improve access to biomedical information.

2. Fund up to three technology/information awareness conferences in Year 02 from applications received. Upon request, attend, exhibit or present at funded technology showcases. Locations may include: SC (Southern Chapter/MLA), MD (Mid-Atlantic Chapter/MLA), VA, or AL.

3. Fund a minimum of one Delta Information Access Project. Visit and provide training as needed to Delta Information Access Project site. Location: MS.

4. Provide funding for a minimum of five library technology improvement projects that enable libraries to digitize or automate a library service to increase its accessibility within or without the institution. Visit sites with technology-related subcontracts and awards upon request.

5. Participate in testing technology, such as videoconferencing and computer conferencing, to enhance communication and training.
6. Continue to update and enhance state pages that include statistical information, library information, special population information, key documents or studies about the state, and more.
7. Participate as a member of the Web-STOC Advisory Committee, Usability Evaluation and Review (UER) Redesign Team and NOMC-TAC committee.
Location: PA
8. Continue to enhance the usability of nlnm.gov/sea.

B.7. Library Improvement

1. Facilitate, monitor and evaluate the library improvement project at the following Year 01 funded site: Veterans Medical Center, Biloxi, MS.
2. Offer the Library Technology Improvement Express Award to ensure adequate connectivity or equipment to improve electronic services.
3. Facilitate web-conferences of interest to hospital librarians.

B.8. Connections

1. Support connections through funding mechanisms such as subcontracts and express awards for outreach projects that target inner city or rural health practitioners, community agencies or libraries with inadequate connectivity.