

FSC – 15

**MIAMI VALLEY ASSOCIATION
OF HEALTH SCIENCES
LIBRARIES RECORDS**



**Special Collections and Archives
Wright State University Libraries
Wright State University, Dayton, Ohio**

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Introduction

The records of the Miami Valley Association of Health Sciences Libraries (MVAHSL) were accessioned into the Wright State University Special Collections and Archives in September 1987. The records were donated by various members of the organization. The records consist of by-laws, minutes of meetings, treasurer's reports, committee minutes, correspondence, newsletters and miscellaneous material. The records span the period 1973 to 1999 and are contained in ten Hollinger boxes filling approximately four linear feet. The records are organized into eight series:

- Series I: By-Laws
- Series II: Minutes
- Series III: Treasurer's Reports
- Series IV: Committees
- Series V: Representatives to Other Organizations
- Series VI: Correspondence
- Series VII: Newsletter
- Series VIII: Miscellaneous

There are no restrictions on the use of the material.

Organizational History

The Miami Valley Association of Health Sciences Libraries was formed in 1973. Its original purpose was “to promote a wider knowledge and understanding of the role of the health sciences libraries in the provision of health care in the Miami Valley area and to promote better services to the users of these libraries through professional interchange, educational programs, and reciprocity of services.” Membership in the organization is open to librarians and allied personnel in the health sciences information specialties.

The organization’s calendar runs from July to June with general meetings held in September, November, January, March and May. The Executive Committee, which is the governing board of the organization, meets whenever the President sees a need for a meeting. Officers for the coming year are elected annually at the May meeting. Originally, all terms lasted two years; however, this was lowered in 1980 to one year. In 1982, the Treasurer’s term of office was changed back to two years.

The association is comprised of a number of committees that address the many factors surrounding issues confronting health sciences libraries.

Scope and Content

The records of the Miami Valley Association of Health Sciences Libraries span the period from 1973 to the present. The records, donated by various members of the organization, will be updated periodically and are organized into eight series.

Series I, By-Laws, is a small series consisting of the original By-Laws of May 22, 1973 to the last revision completed in 1989.

Series II, Minutes, consists of meeting minutes from 1972 to 1999. There is a gap in the records from 1989 to 1994.

Series III, Treasurer's Reports, is the largest of the eight series spanning four Hollinger boxes. The series consists of Treasurer's Reports from 1975 to 1992, Invoices from 1978 to 1985, Bank Statements from 1975 to 1981, Paid Bills from 1975 to 1987, and a variety of other items including cancelled checks, check stubs, tax information, and membership lists.

Series IV, Committees, contains reports from various MVAHSL committees. The series consists mostly of records from the 1970s and 1980s. The largest number of files concern minutes of the Executive Committee and Workshop Committees.

Series V, Representatives to Other Organizations, is a very small series consisting of three files. The series contains information about the Kentucky-Ohio-Michigan Regional Medical Library network and the Cincinnati Area Health Sciences Libraries Association.

Series VI, Correspondence, spans the period from 1973 to 1997 and includes 1990s mailings. The correspondence is mostly general administrative correspondence.

Series VII, Newsletter, is another very small series. The newsletters in the series span the period from 1982 to 1989.

Series VIII, Miscellaneous, consists of two Hollinger boxes and contains a variety files ranging from pamphlets and magazine articles to membership directories and manuals.

Container List

SERIES I: BY-LAWS

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
1	1	Approved	May 22, 1973
	2	Revisions	Nov 21, 1974-Jan 10, 1980
	3	Revisions	March 1980-Sept 16 1997
	4	Miscellaneous Procedures	
	5	Revisions	1989

SERIES II: MINUTES

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
2	1	Separation Sheet	
	2	Minutes	1972-1975
	3	Minutes	1975-1977
	4	Minutes	1977-1979
	5	Minutes	1979-1981
	6	Minutes	1981-1983
	7	Minutes	1983-1985
	8	Minutes	1985-1987
	9	Minutes	1987
	10	Minutes	1988
	11	Minutes	1989
	12	Minutes	1994-1995
	13	Minutes	1995-1996
	14	Minutes	1996-1999

SERIES III: TREASURER'S REPORTS

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
3	1	Treasurer's Reports	1975-1977
	2	Treasurer's Reports	1977-1979
	3	Treasurer's Reports	1979-1981
	4	Treasurer's Reports	1981-1983

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
3	5	Treasurer's Reports	1983-1985
	6	Treasurer's Reports	1985-1987
	7	Treasurer's Reports	1987-1992
	8	Treasurer's Reports	1998-1999
4	1	Area Request Forms (Invoices)	1978
	2	Area Request Forms (Invoices)	1979
	3	Area Request Forms (Invoices)	1980
	4	Area Request Forms (Invoices)	1981
	5	Area Request Forms (Invoices)	1982
	6	Area Request Forms (Invoices)	1983
	7	Area Request Forms (Invoices)	1984
	8	Area Request Forms (Invoices)	1985
	9	Bank Statements-Third National Bank & Trust Company	3/31/1975-12/31/1976
	10	Bank Statements-Third National Bank & Trust Company	1/31/1977-12/29/1978
	11	Bank Statements-Third National Bank & Trust Company	1/31/1979-12/31/1979
	12	Bank Statements-Third National Bank & Trust Company	1/31/1980-5/29-1981
	13	Cancelled Checks Nos. 1-56	1975-1978
	14	Cancelled Checks Nos. 157-268	1978-1981
	15	Cancelled Workshop Registrations	1978-1991
	16	Bank Statements – Star Bank	6/30/1981-12/31/1992
	17	Cancelled Checks	1985-1992
5	1	Check Stubs Nos. 1-56	Apr. 1975-Jul. 1978
	2	Check Stubs Nos. 157-306	Sep. 1978-May 1984
	3	Checking Deposits-Third National Bank & Trust Company	1979-1983
	4	Checking Deposits-Third National Bank & Trust Company	1984-1985
	5	Directory of Information	1979
	6	Donation Check Stubs	1979-1980
	7	Financial Logs	Undated
	8	Mailing Lists	1975-1986
	9	Membership Lists	1974-1984
	10	Membership Lists	1985-1999
	11	Bank Signature Documents	1979-1992
	12	Tax ID Correspondence	1979-1988
	13	Miscellaneous	1980-1982
6	1	Paid Bills	1975-1977
	2	Paid Bills	1978-1979
	3	Paid Bills	1980-1981

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
6	4	Paid Bills	1982-1983
	5	Paid Bills	1984-1985
	6	Paid Bills	1986-1987
	7	Registration Check Stubs	1978
	8	Registration Check Stubs	1980
	9	Registration Check Stubs	1981
	10	Registration Check Stubs	1983
	11	Savings Account Passbooks State Fidelity Federal Savings and Loan Association	June 1978-Jan. 1983
	12	Savings Deposits State Fidelity Federal Savings and Loan Association	1979-1982
	13	Treasury Book	Sept. 1975-May 1977
	14	Invoices	1985-1992
	15	Cash Receipt Book	1985-1988
	16	Check Register	May 1983-Jan. 1988

SERIES IV: COMMITTEES

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
7	1	Membership	1977-1987
	2	Ad-hoc Committee on Copyright	1977
	3	Ad-hoc Committee on outreach	c.a.1977
	4	Area Planning Committee	Undated
	5	Audiovisual Committee	Sep. 1975
	6	Budget Committee	Mar. 1980
	7	Bylaws Committee	1979-1984
	8	Consumer Health Education Committee	1982
	9	Continuing Education Committee	1977-1984
	10	Diabetes Fair Committee	1973-1976
	11	Election Committee	1982-1985
	12	Executive Committee Minutes	1982-1984
	13	Executive Committee Minutes	1985-1988
	14	Executive Committee Questionnaire	1984
	15	Legislation Committee	1978-1984
	16	Library Internship Exchange Program	c.a.1979
	17	Membership Committee	1981-1983
	18	Nominating Committee	1980-1988
	19	Rational Acquisitions Committee	Undated
	20	Workshop Committee	1979-1985
	21	Workshop Committee – Annual Workshop	1976

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
7	22	Workshop Committee – Annual Workshop	1979
	23	Workshop Committee – Annual Workshop	1980
	24	Workshop Committee – Annual Workshop	1983
7A	1	Workshop – Information Needs of Health Professionals	Apr. 1995
	2	Workshop Committee- 9 th Annual Workshop	1983-1984
	3	MVAHSL Bylaws Committee	1977-1978
	4	Executive Committee Minutes	1994-1995
	5	Executive Committee Minutes	1995-1996
	6	Executive Committee Minutes	1996-1997
	7	Executive Committee Minutes	1998-1999

SERIES V: REPRESENTATIVES TO OTHER ORGANIZATIONS

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
8	1	Cincinnati Area Health Sciences Libraries Association	1979
	2	Kentucky-Ohio-Michigan Regional Medical Library(KOMRM) Network	1975-1983
	3	Participating Library Advisory Committee (PLAC)	1980-1981

SERIES VI: CORRESPONDENCE

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
8	4	Correspondence	1973, 1976
	5	Correspondence	1977-1978
	6	Correspondence	1979-1980
	7	Correspondence	1981-1982
	8	Correspondence	1983-1984
	9	Correspondence	1985-1986
	10	Correspondence	1991-1997
	11	Mailings	1994-1995
	12	Mailings	1995-1996
	13	Mailings	1996-1997

SERIES VII: NEWSLETTER

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
9	1	Newsletter	1982-1983
	2	Newsletter	1984-1986
	3	Newsletter	1987
	4	Newsletter	1988
	5	Newsletter	1989

SERIES VIII: MISCELLANEOUS

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
9	6	Miscellaneous – Various Items	1981-1987
	7	Pamphlets	c.a.1980s
	8	Pictures from Loma Pallman’s Retirement Dinner	Jun. 1985
	9	Magazine Articles	1976-1985
	10	Metropolitan Detroit Medical Library Group(MDMLG)	1979
	11	Speeches	Undated
	12	Newsletters from other Organizations	1978-1979
	13	Grant Applications	1980
	14	Directory – Personnel and Organizations	1989
	15	KOMRML- KOMMENTARY	1976
	16	Rational Acquisition Committee	1974-1975
	17	Rational Acquisition Committee	1976-1977
	18	Rational Acquisition Committee	1978-1979
	19	Assertiveness and the Health Sciences Library	Undated
	20	Photo-Freeport. Sierra Leone	1992
	21	Questionnaire-Assoc. Benefits Survey Results	June 1984
10	1	Agreement	Mar. 21, 1976
	2	Subject Area Responsibilities	1976-1985
	3	Minutes – Rational Acquisitions Committee	1978-1980
	4	Minutes – Cooperative Acquisitions Committee	1981-1988
	5	Rational/Cooperative Acquisitions Statistics	1977-1988
	6	Journal Add/Drops	1976-1986
	7	Psychiatric Subcommittee	1977-1978
	8	KOM Reports	1979-1981
	9	Manual of Policies and Procedures	1976, 1979
	10	Indexes & Resources Guide to Audiovisuals	Undated
	11	Membership Directory	1994

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
10	12	Finance Committee – Projected Budget Working Papers	1986-1992
	13	Photographs – MVAHSL Christmas Party	1993
	14	Photographs – MVAHSL Meeting at Kettering Medical Center	1994