the honorary degree of Doctor of Science in 1972, citing "Your lifelong commitment to excellence and innovation in your chosen career has helped in large part to create one of the world's greatest medical libraries and has won for you national distinction in the library profession" [2].

Tom Keys has lived over an era of great social change—his career spanned forty-two productive years. Thirty-eight of these were spent at the Mayo Clinic Library, a setting which combines the elegance of Ivy League with the fast pace of Midwest. Here he has worked and passed the years with his charming wife Betty and his two sons in a home specially designed for him by architect Frank Lloyd Wright. Tom's colleague, Herman Henkle, then Librarian of the John Crerar Library, was moved to remark wistfully and half to himself one evening, as he viewed the movement of Chicago, "He had the best of two worlds."

REFERENCES

1. MAYO CLINIC. New Emeritus Members of the Staff. Rochester, Minn., 1972. p. 11.
2. UPTON, M. Citation [upon presentation of degree of Doctor of Science]. Apr. 17, 1972.

Connecticut Association of Health Sciences Libraries: Standards and Checklist for Health Sciences Libraries

BY THE STANDARDS COMMITTEE,
CONNECTICUT ASSOCIATION OF HEALTH SCIENCE
LIBRARIES*

BASED on a pre-Regional Medical Program survey which indicated that library services in Connecticut community hospitals and health care institutions were minimal or nonexistent, a Library Service Division to be headed by a professional library consultant was created by the Connecticut Regional Medical Program in early 1969.

Educational programs sponsored by the Library Service Division encouraged a spirit of cooperation among librarians from these institutions, which resulted in 1973 in the formation of the Connecticut Association of Health

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Sciences Libraries (CAHSL). CAHSL memberships include thirty-five insitutions and nineteen individuals; there are seven associate members and one honorary member.

Minimal quantitative guidelines developed by the Library Services Division and its Advisory Committee in 1970 [1], revised in 1973 [2], provided the basis for improvement in the quality of library services in these institutions. To supplement these guidelines, the Standards

TABLE 1

STANDARDS FOR HEALTH SCIENCE LIBRARIES

The library shall meet the needs of the entire institution and provide library service to all members of the hospital community.

Administration

The library shall be a department of the institution, directly responsible to the hospital administration.

There shall be an adequate budget for the library department.

There shall be a policy and procedures manual for the library.

Staffing

Staffing coverage of the library shall be commensurate with institutional needs.

The librarian shall be an employee of the hospital whose sole responsibility is library service.

The librarian shall be freed and compensated for attendance at professional meetings and continuing education programs.

Services

The library shall be accessible at all times.

The library collection shall reflect the services and educational programs of the institution.

The library collection shall contain all manner of resource material, print and non-print.

The library shall provide reference service and interlibrary loan service, compile bibliographies, check citations, provide selective dissemination of information, and conduct library orientations.

The library shall be responsible for going outside the institution to supplement the aforementioned services.

The library shall be used exclusively for library purposes, shall be located for the convenience of the maximum number of users, shall have adequate space for users, staff and collection, with future growth capability.

The library shall assume a responsible role as a member of the Biomedical Communications Network and shall endeavor to cooperate with other institutions in the community for the purpose of supporting the dissemination of health care information.

TABLE 2
CHECK LIST FOR ADMINISTRATION OF HEALTH SCIENCE LIBRARIES

	Yes	Planned	No
The Library—Administration—General			
1. Is the library a department?			
2. Is the Librarian a Department Head?			
The Library—Administration—Staff			
1. Is the Librarian a salaried employee?			
2. Is the Librarian's performance evaluated and compensated?			
3. Is the Librarian freed and compensated for continuing education?			
4. Does the Librarian select and evaluate library staff?			
5. Is the present staff adequate for the library?			
6. Is there continuing education for the staff?			
7. Is there a written staffing schedule for the department?			
The Librarian—Administration—Policy and Procedure			
1. Does the library have a policy and procedures manual?			
2. Does the Librarian have the responsibility for the development of the library's policy and procedures?			
3. Is the policy and procedures manual revised regularly?			
4. Records and reports:			
a. Does the Librarian write an annual report?			
b. Does the library have a list of articles the staff has published?			
c. Does the Librarian keep statistics on circulation of books, journals, and audiovisual software?			
use of audiovisuals and AV equipment?			
acquisitions of resource material?			
purchases other than supplies/materials?			
interlibrary loans?			
exchanges?			
gifts?			
copy machine use?			
reference questions/bibliographies?			
5. Is there a Library Committee?			
6. Is the Library Committee representative of the institution?			
7. Does the Library Committee			
a. make policy recommendations?			
b. assist the Librarian in making purchase decisions?			
c. meet at least quarterly?			
The Library—Administration—Budget			
1. Is the budget prepared by the Librarian?			
2. Is the budget presented to administration by the Librarian?			
3. Is the budget reviewed by the Library Committee?			
4. Within the approved budget, is the Librarian authorized to make expenditures?			
5. Is the budget allocation adequate to meet the needs of the institution?			
6. Is there a budget item for			
a. Travel and attendance to professional meetings and courses?			
b. Membership in professional organizations?			
7. Does the Librarian receive departmental fiscal reports regularly?			

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TABLE 2—*Continued*

	Yes	Planned	No
8. Does the Librarian have responsibility for the disposition of gifts, donations, memorials, and other funding designated for the library?	___	___	___
The Library—Collection—Selection			
1. Does the library have a written selection policy?	___	___	___
2. Does the Librarian have a major role in developing selection policy?	___	___	___
3. Is the selection policy flexible?	___	___	___
4. Does the Librarian receive input on selection from			
a. Library Committee?	___	___	___
b. Director of Medical Education?	___	___	___
c. medical staff?	___	___	___
d. nursing staff?	___	___	___
e. department heads?	___	___	___
f. other hospital personnel?	___	___	___
5. Does the Librarian plan ahead on the basis of the hospital's future plans for education or research programs?			
6. For selection purposes does the library consult			
a. Brandon list?	___	___	___
b. Stearns and Ratcliff list?	___	___	___
c. Yast list?	___	___	___
d. *Index Medicus*?	___	___	___
e. other lists?	___	___	___
7. Does the library have a materials retention policy?	___	___	___
8. Are "suggestions for purchase" request forms readily accessible?	___	___	___
The Library—Collection—Access			
1. Is the library accessible at all times?	___	___	___
2. Is the library available to all members of the institution?	___	___	___
3. Is the library available to the health personnel and other qualified members of the community?	___	___	___
4. Is the collection systematically arranged?	___	___	___
5. Is there a shelf list?	___	___	___
6. Does the library bind journals regularly or are the journal back files in microform?	___	___	___
7. Are unbound journals systematically arranged?	___	___	___
The Library—Collection—Audiovisual Materials			
1. Does the library handle the AV software for the hospital?	___	___	___
2. Is there space in the library for storage and use of audiovisual equipment and materials?	___	___	___
3. Does the library			
a. borrow audiovisual materials?	___	___	___
b. lend audiovisual materials?	___	___	___
The Library—Services—Circulation			
1. Does the library have a written circulation policy?	___	___	___
2. Does the library have a mechanism for retrieving overdue books?	___	___	___
3. Is there a method of compensation to the library for lost books?	___	___	___
The Library—Services—Reference			
1. Does the library			
a. accept phone reference questions?	___	___	___
b. refer questions to other libraries?	___	___	___
c. provide interlibrary loan services for its users?	___	___	___

TABLE 2—*Continued*

	Yes	Planned	No
d. provide interlibrary loan to other libraries?	____	____	____
e. compile bibliographies?	____	____	____
f. check citations?	____	____	____
g. provide selective dissemination of information?	____	____	____
h. provide library orientation sessions?	____	____	____
i. provide written user guide?	____	____	____
2. Is there unlimited use of toll telephone available to the library?	____	____	____

The Library—Facilities

	Yes	Planned	No
1. Is the location of the library convenient for the greatest number of its users?	____	____	____
2. Does the library have			
a. space enough for its users?	____	____	____
b. space enough for its staff?	____	____	____
c. enough space for the collection?	____	____	____
3. Is there well-positioned space for technical processes?	____	____	____
4. Is there a copy machine in the library?	____	____	____
5. Is the library facility appropriately quiet?	____	____	____
6. Is the library well-lighted?	____	____	____
7. Is the library floor carpeted?	____	____	____
8. Is the temperature in the library generally comfortable?	____	____	____
9. Is shelving and furniture adequate?	____	____	____
10. Does the Librarian have a place where business can be conducted?	____	____	____
11. Does the library have growth capability?	____	____	____
12. Is the library facility used exclusively for library purposes?	____	____	____

The Library—Relationship to the Institution

	Yes	Planned	No
1. Is the Librarian a member of institutional committees other than the Library Committee:			
a. Educational?	____	____	____
b. Other?	____	____	____
2. Is the Librarian invited to attend other meetings of committees of which she is not a member?	____	____	____
3. Does the Librarian meet regularly with administration?	____	____	____
4. Does the library provide materials for the continuing education programs in the institution?	____	____	____
5. Does the library have users in the nonmedical departments of the institution?	____	____	____

The Library—Relationship with Other Libraries

	Yes	Planned	No
1. Does the library request document delivery from other "basic unit" libraries within the state?	____	____	____
2. Is the library a member of either a formal or an informal consortium?	____	____	____
3. If so, are all the biomedical libraries in the geographic district encouraged to join?	____	____	____
4. Does the library have a cooperative acquisition program, informal or formal, with other "basic unit" libraries?	____	____	____
5. Does the library use either of the medical school libraries in Connecticut for document delivery service?	____	____	____
6. Does the library use either of the medical schools for reference service, including MEDLINE?	____	____	____
7. Does the library deal with libraries not within the BCN but within the state?	____	____	____

TABLE 2—*Continued*

	Yes	Planned	No
8. Does the library deal with libraries not within the BCN but outside of Connecticut?	————	————	————
9. Does the library belong to any regional library cooperative group outside the biomedical field?	————	————	————
10. Does the institution belong to			
a. Connecticut Association of Health Sciences Libraries?	————	————	————
b. Medical Library Association?	————	————	————
11. Does the Librarian have personal membership in			
a. Connecticut Association of Health Sciences Libraries	————	————	————
b. Medical Library Association?	————	————	————
12. Does the library meet the needs of the entire institution?	————	————	————

Committee of CAHSL has developed qualitative standards for health sciences libraries (Table 1) and an accompanying checklist (Table 2).

The fourteen standards, adopted by the general membership, establish a basis for effective library service acceptable to a wide range of health care institutions. Recommended usage of the checklist is: to serve as a self-evaluative tool to identify the strengths and weaknesses of library service, to demonstrate the current level of library service to library committee members and administrators, and to assist in planning future programs.

REFERENCES

1. Suggested Minimum Guidelines for Connecticut Health Science Libraries. New Haven, Connecticut, Technical Advisory Committee on Library Services, Connecticut Regional Medical Program, 1970.
2. Suggested Minimum Guidelines for Connecticut Health Science Libraries. New Haven, Connecticut, Technical Advisory Committee on Library Services, Connecticut Regional Medical Program, 1973 rev.

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