

Waves of Change, Oceans of Opportunity  
2013 MLGSCA/NCNMLG Joint Meeting  
July 24-26, 2013, San Diego, California

## **FINAL REPORT**

**Medical Library Group of Southern California &  
Arizona (MLGSCA)  
&  
Northern California and Nevada Medical Library Group  
(NCNMLG)  
Joint Meeting 2013**

**Submitted by Meeting Tri-Chairs:**

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Joint Meeting Website <http://mlgsca.mlanet.org/jtmtg2013/index.html>

## EXECUTIVE SUMMARY

### Overview:

The 2013 MLGSCA/ NCNMLG joint meeting took place from July 24-26, 2013 at the Price Center at the University of California, San Diego. The meeting proper was July 25<sup>th</sup> & 26<sup>th</sup>, the 24<sup>th</sup> was devoted to 4 CE courses. Overall, there were 145 registered attendees including vendors. Most vendors brought several representatives. Of non-vendor attendees, approximately 65% came from the MLGSCA region, 15% from the NCNMLG region and the rest were non-members, students and retirees. Plenary speakers included Stephen Abram MLS, strategy and direction planning consultant at Lighthouse Partners, Lee Rainie, Director of the Pew Research Center's Internet & American Life Project, and Marcelo Fiszman MD PhD, Research Scientist at the National Library of Medicine. There were updates from NN/LM PSR, as well as a report from MLA President Dixie Jones. 12 contributed papers, 8 lightning talks and 22 poster presentations rounded out the meeting. Exhibits were held each of the 3 days. 28 library & related product vendors paid to exhibit. Amirsys, CyberTools, Elsevier, JAMA Network, McGraw Hill & The Medical Letter were leading sponsors. Scheduled social and networking activities included an opening reception Wednesday night, and plenty of on-campus activities were promoted.

### New Meeting Format:

At the suggestion of MLGSCA Advisory Council members and the general membership, the 2013 Joint Meeting tri-chairs investigated a new and more affordable (for both members and the professional association) model for the Joint Meeting. The meeting was held on the University of California, San Diego campus at the Price Center. Catering during the meeting was arranged through the campus' catering service. On campus housing was arranged in the Warren Apartments for Wednesday July 24<sup>th</sup> and Thursday July 25<sup>th</sup>, additional nights were offered for those travelling from out of town. Complete dining in the Canyon Vista Restaurant and parking was included in the two night housing package.

### Key Successes:

Overall, the Price Center, Warren Apartments and Canyon Vista Restaurant were well received by attendees. The Price Center staff provided excellent service and the meeting rooms were well maintained. Accommodations in the Warren Apartments were simple yet clean and comfortable. The food offered through Canyon Vista Restaurant was enjoyable with a variety of options to appeal to diners of all needs. The price for lodging, dining and parking was very affordable at \$228 for a two night stay with 6 meals. The tri-chairs committed to a room reservation count of 70 people with Warren Apartments and easily surpassed that number.

Continuing with the theme of affordability, conference fees were as follows:

	all inclusive		One day only		CE course
	Early	Late	Early	Late	
Member	175.	225.	125.	175.	75.
Non-member	200.	250.	150.	200.	125.
Student/retiree	75.	100.	not offered		50.
Exhibitor	900.	1000.			

Guests could purchase welcome reception tickets for \$30 each. There was no registration deadline.

2 night stay with dining/parking		1 night stay dining not included		Dining only (2 full days)
Single	Double	Single	Double	
228.02	202.22	72.28	59.28	83.46

Warren Apartments are considered suites with two bedrooms and shared living room, kitchen, shower and toilet. Each bedroom has a separate bathroom sink area. Attendees were offered single occupancy (bedroom to oneself) or double occupancy (sharing bedroom with one person). The majority of attendees chose single occupancy. The formal housing deadline was set at June 28, 2013 but extended to July 10, 2013 when housing details were required to be submitted to Warren Apartments.

The Facilities Committee organized a schedule of “ambassadors” to assist attendees travelling from the Price Center to the Biomedical Library, housing/dining to the Price Center and between events within the Price Center. The ambassadors were employees of University of California, San Diego and were very familiar with the campus.

Registration for the conference, CE classes, housing and dining was organized in Cvent. Vendor registration was also managed via Cvent. Detailed registration guides for both attendees and vendors were available to assist with the registration process.

#### **Challenges:**

- Working with the University of California, San Diego – planning timeline was condensed, 2013 conference contracts were not available until January 2013. This is very different than working with hotel conference venues
- Working with the University of California, San Diego was more labor intensive than a hotel (instead of one point person, there were several organizational/hierarchical contacts)
- Campus setting entailed a fair amount of walking between the conference, dining and housing
- Late housing requests by attendees / final list was due 14 days before event
- Some Committee Chairs publicly expressed doubts/apprehensions for the new model being attempted (in meetings and communications). Meeting organizers need to emphasize the need for a unified, positive message coming from all Committee members
- Hotels typically cover insurance for alcohol and other liabilities. In dealing with University of California, San Diego, we were required to ask MLA for coverage above and beyond what is typically provided by them. This was not costly, but did take a significant amount of time to acquire

Cvent was set up to accommodate registration for both attendees and vendors. Separate CE registration was intentionally not made available to encourage folks to attend the meeting as well as CEs. In the future, a CE only option should be made available. Cvent did not allow attendees to edit their registrations after completion. It is uncertain if this was due to how the event was set up, there must be more flexibility for Cvent users to edit their own registrations. The Exhibits Committee accepted discounted registrations and “sponsorship only” opportunities for vendors (paid by check)

which were not entered into Cvent and therefore not easily tracked by the Registration Committee or Tri-chairs.

There was no vendor registration deadline set which inadvertently led to registrations after the Program and publicity materials were finalized. All vendors were recognized on the Joint Meeting website as well as on an overhead PowerPoint presentation which ran during scheduled exhibit hours.

Check-in and out times for Warren Apartments was quite limited per our original contract. It was not learned until later that check-in/out could be accommodated between 7am-midnight, and 24 hour check-in/out was available in case of emergency. It was also discovered on the final day of the conference that attendees could have purchased meals at the Canyon Vista Restaurant outside of the all-inclusive room/dining plan. It is unclear what this option may have done to the on-campus attendance, as part of the appeal of staying on campus was the camaraderie of joining colleagues for meals.

While direction was provided for each of the committee chairs (using descriptions, best practices, and recommendations from previous Joint Meeting reports), detailed responsibilities, due dates, and communication duties were not spelled out. This led to some amount of confusion among the chairs that would have been avoided otherwise. While the overall goals were met, many details were left to the last minute.

#### **Recommendations for Future Meetings:**

- Anticipate several registration options and allow for changes post-completion/confirmation
- There should be someone on the planning committee with a history of planning past joint meetings to offer guidance to less experienced members
- Investigate the one day meeting model with CE classes offered pre or post meeting
- Continue investigating alternative meeting space / housing models
- Change Cvent password so that financial details / back-end registration transactions are on a “need to know” basis
- Create clearly defined goals/responsibilities for committee chairs

#### **Final Registration Details:**

	Full Conference		One Day Conference	Housing / Dining 7-24/25	Additional Dining	Housing 7-23	Housing 7-26
MLGSCA Members	68		8	61	6	10	10
NCNMLG Members	18			13		4	2
Retired / Student	10			2			
Non-members	8		3				
Vendors	Paid registration	Total (3 per paid registration)		6	2		1
	27	45					
Totals	131		11	82	8	14	15

## **FINANCIAL SUMMARY**

### **Meeting Revenue:**

Attendee Registration / all Housing / all Dining \$38,190.42

CE Course Registration \$4,350.00

Exhibitor Registration \$24,300.00

Sponsorship \$2,500.00

**Total Revenue \$ 69,340.42**

### **Meeting Expenses:**

Conference Center/ Room Rental / AV / Housing / Dining \$41,935.18

Food & Beverage Catering \$7,888.27

Photo Booth \$550.00

Bank of America Fees \$112.00

Plenary Honoraria \$1,000.00

Plenary Travel & Incidentals \$2,903.94

CE Honoraria \$800.00

CE Instructor Travel & Incidentals \$2,271.46

CE Course Credit Application \$125.00 (Drug Resources)

Publicity & Signage Printing \$465.91

CE Reimbursement for Printing \$22.76

Tri-Chair Travel \$185.60

Registration Supplies \$288.00 (lanyards)

Postage \$43.49

Speaker Gifts \$270.45

Cvent Registration Overage Charge (12 transactions) \$53.28

**Total Expenses \$58,915.34**

Registration Fees via Cvent \$3,142.40

(not included in total revenue or meeting expenses total above)

**Meeting Income \$10,425.08**

Exhibitor registration and sponsorship were the main sources of income. Sponsorship came from seven vendors: Amirsys, CyberTools, EBSCO, Elsevier, The JAMA Network, McGraw Hill & The Medical Letter.

## **FINANCE REPORT**

Chair: Ellen Aaronson

Committee Members: Kathy Zeblisky & Elisa Cortez

A new checking account with Bank of America was created solely for the Joint Meeting 2013. We decided to continue with Bank of America because the MLGSCA primary checking account is with them and our credit history is already established. Once again we were faced with providing MLA corporation data, proof of non-profit status, and signature cards to set up the account. We opened the account with seed money from MLGSCA that had been approved at a previous Advisory Council meeting.

After discussions with the MLGSCA Treasurer, it was decided to use QuickBooks Pro since that is used for the MLGSCA primary accounting. We also weighed the financial options of purchasing an additional “event” from Cvent, our online registration program, however we decided that since there was virtually no other financial activity during the Joint Meeting registration period, we could piggy-back onto the existing open event on Cvent. I worked closely with the Treasurer to set up systems by which we could identify Joint Meeting activity in the reporting and decided that she would receive checks from Cvent and our merchant accounts and send them to me for deposit. I also received registration checks from those who chose not to use a credit card. Our total Cvent and merchant account transaction fees were deducted from the final check sent to us by MLGSCA. Seed money was reimbursed.

Recommendations for future meetings:

- We relied heavily on the MLGSCA Treasurer to analyze the Cvent and merchant account income and track the transaction fees. While it might cost to add an “event” to the registration system, it would be well worth it to keep the Joint Meeting transactions separate. It would be much easier to identify transactions and fees and not involve the MLGSCA Treasurer.
- Our new meeting format proved financially successful in terms of profit and loss. Unlike the hotel model, we were not responsible for room nights and/or the same type of food and beverage commitments as in the past. The combined program/housing registration made it more difficult to extract specific income data, and there were issues with attendees going back into Cvent to register additionally for CE classes.

See attached files:

JM2013 Balance Sheet Summary

JM2013 Profit & Loss Detailed



## POSTERS REPORT

### Chairs:

Rebecca Birr, MSLIS, AHIP, Maricopa Integrated Health System - Phoenix, AZ

rebecca.birr@mihs.org

Kathy Zeblisky, MLS, AHIP, Phoenix Children's Hospital - Phoenix, AZ

kzeblisky@phoenixchildrens.com

### Committee Members:

Raquel Abad, MLIS University of California Davis – Sacramento, CA

Laura Stubblefield, MLS, AHIP Sharp Healthcare – San Diego, CA

### Key Responsibilities:

- 5-6 months before the meeting start sending out a call for posters and papers (actual call at end of this report); coordinate with paper committee chair. Our initial call was sent in February 2013 and closed March 31, 2013. Notification of acceptance was made April 25.
- Coordinate with publicity committee to send the call to as many listservs as possible. Send poster and paper call reminders every month.
- Publicity committee sent the call to: MLA, HLS, MLGSCA, NCNMLG, HPCMLA, PNCMLA, SLA, CABL, SABL and others.
- Contact Facilities Committee to determine the maximum number of posters that can be accepted and displayed in the exhibit space. Determine size of poster boards and how posters are affixed to board (tape, push pin, Velcro, etc.). Determine if wireless access and electricity will be available in the Exhibit area. Determine if tables, chairs, etc. will be available to presenters. Determine if Facilities or Poster Committee is responsible for this budget item.
- Send call information to conference webmaster for submission to poster section of conference website. Include Call for Posters here along with other information such as FAQs (included at end of this report).
- Create a spreadsheet of all incoming poster submissions.
- Once the call has closed, have one committee member blind the submissions and send to other committee members for review. Scoring questions can be found at the end of this document. Set a deadline for members to review and return their feedback to the chair(s). Contact submitter(s) for more information if needed by the reviewers. Watch for multiple submissions from the same institution on the same topic which might best be combined into a single poster (or paper).
- Notify submitters of acceptance/denial. Include all instructions for poster display, including dates and times, FAQs, etc. Request electronic copies of posters for submission to the conference website.
- Notify Facilities committee of the number of posters accepted so we have the correct number of poster boards ordered (make sure Facilities and not the Poster Committee is responsible for ordering the poster boards). Determine if any accepted posters have special requirements such as wireless access, electricity, table tops, chairs, etc. Notify the Facilities committee of any such special requirements.
- Group the accepted posters by subject or theme and assign numbers. Map out their display and place those that require electricity together. Work with Facilities to ensure your

arrangement is acceptable. Print out numbers and bring to the conference for posting on the boards.

- Once display diagram is confirmed with Facilities, send the Poster information including Poster number to the Program Committee for inclusion in the Program. Also post this information on the conference website.
- Once at the conference place poster numbers on the boards. Be available to assist presenters to hang their posters. Bring any supplies necessary for the poster hanging.
- Make sure all posters are removed by the stated time. Remove tape or push pins left on boards. After the meeting remind presenters to send electronic copies of their posters for the website.
- Make sure a section about Posters is included in the Conference Evaluation.
- Send thank you letters to Poster committee members.

#### Successes Highlighted:

We had a great response to our call with 22 posters submitted and all accepted. One poster was withdrawn prior to the conference. The poster session was well attended and drew traffic into the Exhibit Hall.

#### Issues Identified:

- It was discovered at the conference that we could not use push pins to hang the posters. This caused a bit of confusion since we now had to tape the posters to the boards. Make sure of the hanging method when ordering poster boards.
- Assign poster numbers after electricity needs are determined. We had to rearrange posters due to Price Center's request to group electricity together. Try to group those needing electricity together.
- Some presenters had posters that were larger than the boards even though the board size was clearly mentioned in their instructions. These posters migrated into others' poster space. Emphasize the board size to presenters upon acceptance.
- Have a list of presenters and assigned poster numbers at the conference. Many presenters did not know their number when they arrived to put up their poster.

## PAPERS REPORT

Chair:

Annie M. Hughes, Information Services Librarian, Wilson Dental Library of USC

Committee Members:

Jackie Davis, Consumer Health Librarian, Sharp HealthCare

Laura Brown, Clinical Librarian, City of Hope

### Key Responsibilities

- Determine dates for paper submission
- Work with Publicity Chair to put out a Call for Papers to listservs
- Receive papers, blind them, and distribute them to committee members for review
- Read and determine which papers are best suited for presentation at the meeting
- Notify presenters of acceptance or rejection of papers
- Determine which papers will be presented in each of the 6 sessions
- Create an FAQ for presenters regarding computer equipment, length of paper (i.e. 20 minutes to talk, 10 minutes for question per presenter)
- Create a timeline to submit final abstracts, biographies, slides
- Send out notifications to presenters regarding room assignments and order of presentations
- Provide information to webmaster to upload paper abstracts and descriptions to the website prior to the meeting
- Assign moderators for each paper session
- Be sure to confirm the AV requirements for presentation rooms
- Coordinate with moderators to assure they have access to papers either via a system such as Google Drive or Dropbox and/or a flash drive
- Collect and provide moderators with presenter biographies
- Provide contact information to moderators prior to the meeting for AV personnel (or an individual who can reach an AV tech) should a technical difficulty arise.
- Check in with moderators during sessions to assure there are no technical difficulties
- Gain permission of presenters to post PowerPoint slides to meeting website
- Provide PDFs of PowerPoint slides to the webmaster to be uploaded to the website post-meeting

Successes Highlighted: This year we also offered members to submit short abstracts for Lightning Talks or 5-10 minute presentations on a new service or current research. The session gave individuals who did not have full length papers to present or individuals who did not feel comfortable speaking for 20-30 minutes the opportunity to highlight their work.

The paper sessions were all well-attended and from brief feedback received, the attendees enjoyed the content.

### Recommendations for Future Meetings:

Unfortunately, this year we did not receive an abundance of submissions and had to put out several calls. Perhaps we can either reduce the amount of papers sessions per meeting OR continue to offer the option of Lightning Talks.

## PLENARY REPORT

Chair: Lisa Federer (UCLA)

### Key Responsibilities

- Identify and solicit plenary speakers for the meeting.
- Negotiate with speakers on topics for their talk, speaker fees, room and technology needs for their presentation.
- Invite the MLA President to speak and provide an MLA update.
- Invite the RML to provide an RML/NLM update.
- Coordinate with meeting chair(s) to schedule times for speakers to present.
- Sign agreements with the speakers, outlining agreed upon speaker fees and travel expenses that the chapter will incur, dates by which speakers will provide materials, etc.
- Solicit speaker bios and photographs for inclusion in the meeting program and website.
- Ensure all speakers have information regarding the meeting venue, hotels, and travel.
- Follow up with speaker prior to meeting to identify last minute needs, collect Powerpoint presentations or other AV materials, and ensure the speaker knows when and where they will present.
- Purchase a small thank you gift (approximately \$50) for each speaker and the MLA President.
- Arrange to load speaker slides on meeting computer, meet with speakers at the venue before their talk, and ensure that the room and technology are ready for their talk.
- Get permission from speakers to have their slides posted on the website after the meeting.
- After the meeting, coordinate with treasurer to ensure speaker fees and travel expenses are paid in a timely manner.

### Recommendations for Future Meetings

- Solicitation for plenary speakers should start early, at least eight to ten months in advance of the meeting.
- The committee should consult with the chapters CE programmers and/or meeting chair(s) to see if any surveys have been conducted recently to gauge topics of interest for the membership. If no such survey information is available, the committee may wish to conduct a survey or informally poll the membership through the listserv to identify topics or speakers of interest.
- Speaker agreements are not required for RML speakers, since they are not able to claim speaker fees or travel expenses when speaking at chapter meetings. A contract may be required for the MLA President if there are travel expenses involved. In 2013, MLA agreed to cover the MLA President's travel expenses, and MLGSCA provided complimentary registration for the MLA President.
- Plenary speakers and the MLA President should be provided with complimentary registration. In 2013, plenary speakers were provided with one-day registration for the day they presented and were given the option to purchase a single day registration for the other day. None purchased an additional registration.
- Not all speakers will stay for other parts of the meeting. Check with the speakers to find out if they will attend other parts of the meeting, especially if they plan to stay for lunch or other meals or events.

## CONTINUING EDUCATION REPORT

Co-Chairs:

Kathleen Carlson

Lisa Marks

- Four Continuing Education (CE) sessions were offered for the 2013 MLGSCA/NCNMLG Joint Meeting held on the campus of the University of California, San Diego (UCSD) campus.
- Courses were selected based on previous year's (June 2012) CE survey.
- Co-Chairs and Publicity Chair-Amy Chatfield took a marketing approach to get the word out about the CE courses being offered in San Diego.
- Emails were sent to the following groups:
  - MLGSCA
  - NCNMLG
  - University of California
    - Irvine
    - Los Angeles
    - Riverside
    - San Diego
      - Librarians
      - School of Medicine-Division of Global Public Health
  - California State University
    - Bakersfield
    - Long Beach
    - Northridge
    - San Bernardino
  - University of Southern California
  - San Diego City Public Libraries
  - San Diego County Public Libraries
  - Community College Libraries in San Diego area
  - College Libraries in San Diego County
  - Special Libraries Association San Diego
  - San Diego Black Nurses Association
  - Philippine Nurses Association San Diego County
  - San Diego County Public Health
  - San Diego State University Library
    - Graduate Nursing Program, Graduate School of Public Health
  - University of San Diego
    - School of Nursing and Health Sciences
- All sessions were ½ day courses; all held on Wednesday, July 24, 2013 (one day prior to the conference). Co-Chairs decided not to hold sessions on Saturday, July 27, 2013. Past history showed low attendance for courses held Saturday following the Joint Meeting.
  - each location held an 8am to 12pm and a 1pm to 5pm session.
  - fee for each ½ day session was \$75.00 for members, \$125.00 for non-members
  - each session had a required minimum of 10 participants for class to take place

- Two sessions were held at the Price Center (University Student/Conference Center) and two sessions were held at the UCSD Biomedical Library in order to make use of the library's computer lab.
  - both of these locations worked well for needs of all CE courses

#### PRICE CENTER

Courses held at the Price Center:

- Evidence Based Practice Follow-Up (Limit: 25 participants)  
Instructor: Connie Schardt
- Mobile App Therapy (Limit: 25 participants)  
Instructors: Bart Ragon & Gabe Rios

#### BIOMEDICAL LIBRARY

Courses held at the Biomedical Library:

- Public Health Information on the Web (Limit: 23 participants)  
Instructor: Kay Deeney
- Drug Information Resources (Limit: 23 participants)  
Instructors: Amy Chatfield & Mary White

#### REGISTRATION PER COURSE

- Evidence Based Practice Follow-Up  
22 registered; 21 actual showed - \$1600.00
- Mobile App Therapy  
21 registered; 19 actual showed - \$1450.00
- Public Health Information on the Web  
7 registered; 6 actual showed - \$425.00
- Drug Information Resources  
10 registered; 11 actual showed - \$875.00

TOTAL INCOME:	\$4,350.00
TOTAL EXPENSES:	\$3,219.22
PROFIT	\$1,130.78

#### LESSONS LEARNED

- Wonderful to work with experienced instructors: all had previous experience teaching although this was the first time Chatfield/White presented their course.
- Plan early and get ahead if possible. When date was set for July 2013, co-chairs jumped on planning, spoke to instructors in person at MLA Annual meeting in Seattle, WA in 2012.
- all instructors/courses were set and in place by December 2012 with instructors signed "intent to teach" form (first document required by co-chairs)
- Planning can be handled by two people if they have "been there done that" and if not, would recommend a committee of 3 to 5 people with at least one member having experience.
- Push courses out to wide audience if they have general appeal like the Public Health Information and Drug Information courses; provides great opportunity to work with Publicity Committee.

- Two courses did not meet the required 10 participants however, because those who had registered had paid, it was decided to go ahead and hold both classes even though classes were less than the required 10 persons.
- Joint Meeting tri-chairs suggested that CE instructors stay in the same accommodations as conference attendees (which they did) but also share suites/rooms if possible (CE co-chairs asked early 2012 when contracts were written that each instructor had their own private suite/room and not share accommodations). CE co-chairs felt strongly that the instructors were nationally known instructors and should not have to share even though it meant paying for unused suites/rooms. This time of year (June-August) in San Diego hotels are very expensive and if private suites at UCSD Warren College would not have been written into the contract the Joint Meeting Planning Committee would have paid top dollar for rooms off-site.

## EXHIBITS REPORT

Chair:

Michael Kronenfeld, A T Still Memorial Library, A T Still University

Committee Members:

Daniel Burke, Medical, McGraw-Hill Professional

Bryan Nugent, Health Sciences Library, Banner Good Samaritan Medical Center

Sherrill Olsen, Huntington Hospital

### Key Responsibilities

- Securing vendors to attend and support the conference
- Support vendors at the conference
- Gather vendor feedback after the meeting
- Marketing advertising opportunities in the online program

### Successes Highlighted

- 26 vendors attended (maximum was 26 vendor tables); of the 26, 1 table was provided for the opening event only and one at a reduced rate for someone selling jewelry
- 6 vendors provided additional contributions to support the conference including one from a vendor who did not attend the conference. Sponsorship money totaled \$2,350

### Recommendations for Future Meetings

For the 2013 meeting the Exhibits Committee used the recommendations of the 2011 Joint Meeting Exhibits Committee and the input of Daniel Burke, our Committee member who is a vendor representative (McGraw-Hill Professional) to the Conference value for our exhibitors. We:

- Had the Welcome Reception and three Exhibit Breaks in the Exhibit Hall with no conflicting programming making the Exhibit Hall the primary location for conference attendees to 'hangout' and network
- Had the poster sessions in the Exhibit Hall again bring attendees to the Exhibits Hall
- Provided listing of exhibitors and sponsors in the digital program and with appropriate signage at the conference
- Provided assistance in set up and break down for our exhibitor

The feedback from the exhibitors was very positive as conference attendees spent a significant amount in the exhibit area. The holding of the welcome reception and extensive exhibit breaks with no conference counter programming with food added and the placement of the posters in the exhibit hall meant that it is where everyone went to network and handout between programs. We recommend this for future conferences.



## REGISTRATION REPORT

### Co-Chairs:

Andrea Harrow  
Belen Thornfield

Committee Members: Sondhaya “Sunny” Sritongsook

### Key Responsibilities

- Work with tri-chairs to compose regular and vendor registration guide as well as text for registration webpage
- Update registration guides as needed
- Create registration event (via Cvent), troubleshoot, test, launch
- Track registrations and handle associated issues/questions
- Recruit and organize volunteers for registration desk
- Create registration desk staffing schedule
- Design and print name badges
- Provide registration data, class rosters, etc. as needed

### Outcomes and Results

- Both regular and vendor registration was handled completely online via Cvent
- The majority of registrations were handled without any issues
- Registration data was provided to Publicity Chair who printed name badges for all attendees (regular, vendor, guest)
- Check-in for the Joint Meeting entailed picking up a name badge w/ lanyard. Printed at a glance schedules and attendee lists were made available, conference bags were not provided
- As the Joint Meeting was meant to be a “green” event, attendees were encouraged by registration desk volunteers to download and save the Final Program pdf to their computers/devices and to download the Guidebook app
- Volunteers were well informed and answered attendees questions appropriately

### Issues Identified:

- There were gaps in registration desk staffing, leaving tri-chairs to cover the desk
- The Price Center has many free-standing public computer kiosks, therefore a laptop and printer was not made available
- The registration event in Cvent was not set up to be as flexible as was needed. Registrants could not edit their registrations after confirmation and CEs could not be purchased w/out purchasing conference registration. Committee co-chairs and meeting tri-chairs spent much time editing attendees’ registration on the “back-end” of Cvent.
- A few discounted vendor registrations and/or sponsorships were handled directly by the Exhibits Committee and not entered into Cvent which made tracking all vendors and payments more difficult

### Recommendations for future meetings:

- Bring office supplies “just in case”
- Provide as much volunteer coverage as possible for the registration desk

- Anticipate and allow for many registration possibilities when setting up online registration

## **ROUND TABLES REPORT**

Chair:

Marsha Kmec, Mission Hospital Library, Mission Viejo, California

Committee Members:

Ellen Aaronson, Jin Wu, Mary White

### **Key Responsibilities**

- Conduct survey with both the northern and southern chapter of the medical library groups requesting topics for the roundtables
- Tabulate topics and eliminate topics of little interest
- Work in conjunction with the Chairpersons of the Joint Meeting and registration in an effort to incorporate roundtable topics into the paper registration packet or electronic registration packet
- Keep abreast of the number of attendants at any given table limiting the table to no more than 10-12
- As tables are formed (preferably ten tables with ten topics), request that one person serve as facilitator and one person serve as recorder. AHIP points are awarded for this particular service
- Tell facilities how many tables are needed, chairs, and cardboard table numbers would be needed as well
- On the day of the event, paper and pencils should be provided to each table
- Work with the Chairpersons regarding potential sponsorship for this particular event. Cookies, drinks, and chocolates have been great motivators as well as fresh fruit.
- Keep a spreadsheet handy regarding attendees and the table they had signed up for
- If requested, a full report can be generated by roundtable chair regarding the list of topics and everything that had been discussed at each table

### **Lessons Learned:**

- There were many who dropped in and had not registered, those should be assigned to tables that are not heavily populated
- Attendees need to be educated as to the importance of the facilitator
- There needs to be one focal leader to keep the discussion in order and flowing

## **PUBLICITY REPORT**

Chair: Amy Chatfield, Norris Medical Library, University of Southern California, Los Angeles, CA

Committee members: Beverly MacLeod, Kaiser Foundation Hospital – Antioch Medical Center, Antioch, CA

Phillip Garcia, Grunigen Medical Library, University of California-Irvine, Irvine, CA

Amy Chatfield wishes to thank the members of the Publicity and Printing Committees from the 2011 and 2010 Joint Meetings. Their documentation was very helpful for the 2013 committee.

### **Key Responsibilities:**

- Develop meeting graphic identity (fonts, colors, logo)
- Update contact list
- Write and submit materials for newsletters
- Write and send email announcements
- Coordinate with non-MLGSCA and non-NCNMLG library-oriented groups to promote the meeting
- beyond our chapter boundaries and to non-members within our chapter's areas
- Gather content for, layout, and produce PDF program
- Design and produce signage
- Design and produce nametags

### **Successes:**

The committee developed and shared with the planning committee a document stating our graphic identity, including copies of the graphics, CMYK and RGB color codes so other graphics could be created in the same color theme, lists of fonts to use and when, and sample letterheads. This was well-received by the group.

A spreadsheet of email contacts for library groups and organizations in the United States and Canada was developed by prior Joint Meeting publicity committees. This spreadsheet was transferred to Google Drive and updated with new contact information and additional library groups/organizations. The spreadsheet was also used to track who of the 2013 Publicity Committee contacted each group and when, so we could easily divide these tasks and ensure that everyone was contacted. Amy Chatfield will provide this spreadsheet to the next Joint Meeting publicity committee.

The committee was asked to keep the tone light and humorous for all publicity, and to use visual elements. We were also asked to develop a series of emails discussing the “top 10 things to do in La Jolla.” This was very well-received. A sample of these emails is attached as appendix 1. Google Drive was also used to brainstorm, collaboratively edit, and store promotional messages. The committee liaised with the Connections Committee and Newsletter Committee of MLGSCA to place announcements on the MLGSCA blog, Facebook, and Twitter. This was an excellent division of duties.

The committee also created a free app using Guidebook. 66 downloads of the app occurred at the meeting, and verbal feedback at the meeting was positive. We used the free Guidebook service

which limited the content we could place in the app and limited the number of downloads. If we pay for this service (fees start at \$1750 as of 2013) then we can add ads on each page of the app; social media integration; more custom lists; and be able to provide ~1,000 downloads.

#### Challenges:

This meeting did not include a printed program. This caused some confusion among attendees (who wanted a printed program) and among planning committee members, who did not always adhere to deadlines for providing materials. Based on discussions with 2011 program committee members, the committee had budgeted about 30 hours of work to make the electronic program; due to lack of content, inaccurate content and required changes, content provided in incompatible file formats, or having to track down missing content, it took about 100 hours.

There was miscommunication about sponsorship activities which meant that not all sponsors were adequately reflected in the program or signage.

#### Suggestions for future meetings:

The committee which creates the program/signs and the exhibits committee should share a member in order to ensure that information about vendors is communicated adequately and vendors who are sponsoring sessions are compensated appropriately in programs and signage. There need to be clear deadlines listed in multiple places for printing and program materials. Perhaps upcoming deadlines can be stated at each of the planning meetings.

Many library groups and individuals are using Facebook, Twitter, and Google+. The next committee could consider expand promotions to social media, beyond what was done this year on the MLGSCA-controlled social media sites. One method would be creating an interesting picture about the event which includes the URL for the conference site, and asking MLA, other MLA chapters, individuals, etc., to share this picture on their walls, or Tweet it, or add to a blog.

The Guidebook app is very easy to create and easy to update, too. The version we used was free. The paid version should be investigated and considered for use as the only “program” created by the meeting. This would reduce a significant amount of the work for creating a program (as the app handles layout), might approach cost neutrality if ads can be sold, and is easier for attendees to use than a traditional program. However, some institutions require presentation of physical programs for librarian review or reimbursement of travel expenses (to prove they actually presented or attended the conference) so an additional type of “proof of attendance” may need to be created.

## **WEBSITE REPORT**

Chair: Jin Wu, Norris Medical Library

Committee Member: Robert Johnson, Norris Medical Library

### **Key Responsibilities:**

- Design website for 2013 Joint Meeting
- Work with other committees to determine website content and timeline for upload
- Upload content as needed

### **Successes Highlighted:**

The 2013 Joint Meeting web site was created and uploaded to the MLANet server. The site ran well and there were very few problems.

### **Issues Identified:**

- The website was created early without employing a template. Later when there were major changes, this turned out to be a problem. I recommended the adoption of a template design in the early stages of the website creation to save potential problems.
- There wasn't a guideline in place until after the website had been created regarding website content updates. Each committee chair sent content in different formats and in different ways. It helped that we came up with guideline later to save time and avoid miscommunication.
- Committee chairs should leave plenty of time for web content updating.

### **Recommendations for Future Meetings:**

The chairs of the committee should have a preliminary meeting to decide what content should be placed on the website before the web committee creates the website. It helps to have multiple people (at least 2) to update the website to avoid delay.

## **HOSPITALITY REPORT**

Chair: Naomi C. Broering, Dean of Libraries, Pacific College of Oriental Medicine

### **Committee Members:**

Paul Bielman, Mgr Library Services, Kaiser Permanente San Diego Medical Center

Grace Johnston, Asst Librarian at Kaiser Fontana

Samantha Stevens, Lib Asst, Pac College of Oriental Medicine

Gregory A. Chauncey, MBA, Health Instructor, Pac College of Oriental Medicine

### **Key Responsibilities**

- Identify & Post Visitor Information Links on Meeting Website, Hospitality section.
- Equip the Hospitality Desk with visitor information, brochures, handouts, and maps on San Diego.
- Develop a Hospitality Desk Schedule to assure coverage during the meeting.
- Greet Attendees at the shared Hospitality/ Registration Desk.
- Provide information on the Price Center layout, meeting rooms, exhibits, and facilities.

### **Outcomes and Results**

- Busy Desk: Well covered during peak times.
- Helped attendees and exhibitors find their meeting locations, times and room numbers.
- Dual coverage Hospitality and Registration: Provided Registration badges and information to attendees.
- Provided Meeting at a Glance sheets and also meeting Guide App.
- Attendees were given tour packets and suggestions of things to do with their families/spouses.

### **Issues Identified:**

- None- Great Teamwork between both committees and volunteers.

### **Recommendations for future meetings:**

- Tote bags to prepackage with some tour information and maps would be great.
- Consider placing Visitor information with brochures at a table in Exhibits room.
- Consider an off-site evening event that attendees can sign up for.

## **FACILITIES REPORT**

Chair: Mary Wickline, UC San Diego (with the Tri-Chairs: Nita Mailander, Bob Johnson, & Danielle Linden)

### **Key Responsibilities**

- Point person for UC San Diego facilities issues prior to and during the meeting
- Be present or have an informed volunteer present in all sessions to take action or notify one of the Tri-Chairs or site contacts about technology or other issues should it be necessary
- Coordinate with other Chairs for questions related to their areas: signage, speaker support, equipment & technology needed, etc.

### **Successes Highlighted**

- Requested in advance hard-wired Ethernet connection for plenary speaker who contacted us because he was planning to use a live internet-based demonstration.
- Organized 16 on-site volunteers (UC San Diego Ambassadors) familiar with the campus, housing, multiple parking locations (differed for those staying in on-campus housing vs. driving in from home or hotel), and multiple CE and meeting locations to provide directional support the first two days and catering and tech support for CEs located in the library. These Ambassadors arrived early in strategic locations and assisted speakers and attendees as needed. They stayed in place until 15 minutes after sessions started each day.
- Most everything seemed to go smoothly. No major glitches. Comments heard by volunteers and reported in debriefing related mostly to “it’s a beautiful campus”

### **Issues Identified**

- Catering complained when they couldn’t get in prior to the time we agreed to (7:30-7:45 a.m.) at the Biomed Library CE. I could not get them in any earlier. Alarms are programmed on the building so that the earliest any employee can get in is 7:30. Nita called me; I reiterated the agreed upon time. I don’t really see this as a problem because my volunteer (Linh) was available at the agreed upon time (7:30) and the CE did not start until 8:00 a.m. We had tables set-up and ready for them the night before.
- One attendee complained that the sheets weren’t clean and someone else was already in her room when she checked in. I referred her to Earl’s Place. Followed-up with her mid-day to find out if it was resolved. Turned out that she had misunderstood the suite set-up. No one was in her room.

### **Recommendations for Future Meetings**

- Our Tri-Chairs gave all chairs their cell phone numbers and had the cell numbers of all chairs distributed. That was very reassuring in terms of problem solving.
- Recommendation from the 2011 Joint Meeting report to ask presenters about the type of computer they are bringing is a good one to continue. We did not encounter any problems.



## EVALUATION REPORT

### Chairs:

Sue Espe, Southwest College of Naturopathic Medicine and Health Sciences

Yamila El-Khayat, Arizona Health Sciences Library, University of Arizona

### Key Responsibilities:

- Create post-meeting survey
- Present results of survey

### Highlights:

Survey Monkey was the software utilized for the collection of data for the 2013 Joint Meeting hosted by the Medical Librarians Group of Southern California and Arizona in San Diego. A total of 90 responses were collected by the survey. Some of the findings were the following:

- 75% of the responses collected were from members of the Medical Library Group of Southern California and Arizona (MLGSCA)
- The majority of participants, approximately 40% of responses, felt that both city location (40%) and speakers (41.1%) were very influential as a deciding factor to attend this meeting.
- Most respondents (71.6%) stayed at the Warren Apartments located on the University of California, San Diego campus.
- Respondents choose to stay on- campus because of convenience to the conference activities and cost.
- 96% of attendees enjoyed the meeting format and would attend another meeting on a University campus. Comments included: interesting architecture, campus beauty and tranquility, low attendance cost, all-inclusive pricing and overall affordability.
- 37% of attendees used the Guidebook app to download program content. Comments included: it was convenient, neat, easy to use, easy to access, handy, helpful, great, excellent, awesome, and overall loved it.
- A large amount of respondents were “Very Satisfied” with CE courses, Contributed papers, and Poster sessions.
- Plenary speakers had high ratings with very interesting topics to participants.
- Majority rated the conference being “excellent” or “very good” on the following: communication, facility, organization, publicity / promotion, website, registration process and campus conference model.

### Recommendations for future meetings:

- Opening reception should be scheduled for longer than one hour
- Consider scheduling evening social events, tours, dine-arounds
- Offer a limited supply of printed program materials

## Call for Papers & Posters

The Planning Committee of the MLGSCA/NCNMLG chapters of the Medical Library Association invites proposals for contributed papers and posters for the 2013 Joint Meeting to be held at the University of California, San Diego's Price Center. The conference theme is Waves of Change, Oceans of Opportunity and can encompass a variety of topics. Projects, services, innovations, lessons learned, and success stories which illustrate how we are celebrating opportunity during continual change are all possible paper or poster topics. Deadline for submissions is March 31, 2013.

The poster session will be held on Thursday, July 25, 2013 from 1:30 to 3:00 in the Exhibit Hall. Posters may continue to be displayed through the last exhibit break on Friday July 26, 2013 at 4:00pm.

Contributed paper sessions are Thursday July 25th from 10:30am to noon and Friday July 26th from 10:15am-11:45am, and occur in three concurrent sessions each day.

For both poster and paper proposals, submit a 250 word abstract describing your project. Include your name, position title, address, phone number and email address.

For posters, the abstract should be sent to Rebecca Birr ([rebecca.birr@mihs.org](mailto:rebecca.birr@mihs.org)) via email. Please put "poster proposal" in the subject line.

For contributed papers, the abstract should be sent to Annie Hughes ([amhughes@usc.edu](mailto:amhughes@usc.edu)) via email. Please put "contributed paper proposal" in the subject line.

Please refer to the conference website for more information as it becomes available:  
<http://mlgsca.mlanet.org/jtmtg2013>

*The 2013 MLGSCA/NCNMLG conference is not sponsored by the University of California. The views expressed at the conference are not supported or endorsed by the University of California and/or UC SAN DIEGO.*

## Poster FAQ

### When is the poster session?

- The poster session is from 1:30pm – 3:00pm on Thursday, July 25. Plan to be at your poster during that time to answer questions.

### When do I put my poster up?

- We are encouraging presenters to hang their posters Wednesday evening or Thursday morning and to leave them up until Friday afternoon. The posters will be in the same room as the exhibits.

### What size are the poster boards?

- The poster boards are 4' x 6'.

### Will there be push pins available?

- Yes. You may also want to bring scissors, pens, business cards, and paper to take down notes or comments and contact information from visitors to your poster.

### How will I know where to hang my poster?

- Before the meeting you will be assigned a number that will match a poster board.

### Will there be wireless available in the exhibit hall?

- Yes.

### Will there be power available at the poster?

- You will need to request power by June 15 if you require it. Otherwise, plan to have your device charged. If you need a table to rest your device, you will also need to request that by June 15.

### Can I have handouts?

- Yes, you may give handouts. There are no tables at the poster. You can hang folders with handouts from the poster board.

### Do I need to send an electronic copy of my poster for posting to the web site?

- Yes, we would like to have all posters sent to [rebecca.birr@mihs.org](mailto:rebecca.birr@mihs.org) by August 1. This will enable those at the conference and those unable to attend to learn from your work.

### Do you have some general guidelines for poster design?

- MLA 2013 had some great information to consider  
[http://www.mlanet.org/am/am2013/sect\\_prog/poster\\_faq.html](http://www.mlanet.org/am/am2013/sect_prog/poster_faq.html)

What are some general guidelines I should think about when designing a poster?

- Your poster should be about 20% text, 40% graphics, and 40% white space.
- Use the active voice on all text.
- Keep text to the absolute minimum.
- Text should be at least 28 or 32 points in size. The bigger, the better for text to be readable from a distance.
- Posters are graphical presentations. Special emphasis should be placed on charts, tables, and photos.
- Backgrounds using light colors work best.
- Consider materials when designing the poster. Soft vinyl plastic is lighter weight and takes up less space when rolled than traditional laminated paper.
- Include a financial disclosure statement to inform the audience that you have a financial or other beneficial interest in the information being presented, if applicable.

- Consider how you will transport your poster. Multiple panels are easier to handle than one panel. Note the standard size of available shipping containers if you plan to ship your poster ahead. You do not need to fill the entire poster board. It can be smaller than the display space and still be easily viewed. Consider producing your poster onsite at a local quick copy shop.
- If you decide to laminate your poster, consider using a matte or low-glare finish. People will be able to read your poster more easily from a distance regardless of the lighting angle. There will also be less glare if a picture is taken.
- Fred Stos developed an excellent resource for clients at the Arts and Sciences Library at State University of New York–Buffalo. [This comprehensive resource](#) includes practical tips on creating, developing, and presenting a poster whether it is electronic or not.

## Papers FAQ

### When are the paper sessions?

- There are two sessions for papers. You will either present on Thursday, July 25<sup>th</sup> or Friday, July 26<sup>th</sup>. On the 25<sup>th</sup>, the session is from 10:30 – 12:00 p.m. and on the 26<sup>th</sup> it is from 10:15 – 11:45 a.m.

### When are final abstracts due?

- Final abstracts are due to [amhughes@usc.edu](mailto:amhughes@usc.edu) by June 21<sup>st</sup>, 2013.

### Do I need to provide author bios?

- Yes, please send author bios with your final abstracts by June 21<sup>st</sup>, 2013.

### How should the final abstract be structured?

- Ideally, each abstract should follow the format of Objective, Background/Methods, Results, Conclusion. The abstracts should not exceed 400 words.

### How do you want author information formatted?

- Please include yourself and other contributing authors in this format:  
Annie Hughes, Reference Librarian, Wilson Dental Library, Ostrow School of Dentistry of USC, Los Angeles, CA

*Author Name, Job Title, Institution or University, City, State*

### How long should my presentation be?

- Ideally, each presentation should be 20 minutes. You will each have 10 minutes of Q&A after your session.

### How many slides should I have?

- That is up to you. You can have 80 slides or 20 slides. Remember some rules for presenting effectively using PowerPoint. Here a link to Dave Paradi's site on communicating effectively with PowerPoint: <http://bit.ly/18rsNmW>

### When are my slides due?

- Please submit final slide presentations to [amhughes@usc.edu](mailto:amhughes@usc.edu) by July 12<sup>th</sup>, 2013

## **Permission to Post Papers to Joint Meeting Website**

Presenters confirmed with YES via e-mail. If they did not, the slides were not uploaded to the website.

Hi all –

I just wanted to thank each and every one of you for doing such a superb job last week. Your papers & lightning talks were all very well-received and I am so glad you were able to participate. Many people have asked me if your slides will be available online, so I would like to get your permission to upload them to the website. Please respond to this e-mail with a yes if you are OK with me posting the slides.

Just fyi:

1. If you made changes to your slides right before the conference and I don't have the most up-to-date version, please send that to me along with your permission to post.
2. If you used any artwork/photos etc. that you did not obtain permission to use please remove them.

Again, thank you so much for participating and congrats on doing such wonderful paper presentations!  
Annie

## Paper Grading Rubric

PAPER #				
Criteria	Meets or Exceeds Criteria	Acceptable	Not Acceptable	Pts.
<b>Relevance to Conference</b>	Relevance of title and description of proposed theme of presentation as a whole is explicit. (10 pts)	Relevance of title and description of proposed theme of presentation is somewhat clear (5 pts)	Relevance of title and description of proposed theme of presentation is not clear. (0 pts)	
<b>Learning Objectives</b>	Learning objectives for participants are explicit, appropriate, and reasonable. (10 pts)	Learning objectives are somewhat appropriate, explicit and reasonable. (5 pts)	Learning objectives are not appropriate, explicit or reasonable. (0 pts)	
<b>Interest</b>	The session sounds interesting informative and helpful. (10 pts.)	This session sounds interesting, informative OR helpful (two of three) (5 pts)	This session sounds less than interesting, informative, or helpful. (one or none of the three). (0 pts)	
<b>Organization &amp; Format</b>	Presentation description is well thought-out and organized as well as clearly and coherently written. (10 pts)	Presentation description is somewhat organized OR somewhat clearly and coherently written. (5 pts)	Presentation description does not seem organized and is not coherent or clearly written. (0 pts)	
<b>Relevance to Field</b>	This presentation is relevant to the field and will make a significant contribution. (10 pts)	This presentation may make a contribution to the field. (5 pts)	It's not obvious that this presentation will make a contribution to the field. (0 pts)	
<b>Total pts</b>	----	-----	-----	

**What is the overall theme of the presentation?** ie – Hospital Libraries, Instruction Technology, Mobile Devices?

**Does the presentation have any audience participation/interaction/handouts?**

## Plenary Speakers Agreement



Waves of Change, Oceans of Opportunity

2013 MLGSCA/NCNMLG Joint Meeting

July 24-27, 2013, San Diego, California

### MLGSCA SPEAKING CONTRACT

Medical Library Group of Southern California & Arizona

MLGSCA agrees to contract with **NAME** (hereinafter referred to as "SPEAKER") to speak at the 2013 Joint Chapter Meeting of the Medical Library Group of Southern California and Arizona (MLGSCA) and the Northern California and Nevada Medical Library Group (NCNMLG), July 24-26, 2013 at the Price Center Conference Center on the campus of the University of California, San Diego (UCSD), in La Jolla, California. SPEAKER is scheduled to present on **DATE** from **TIME – TIME**.

#### **MLGSCA agrees to pay the following fees:**

##### **-SPEAKER HONORARIUM**

Stipend of \$1000 will be paid within 30 days of completion of presentation; stipend will be paid by check made payable to SPEAKER and sent to:

[Please provide address]

-Reimburse SPEAKER within 30 days after submission of all receipts for reimbursable expenses including the following:

##### **-TAXI/CAR SERVICE TO/FROM AIRPORT**

**-ACCOMMODATIONS:** Single occupancy room with shared suite, kitchen, and bathroom in conference housing on campus at UCSD for 2 nights.

**-AIRFARE:** Round trip, coach class

**-DRIVING:** MLGSCA will reimburse for mileage at the IRS standard mileage reimbursement rate in effect on the date of travel, not to exceed total cost of coach class airfare.



**-MEALS:** For meals not included in conference housing, up to \$12.00=breakfast, up to \$18.00=lunch, and up to \$36.00=dinner per day.

SPEAKER will supply MLGSCA with receipts for all expenses incurred within two weeks following the meeting. A check made payable to SPEAKER will be sent to the address indicated by SPEAKER above.

**MLGSCA agrees to provide the following:**

- Appropriate presentation venue on DATE in La Jolla, CA
- Computer and LCD projector
- Flip chart or white board with markers and eraser, if necessary
- Transportation from hotel to venue, if necessary

**MLGSCA will NOT provide the following:**

- Photocopying of speaker materials
- Registration for the full Joint Meeting (however, SPEAKER is welcome to attend all meeting events on the day of his/her presentation)

**In addition to presenting the program, SPEAKER is responsible for:**

- Completing and returning this agreement **no later than February 8, 2013**
- Providing biographical information and presentation abstract for publicity use
- Completing and returning the equipment form
- Bringing or submitting prior to the meeting an electronic version of handouts for posting to the conference website
- Completing and returning the housing and meals form
- Making your own travel arrangements (coach class only)
- Completion and return of IRS W-9 Tax Form
- Email presentation to [lmfederer@library.ucla.edu](mailto:lmfederer@library.ucla.edu) **no later than July 15, 2013**
- Submitting your expense report within two weeks of the end of conference

**CANCELLATION:** MLGSCA will determine an appropriate cancellation date in the event of insufficient registrants. If MLGSCA cancels the event after May 1, 2013, SPEAKER will receive the honorarium as agreed; however, other costs will not be reimbursed. If SPEAKER cancels, he/she will forfeits any claim to the honorarium and will not be reimbursed any other costs.

MLGSCA and SPEAKER are in agreement with the terms of this contract.

Signed:

---

Lisa Federer,

Authorized MLGSCA Rep.

1/30/13 \_\_\_\_\_

Date

---

NAME,

Speaker

\_\_\_\_\_

Date



Waves of Change, Oceans of Opportunity

2013 MLGSCA/NCNMLG Joint Meeting

July 24-27, 2013, San Diego, California

### EQUIPMENT/ROOM ARRANGEMENTS FORM

Speaker	
Title of presentation	
Date/Time	
Place	
Each room will have a lectern, podium, laptop computer, data projector, and screen. If you require other equipment, supplies, or arrangements, please specify:	
<b>Please plan to email your presentation file to <a href="mailto:lmfederer@library.ucla.edu">lmfederer@library.ucla.edu</a> no later than July 15, 2013.</b>	



Waves of Change, Oceans of Opportunity

2013 MLGSCA/NCNMLG Joint Meeting

July 24-27, 2013, San Diego, California

### HOUSING AND MEAL NEEDS FORM

Speaker	
Dates for housing (2 nights to be paid by MLGSCA, any additional nights to be paid by speaker.)	<input type="checkbox"/> Wednesday, July 24 <input type="checkbox"/> Thursday, July 25 <input type="checkbox"/> Friday, July 26

Please indicate whether you will attend each of the following meals at the Warren Dining Center.

Day	Breakfast	Lunch	Dinner
Thursday, July 25			
Friday, July 26			N/A

## CE Instructor Intent to Teach



Medical Library Group  
of  
Southern California & Arizona

July 20, 2012

Dear Name,

As the co-chairs for Continuing Education for the 2013 Annual Joint Chapter Meeting of the Medical Library Group of Southern California and Arizona (MLGSCA) and the Northern California and Nevada Medical Library Group (NCNMLG) scheduled for July 24-27, 2013 at the Price Conference Center on the campus of the University of California, San Diego (UCSD), La Jolla, California, it is our pleasure to invite you to present your class "name" at the meeting. Continuing Education courses are scheduled for Wednesday, July 24, 2013.

### **MLGSCA will pay:**

- Stipend of \$400
  - Coach/economy airfare to/from San Diego International Airport
  - Reimbursement of cab fare to/from airport to the Price Conference Center, UCSD, not to exceed the amount of \$100
  - Reimbursement for lodging on campus either the night before or night of your course
- 
- Although we are unable to give you free registration for the full conference, you are more than welcome to attend any conference sessions held on the day of your course.
  - If you accept our invitation, please contact L. Marks and/or K. Carlson by Friday, August 31, 2012 to confirm that you will be presenting July 24<sup>th</sup>, 2013.

More specific details (ie, instructor agreement, equipment needs & room arrangement) will be sent in the Spring of 2013.

We look forward to hearing from you. We anticipate many members of each chapter who are unable to attend the 2013 MLA Annual Meeting in Boston, MA will attend the Joint MLG Meeting in San Diego. Please don't hesitate to contact either of us if you have questions or concerns.

Sincerely Yours,  
Kathleen Carlson  
University of Arizona  
Education Librarian  
435 N. 5<sup>th</sup> St.  
Phoenix, AZ 85004  
(602) 827-2340  
kncarlso@email.arizona.edu

Lisa Marks  
Providence Saint Joseph Medical Center  
Health Science Library  
501 S. Buena Vista Street  
Burbank, CA 91505  
(818) 847-3822  
[Lisa.marks@providence.org](mailto:Lisa.marks@providence.org)

Final Report: MLGSCA & NCNMLG  
Joint Meeting 2013

## CE Instructor Agreement



Waves of Change, Oceans of Opportunity

2013 MLGSCA/NCNMLG Joint Meeting

July 24-26, 2013, San Diego, California

## CE Instructor Agreement

March 1, 2013

Name

Title

Medical Center Library, DUMC 3702

10 Searle Center Drive

Durham, NC 27710

Dear Name,

We are pleased that you have agreed to teach a continuing education course at our July 2013 Joint Meeting in San Diego. Your CE course will most certainly enrich our educational offerings.

- Title of Course:
- Date/Time: Wednesday, July 24, 2013 at 8:00am to 12:00pm
- Place: Price Conference Center, University of California San Diego

The attached agreement form specifies expected responsibilities of the instructor and the Joint Meeting CE co-chairs. Please send a signed copy no later than May 31, 2013 to the address or fax number below.

We also request you provide your requirements for equipment/room setup and dorm room request (if applicable). Forms for this information are also attached. This information should be provided no later than 10 days prior to the meeting.

We will send confirmation of this agreement by June 15, 2013. In the unlikely event that the program must be cancelled, you will be notified by July 1, 2013. Please do not hesitate to contact either of us with any questions, needs or concerns. We look forward to working with you.

Kathleen Carlson  
University of Arizona  
Education Librarian  
435 N. 5<sup>th</sup> St.  
Phoenix, AZ 85004  
(602) 827-2340  
kncarlso@email.arizona.edu

Lisa Marks  
Providence Saint Joseph Medical Center  
Health Science Library  
501 S. Buena Vista Street  
Burbank, CA 91505  
(818) 847-3822  
Lisa.marks@providence.org

### **Presenter/Instructor Agreement**

You agree to teach a course at the 2013 MLGSCA/NCNMLG Joint Meeting, July 24-July 26, 2013.

The title of your [presentation/course] is [xxx].

You will be teaching this on Wednesday, July 24, 2013, 8:00am to 12:00pm, Price Conference Center, UCSD.

The Program Committee will:

- Provide you with an honorarium in the amount of \$400.
- Reimburse you for round trip coach/economy airfare, airport transfers not to exceed \$100.00 total, one night's hotel stay at UCSD dormitory.
- Provide the conference room, equipment and supplies for the course.
- Pay any MLA fees for CE credit if course not already approved [CE instructors only]
- Pay you the honorarium and any agreed upon reimbursable expenses within 30 days after you submit all receipts

**\*\*\*This does not include conference registration. If you wish to attend the conference, you will need to register and pay the registration fees.\*\*\***

If you decide to cancel or otherwise withdraw from the program, no honorarium or expenses will be paid to you.

If you are teaching a CE course and less than 10 students register by July 10, 2013, Joint Meeting may cancel the course. If the course is cancelled by Joint Meeting you will receive the honorarium, but no other costs will be reimbursed.

#### **In addition to presenting the program, the instructor agrees to:**

- Complete and return a signed copy of this agreement by May 31, 2013
- Complete and return the equipment/room setup and hotel room request form by July 15, 2013
- Send the course abstract and instructor bio to the CE Program Co-Chairs
- Submit prior to the meeting, by July 17, 2013, an electronic version of your handouts for posting to the meeting website
- Make your own travel arrangements (round trip airfare to be coach/economy class only)
- Complete and return IRS W-9 Tax Form by May 31, 2013
- Submit receipts for agreed upon reimbursable expenses within two weeks of the end of the Conference (July 26, 2013).

**Equipment/Room Arrangements Form**

Presenter/Instructor: Name

Title CE Course:

Date/Time: Wednesday, July 24, 2013/8:00am to 12:00pm

Place: Price Conference Center, University of California San Diego

Each room will have a lectern, podium, LCD projector and screen. If you require other equipment, supplies, or arrangements, please specify:

**Please plan to email your presentation file to [kncarloso@email.arizona.edu](mailto:kncarloso@email.arizona.edu) no later than July 17, 2013.**

**Staying on Campus**

Your stay at UCSD will be in the Warren Apartments on campus. A single room will be reserved for you for Tuesday evening, July 23<sup>rd</sup>.

<http://warren.ucsd.edu/res-life/neighborhood.html>

All meals for the conference, should you choose to register and stay for the meeting, will be available at the Canyon Vista restaurant; part of the Warren Apartments neighborhood.

<http://hdh.ucsd.edu/canyonvista/>

Presenter/InstructorName: \_\_\_\_\_

Presenter/Instructor

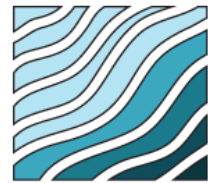
Signature&Date: \_\_\_\_\_

CE Committee Co-Chair Signature & Date: \_\_\_\_\_



**“Save the Date” for Exhibitors**

## Waves of Change, Oceans of Opportunity



MLGSCA/NCNMLG Joint Meeting 2013

Subject: \*SAVE THE DATE\* 2013 Joint Meeting Invitation

Dear Exhibitors,

On behalf of the 2013 Joint Meeting of the MLA Chapters, the Medical Library Group of Southern California and Arizona (MLGSCA) and Northern California Nevada Medical Library Group (NCNMLG), we are inviting you to be a part of the exhibits in San Diego, California. The 2013 Joint Meeting will be held at the University of California, San Diego's Price Center, July 24-26, 2013.

Registration is available online: <http://mlgsca.mlanet.org/jtmtg2013/index.html>

We look forward to seeing you in San Diego. Surf's up dude!

Bryan Nugent, MSLIS  
Librarian  
Banner Good Samaritan Medical Center  
Health Sciences Library/Learning Center  
1111 E. McDowell Road  
Phoenix, AZ 85006  
Ph: 602-839-5445  
[bryan.nugent@bannerhealth.com](mailto:bryan.nugent@bannerhealth.com)

## Exhibits Shipping Instructions

# Waves of Change, Oceans of Opportunity



MLGSCA/NCNMLG Joint Meeting 2013

Subject: Conference Shipping Instructions

Dear Name,

On behalf of the 2013 Joint Meeting of the MLA Chapters, the Medical Library Group of Southern California and Arizona (MLGSCA) and Northern California Nevada Medical Library Group (NCNMLG), we welcome you to the exhibits in San Diego, California. The 2013 Joint Meeting will be held at the University of California, San Diego's Price Center, July 24-26, 2013. We are excited to meet you there.

If you are shipping anything ahead of the conference please follow these instructions:

Packages will be accepted between July 15<sup>th</sup> 8:00a.m. and July 22<sup>nd</sup> 3:30p.m. Please send to the following address:

### Shipping Address:

UCSD

7835 Trade Street, Suite 100

San Diego, CA 92129

Re: Medical Librarian Conference, Price Center West Ballroom B

Vendor Name: Amirsys, Inc.

Booth number: Your Number is - 105

**Wednesday morning vendor packages will be delivered to the vendor's booth.**

Also, you are permitted to have up to 3 representatives with your registration. These are the names you have provided:

Representative #1:

Representative #2:

Representative #3:

If any of this information is incorrect please inform us immediately so that we may have name badges and passes available for each representative that will be attending.

We look forward to seeing you in San Diego. Surf's up dude!

## Registration / Hospitality Desk Schedule

### Joint Meeting 2013 Sign up Sheet for Registration and Hospitality UCSD Price Center

	Wednesday July 24			Thursday July 25		Friday July 26	
	Reg/Biomed Lib Computr Rm	Reg Price Cen /Marshall College Rm	Hosp/ Price Cen	Reg Price center	Hosp Price Cen	Reg Price Center	Hosp Price Cen
7:00		Andrea Andrea		Andrea Andrea		Andrea	
8:00							
9:00							
10:00		Belen		Belen	Grace J	Sunny	Naomi
11:00		Belen		Sunny	Grace J	Sunny	Naomi
		Belen		Sunny		Sunny	Samantha
12:00		Belen		Sunny		Sunny	Samantha
	Andrea		Naomi			Sunny	
1:00			Naomi				
			Naomi				
2:00		Sunny	Naomi/Sam	Sunny	Grace/Pat		
		Sunny	Naomi/Sam	Sunny	Grace/Pat		
3:00		Sunny	Naomi/Sam				
		Sunny	Naomi/Sam				
4:00		Sunny	Naomi/Sam	Belen		Belen	
		Sunny	Naomi/Sam	Belen		Belen	
5:00		Andrea		Belen		Belen	
		Belen					

## Publicity Guidelines

Font, logo, and colors for 2013 MLGSCA/NCNMLG Joint Meeting “Waves of Change, Oceans of Opportunity”

Created by the Joint Meeting Publicity Committee, July-August 2012

Chair, Amy Chatfield, University of Southern California: amychatf@usc.edu, 323-442-1128

Philip Garcia, University of California- Irvine: pagarcia@uci.edu

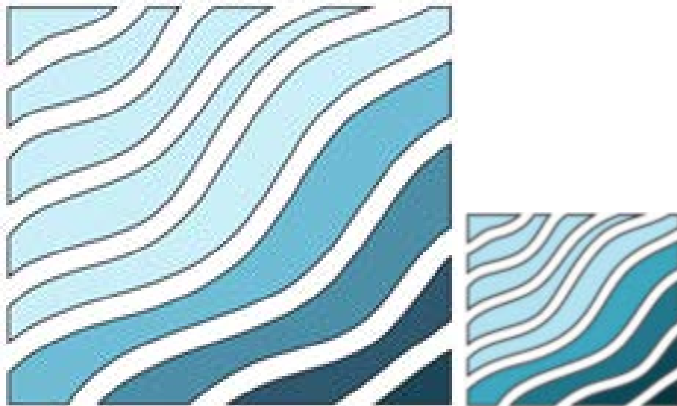
## Fonts

Title font (use for titles, name of organizations in the logo, etc.): Candara. Suggest 22, 24, or 26 point font when used as a title in print materials. Use 12 point font for title if smaller font is needed.

Body font (use for most text within program- names of rooms, presenter names, etc.): Gautami. Use 11 point font.

Accent font (if additional font is needed): Calibri. Use 11 point font.

## Logo



These are 72 DPI logos that can be copied, re-sized, and re-used in electronic formats (websites, emails, etc.). Because it is a low DPI image, it may not reproduce well in printed formats. Contact Amy or Philip via email for a high-resolution image for use in large-format printing. The sample letterheads in this packet can be printed at this size with no loss in fidelity.

## Colors

CMYK is a color standard used to identify the percentage of cyan, magenta, yellow, and key (or black) that make up a color. We have provided CMYK color profiles for the five shades used in the logo which can be used in Publisher, Photoshop, and other graphics programs to control the colors precisely. We have also provided the closest available colors available in RGB, the color standard

used in Microsoft Word (this describes the Red, Green, and Blue percentages in a color). Contact Amy if you need assistance in setting colors on your machine, although only members of the publicity and web committees will likely need to create materials using these colors.



C: 27 M: 0 Y: 3 K: 0

Color 1 in RGB: R= 203, G= 240, B= 249



C: 70 M: 16 Y: 20 K: 0

Color 2 in RGB: R= 122 G= 209 B= 230



C: 84 M: 40 Y: 36 K: 7

Color 3 in RGB: R= 83 G= 144 B= 163



C: 94 M: 60 Y: 48 K: 31

Color 4 in RGB: R= 15 G= 72 B= 97



C: 94 M: 62 Y: 57 K: 51

Color 5 in RGB: R=13 G=64 B=87



Use the lightest color as the main color, and the remaining 4 colors as accents (as per the logo, where the lightest blue is used for ½ the logo). These colors also translate well to black-and-white printing as they will be varying shades of gray. Use black for text.

Sample of fonts:

Title font (in 22 and 26 point fonts):

# Waves of Change, Oceans of Opportunity

## MLGSCA/NCNMLG Joint Meeting 2013

Body font: Held at University of California, San Diego, July 24-26, 2013

Accent font: Official Conference Program

Next pages: 2 sample letterheads (different orientations; both are OK to use when communicating about the meeting.) Letterhead 2 can also be used for signs, announcements, and other materials sent to vendors, potential attendees, and others.



Waves of Change,

Oceans of Opportunity

2013 MLGSCA/NCNMLG

Joint Meeting

July 24-26, 2013,

San Diego, California

Sender name

Sender Address

Date

Recipient name

Recipient address

Greeting,

Content of letter.



Waves of Change, Oceans of Opportunity  
2013 MLGSCA/NCNMLG Joint Meeting  
July 24-26, 2013, San Diego, California

Sender name  
Sender address

Date

Recipient name  
Recipient address

Greeting,

Content of letter.

Sender name and title.

## Sample Publicity Emails

Sample of emails provided for “top ten things to do in La Jolla.”

Subject line for emails: “Top ten things to do in La Jolla (and nearby): Number #”

Preamble (included with all emails): “The MLGSCA/NCNMLG Joint Meeting 2013 will be held at the University of California, San Diego, July 24-26, 2013. We’ll count down the top 10 reasons to visit La Jolla (and points nearby) over the next five weeks to get you excited about the Joint Meeting!”

Paper and poster proposals are due March 31st, 2013. Check out the Joint Meeting website for details on how to submit!

And now, on to the countdown:

1. Cool off with a swim at Black’s Beach, walking distance from the housing secured for the MLGSCA/NCNMLG Joint Meeting, held at the University of California, San Diego, or spend the afternoon hiking the many trails in Torrey Pines State Natural Reserve.  
(include photos)
2. View the amazing site-specific art installations in the Stuart Collection, when you come to the MLGSCA/NCNMLG Joint Meeting to be held at the University of California, San Diego campus. The Stuart Collection includes works by John Baldessari, Barbara Kruger, and Nam Jun Paik.  
(include photos)



## Facilities - UCSD Ambassadors Schedule

NAME

DAY/start time/PLACE

- Penny  
C-B Wed & Thurs at Gilman Parking 7:30-8, Thurs 10:15 2nd level Price Center
- Jennifer Franson  
Wed & Thurs at Gilman Parking 7:30-8; Thurs 10:15 2nd level Price Center
- Mary Linn Bergstrom  
Wed & Thurs 2nd Level Price Center hallway (near orig Ballrooms end)
- Adolfo Tarango  
Wed & Thurs 2nd Level Price Center hallway (near EAST Ballroom end)
- Nancy Stimson  
Thurs & Fri 7:30 AM at Warren Apts // 10:15 Price Center hallway // 1:00 @ Warren helping find way back to Price Ctr
- Gayatri Singh  
WED & THURS 7:30ish - Library Walk pointing to Price Center entry // 10:15 Price Ctr 2nd level hallway helping direct to rooms
- Annelise Sklar  
FRI 10:00-10:30 Hallway 2nd level Price Center - directing to Forum & Muir Confer Rm
- Rachel Myers  
Wed & Thurs 7:30 ish Hopkins Parking - then Price Ctr 2nd level 10:15
- Heather Smedberg  
WED 7:30ish/7:45 - at hallway leading to Marshall College Room
- Kim Kane  
THURS 7:30 ish Hopkins Parking - directing past library // 10:15 hallway Price Center 2nd level
- Colleen Garcia  
WED Warren Mall 7:30-8:00
- Karen Heskett  
THURS 7:30ish between Warren Mall & Price Center (near ATMs) - sending them up stairs to 2nd level Price Center
- Jenny Reiswig  
THURS 7:30ish - Warren Mall as it bends toward Price Center - (send them to Karen)
- Dominique Turnbow  
FRI Noon - leads them to lunch at Canyon Vista
- Linh Huynh  
WED 7:30-7:45 a.m. - Let CATERING into the building before opening
- Sami Gholam  
WED at 7:45 a.m. & again at 12:45 a.m. - on standby at computer lab as TECH SUPPORT for speakers

MARY WICKLINE wherever I am most needed. My cell = (619) 578-8632 Wed & Thurs Voigt Crosswalk

## General Conference Logistical Emails

### A.

The MLGSCA/NCNMLG Joint Meeting 2013 is just around the corner! Read this message to get important reminders about the meeting.

1. This is a green meeting! We were inspired by the Price Center's LEED-certification and wanted to make our meeting as low-impact as possible. There will NOT be meeting bags or a printed program. We'll place signs around the Price Center to help you find your way. If you want a bag to carry materials in, be sure to bring your own.

2. The Program is ready! Download it from Program Page (<http://mlgsca.mlanet.org/jtmtg2013/program.html>). The program will not be printed. You must download it if you want a copy. The Program is a PDF and includes hyperlinks to help you use it during the meeting. You can also obtain the schedule-at-a-glance here, a one-page PDF including all sessions.

3. Parking! If you purchased housing in the Warren Apartments, you receive free parking. More information will be distributed to those who purchased housing. If you plan to stay off-campus, you'll need to purchase parking on your own. UCSD has convenient Pay Stations available in several locations on campus (<http://blink.ucsd.edu/facilities/transportation/permits/short-term.html#Pay-station-permits>). Parking rates vary from \$8-16 per day, depending on the structure or lot you select. The Gilman Parking Structure is the closest to the Price Center and costs \$16/day. The Hopkins Structure is a slightly further walk from the Price Center and is \$8/day.

### B.

Hi Everyone!

The Joint Meeting begins in just a few days! Here are some logistics regarding checking in to both housing and the meeting.

#### 1) Housing

If you're staying at the Warren Apartments, the first thing you should do is check in at Earl's Place. For locations, go to this site <http://mlgsca.mlanet.org/jtmtg2013/travel.html> and scroll down to see the map labeled "Housing/Dining to Price Center." Earl's Place is marked with the letter "C". There is temporary parking at the end of Equality Lane (at the turn-around) while you go to Earl's Place to check in.

If you are staying at the Warren Apartments, make sure to check in at Earl's Place before checking in for the meeting or CE because this is where you get your parking permit!

Earl's Place opens for check-in at 7:00 a.m.

#### 2) CE

If you're attending the CE and have either already checked in at the Warren Apartments or aren't staying at the Warren Apartments, proceed to your CE site, either at the Price Center or the Biomedical Library.

The registration and hospitality desk will be located on the second floor of the Price Center, outside the East Ballroom, and a satellite registration desk will operate in the Biomedical Library classroom immediately prior to the Continuing Education classes occurring in the Biomedical Library classroom at 8 am and noon. For building locations please go to this page <http://mlgsca.mlanet.org/jtmtg2013/travel.html> and scroll down to the map labeled "Price Center to Biomedical Library." For locations/times of CEs, please go to this page: <http://mlgsca.mlanet.org/jtmtg2013/ce.html>. A registration volunteer will greet you there with your Joint Meeting Badge.

### 3) Meeting

If you're not attending a CE and have either already checked in at the Warren Apartments or aren't staying at the Warren Apartments, please go to the Price Center. The registration and hospitality desk will be located on the second floor of the Price Center, outside the East Ballroom.

We're looking forward to seeing you all in La Jolla for a great meeting!

Nita, Danielle, and Bob



# Waves of Change, Oceans of Opportunity

## 2013 MLGSCA/NCNMLG Joint Meeting

### July 24-26, 2013, San Diego, California

## Meeting at a Glance

### Wednesday July 24

Registration

CE 8:00-12:00  
Evidence Based Practice Follow  
Up  
Connie Schardt  
Marshall College Room

CE 8:00-12:00  
Public Health Information on the  
Web  
Kay Deeney & Lori Tagawa  
Computer Lab  
Biomedical Library

CE 1:00-5:00  
Mobile App Therapy  
Bart Ragon & Gabe Rios  
Marshall College Room

CE 1:00-5:00  
Finding Drug Information Online:  
The DI Center Approach  
Amy Chatfield & Mary White  
Computer Lab  
Biomedical Library

5:30-6:30  
Welcome Reception  
Exhibit Hall  
Ballroom B

### Thursday July 25

Registration

6:30-8:30  
Breakfast  
Warren Dining

8:30-8:45  
Welcome Address  
East Ballroom

8:45-9:45  
Plenary:  
Stephen Abram  
Title: Oceans of Information & the  
Drowning Health Disciplines  
End-User  
East Ballroom

9:45-10:30  
Exhibits/Coffee Break  
Ballroom B

10:30-12:00  
Contributed Papers  
3 sessions:  
Forum, Muir Conference Room,  
Ballroom A

12:00-1:30  
Lunch  
Warren Dining

1:30-3:00  
Exhibits/ Posters  
Ballroom B

3:00-4:00  
Round Table Sharing  
East Ballroom

4:00-4:30  
Exhibits  
Ballroom B

4:30-5:30  
Business Meetings  
NCNMLG – Muir College Room  
MLGSCA – Forum

5:30-7:00  
Dinner  
Warren Dining

### Friday July 26

Registration

6:30-8:30  
Breakfast  
Warren Dining

7:30-8:30  
MLA/RML Update  
East Ballroom

8:30-9:30  
Plenary:  
Lee Rainie  
Title: E-Patients and Their Hunt for  
Health Information  
East Ballroom

9:30-10:15  
Exhibits/Coffee Break  
Ballroom B

10:15-11:45  
Contributed Papers  
3 sessions:  
Forum, Muir Conference Room,  
Ballroom A

12:00-1:30  
Lunch  
Warren Dining

1:30-2:30  
Plenary:  
Marcelo Fiszman  
Title: Semantic MEDLINE: An  
Advanced Information  
Management Application for  
Biomedicine  
East Ballroom

2:30-4:00  
Exhibits/ Coffee Break  
Ballroom B

4:00-5:00  
Conference Wrap Up

5:30-6:30  
Dinner  
Warren Dining

Event titles and locations subject  
to change

Additional sessions may be added

28 Vendor Rental Tables:

Delivery:

Pickup:

10 Double-sided Poster Boards  
via Cyclops:

Delivery:

Pickup:

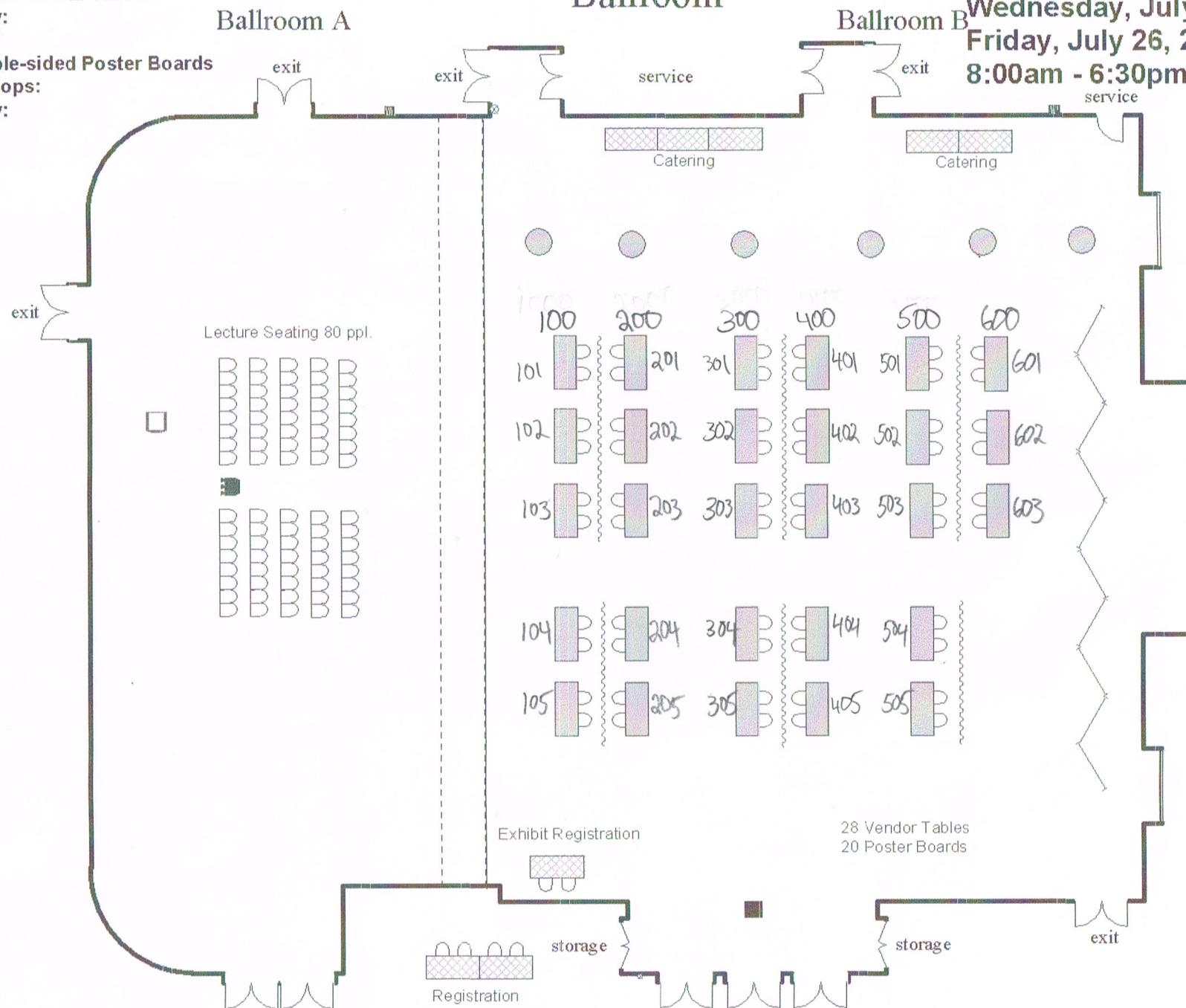
## Ballroom

Medical Librarian Conference

Wednesday, July 24 -

Friday, July 26, 2013

8:00am - 6:30pm



UCEN to supply  
Catering & Registration Tables

<b>Column 100</b>	<b>Column 200</b>	<b>Column 300</b>	<b>Column 400</b>	<b>Column 500</b>	<b>Column 600</b>
101 -	201 – Unbound Medicine	301 - EBSCO	401 – Sage	501 - SCEL	601 – JAMA Network
102 – Thieme	202 – Rittenhouse	302 –Karger	402 – Truven	502 – StatRef!	602 -Proquest
103 – Matthews	203 – LWW	303 – Ovid	403 – YBP	503 - Springer	603 –Taylor Francis
104 – Basch	204 – NN/LM	304 – MLA	404 – McGraw Hill	504 - Jove	
105 - Amirsys	205 - Elsevier	305 - ClinicalKey	405 - SWETS	505 – Medical Letter	

Wednesday, July 24 -

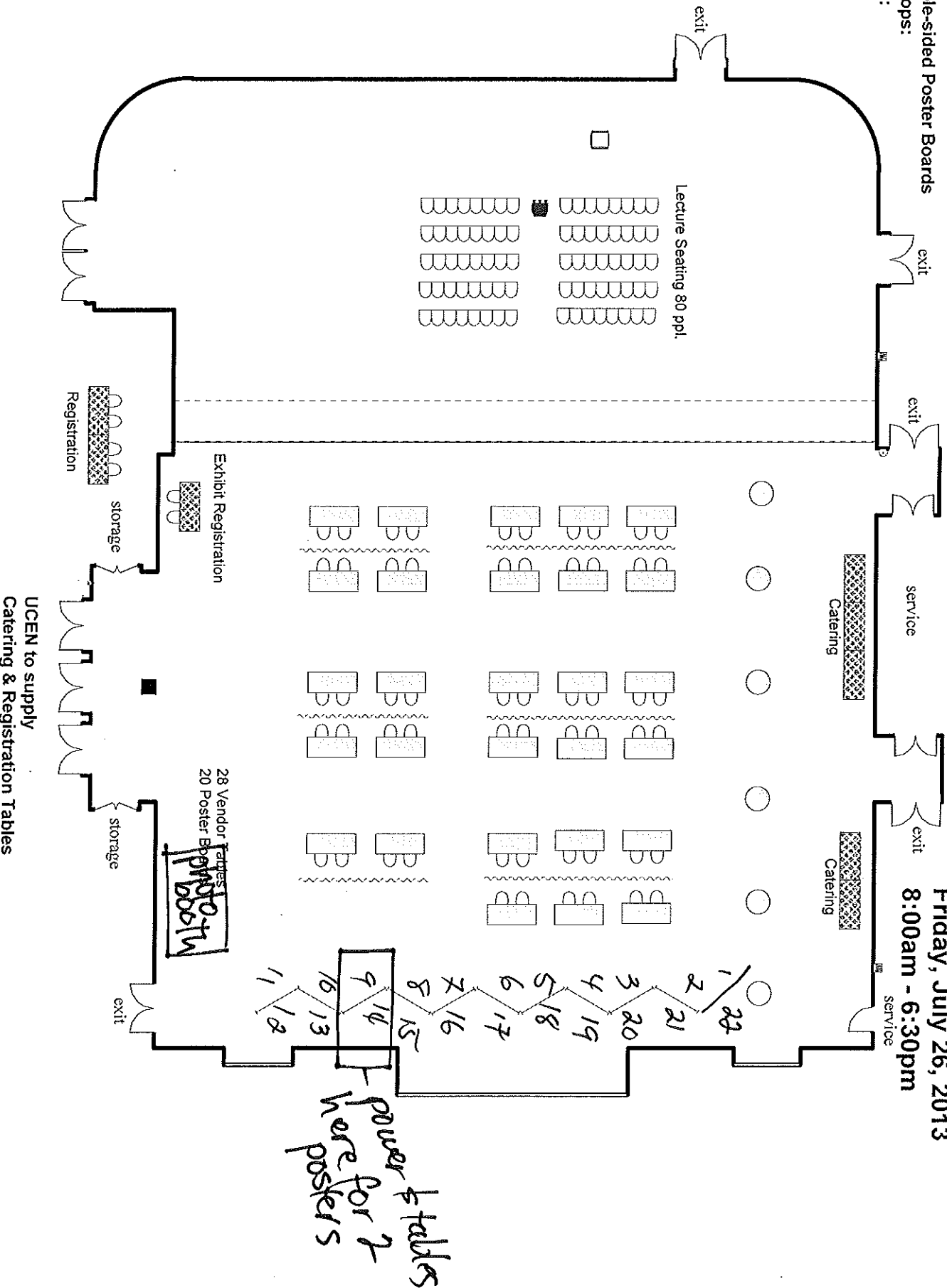
8:00am - 6:30pm

Ballroom

Ballroom F

**10 Double-sided Poster Boards**  
via Cyclops:

**Pickup:**





Waves of Change, Oceans of Opportunity  
2013 MLGSCA/NCNMLG Joint Meeting  
July 24-26, 2013, San Diego, California

**IMPORTANT INFORMATION FOR CONFERENCE ATTENDEES STAYING ON-CAMPUS**  
*Please print this information, maps and bring it with you for handy reference*

Thank you for registering to stay on-campus at Warren Apartments during the 2013 MLGSCA/NCNMLG Joint Meeting held at the University of California, San Diego!

Room Check-in will be located at **Earl's Place** in the Warren Apartments neighborhood. Park briefly on the curb on Voigt Dr. and enter Earl's Place to check-in and receive keys and parking permit (if needed). Drop off your bags in your room and then relocate your vehicle per the parking instruction listed below.

**Room Check-in time:** 8am-5pm

**Room Check-out time:** 11am-7pm

*Later Check-in time for Tuesday/Wednesday night stays may be accommodated. Please contact the Tri-Chairs by email ahead of time if you know you'll arrive after 5pm, or by phone the day of travel.*

***IF YOU HAVE QUESTIONS UPON YOUR ARRIVAL OR ARE HAVING ANY DIFFICULTIES WITH  
YOUR HOUSING STAY, PLEASE CONTACT THE TRI-CHAIRS:***

Nita Mailander: [nita.mailander@ucdavis.edu](mailto:nita.mailander@ucdavis.edu) 480-329-4377

Danielle Linden: [danielle.linden@gmail.com](mailto:danielle.linden@gmail.com) 424-477-9505

Robert Johnson: [robertj@usc.edu](mailto:robertj@usc.edu) 949-533-0006



**Earl's Place** (located above the Canyon Vista Restaurant)

UC San Diego - Warren College

3320 Voigt Dr.

La Jolla, CA 92093

**Warren Neighborhood Map**– includes location of Warren Apartments and Earl's Place

<http://hdh.ucsd.edu/conference/docs/warren.pdf>

### **Parking:**

“Housed On-Campus” Permits are included for those who have purchased housing on campus. These permits may be used in yellow, “S” spaces only. Request permit at time of room check-in. One permit per person.

**Campus Map with “S” Spaces Marked:**

<http://act.ucsd.edu/maps/?lat=32.881&lng=-117.2305&t=roadmap&z=15&p=1431341919196884&r=100&v=3&g=42>

The Campus Loop Shuttle will be running every 15 minutes from the Hopkins parking structure (the closest parking structure to housing). The loop to the Hopkins structure only runs counterclockwise, so you will ride the all the way around to the Warren Apartments. See the shuttle information and maps below.

**Campus Loop Shuttle Stops**

<http://blink.ucsd.edu/facilities/transportation/shuttles/campus-loop.html>

**Campus Shuttle Routes PDF**

[http://yamhill.ucsd.edu/TPS/PDFs/shuttle\\_route\\_map.pdf#page=2](http://yamhill.ucsd.edu/TPS/PDFs/shuttle_route_map.pdf#page=2)

## IMPORTANT ROOM INFORMATION!

- Please review the UCSD Rules & Safety Regulations
  - <http://conference.ucsd.edu/client/docs/RulesSafetyRegulations.pdf>
- If keys and/or access cards are not returned at time of check-out, or lost during the conference, you will be billed the applicable fee noted below:
  - \$155.00 (subject to change) per mechanical lock change
  - \$20.00 (subject to change) replacement fee for E-locks
- Towels exchanged daily, trash is removed daily, bathrooms are cleaned daily
- Washing dishware is your responsibility if used
- No telephones, alarm clocks, televisions, or reading lamps
- All rooms include linen (sheets, towels, pillows, blankets)
- Not all rooms have adequate wireless coverage. Wired internet access is available in each bedroom from either an Ethernet wall jack or a data modem. We suggest you bring your own Ethernet cable (cables are not provided).

## INTERNET ACCESS

Internet access is included in your conference stay. Each person will have an Ethernet jack in their room, and should bring an Ethernet cable to connect to the Internet. Wireless will be available in most of the housing areas, but is not the primary network. Once you open a browser you will be directed to a ResNet website for Conference Guests where you can register to use the residential network (ResNet). For wireless internet access on the main campus, you will be able to use similar authentication methods for the UCSD-GUEST wireless network. For any questions or problems with the network, please call ResNet at 858-534-2267. Additional information can be found on the ResNet website at <http://resnet.ucsd.edu/conf>.

**UNIVERSITY OF CALIFORNIA SAN DIEGO  
CONFERENCE AGREEMENT**

Date of Agreement: March 5, 2013 (revised)

This Conference Agreement is made and entered into between the Regents of the University of California, on behalf of the University of California, San Diego Conference Services Department, hereafter referred to as "UC SAN DIEGO and/or Conference Service Coordinator" and Medical Library Group of Southern California and Arizona hereafter referred to as "Organization". In consideration of mutual promises and agreements of the parties hereto, it is hereby agreed to the following:

<b>Name of Organization</b>	<b>Medical Library Group of Southern California and Arizona</b>
<b>Conference Name</b>	<b>2013 Joint Meeting of the Medical Library Group of Southern California &amp; Arizona (MLGSCA) and the Northern California &amp; Nevada Medical</b>
<b>Business Address</b>	<b>P.O. Box 6006</b>
<b>City/State/Zip</b>	<b>Irvine, CA 92616-6006</b>
<b>Phone</b>	<b>602-639-6645</b>
<b>Fax</b>	<b>602-639-7835</b>
<b>Contact</b>	<b>Nita Mailander</b>
<b>E-Mail</b>	<b>Nita.mailander@gcu.edu</b>
<b>Name of Officers/Partners (if applicable)</b>	<b>Conference Tri-Chairs: Nita Mailander, Danielle Linden, Robert Johnson</b>
<b>    o President</b>	<b>Mary White</b>
<b>    o Vice President</b>	<b>President-Elect: Zoe Pettyway Unno</b>
<b>    o Partner</b>	
<b>    o Other</b>	<b>Treasurer: Elisa Cortez</b>
	<b>Finance Chairs: Ellen Aaronson &amp; Kathy Zeblisky</b>
<b>When Organization Formed</b>	<b>1948</b>
<b>Where</b>	<b>Los Angeles, CA</b>

**Period of Performance**

- This agreement is effective for one year (2013) unless terminated earlier. (Refer to Curtailment Section below for termination details.)

## Housing

### Reservation Number

- UC SAN DIEGO agrees to reserve residence hall/apartment lodging accommodations for the Organization as follows:

Year	Date	Session	Estimated Reservation Number of Attendees	College Location and Type of Accommodations
2013	7/24-7/26		70	Warren College, Warren Apartments

- Housing•Dining•Hospitality (HDH) will make reasonable efforts to ensure that the Organization will be housed at their requested location, however, in the event of unforeseen circumstances and/or emergencies, lack of available housing due to orientation attendance and/or summer renovation programs within the HDH buildings, properties or any facilities which render the fulfillment of this agreement impractical or impossible, HDH reserves the right to change the housing location as deemed necessary.
- "Estimated Reservation Number" represents: the minimum number of attendees for which space has been reserved.
- "Revised Reservation Number" if necessary is due **ninety (90) days** in advance of the conference check-in-date in writing. This number cannot be lower than 10% of the original "Estimated Reservation Number"
- The Housing List is the billable guaranteed number and is the greater of:
  - The actual number of attendees which is listed on the completed housing list (2 weeks prior to arrival)
  - Or
  - The "Revised Reservation Number"
- The organization will be charged room and board package for all no shows.

  
INITIAL

### Room Accommodations

- Our residential halls and apartments vary in size and type and are assigned to the Organization based on a variety of factors. Standard occupancy per room is two people, shared living spaces. (restroom, kitchen, living room or suite)
- The Organization is responsible for making sure all individual bedrooms and suite doors are locked at all times. The University is not responsible for any lost or stolen items.
- Organization shall be responsible for all attendees' individual housing assignments and attendees' special requests.
- The Organization must notify Conference Services Coordinator of any attendee's physical limitations. This notice must be at least thirty (30) days in advance of the conference. The attendee's physical limitations must also be indicated on the "Housing List".
- If the Organization and/or an attendee invite a guest to stay overnight, the Organization must contact the Conference Services Coordinator to make special arrangements.

## Check-in/Check Out

Check-in Date(s)	Check-Out Date(s)	Conference Service Center Location
Early arrivals 7/23/2013 Conference Check-in 7/24/2013	7/26/2013 Stayovers Check-out 7/27/2013	Warren Conference Service Center, Earl's Place & Market
Check-In Time	Check-Out Time	
7/24/2013 8:00am-5:00pm	7/26/2013 11:00am-7:00pm	


## Procedures

### Check-In

- UC SAN DIEGO will conduct check-in activities at the Conference Service Centers unless alternate arrangements are made with the Conference Services Coordinator. Additional fees may apply.
- UC SAN DIEGO will control all keys and/or access cards. All keys and/or access cards must be signed out by either the individual conference attendees or by the Organization's designated representative at the Conference Service Centers or at the mobile check-in location.
- After check-in, keys will be kept in the possession of UC San Diego.
- If a lock out set of keys are requested and will be kept by the Organization there will be a fee assessed. (Refer to Rates and Fees)

### Check-Out

- UC SAN DIEGO will conduct all check-outs and collect all keys and/or access cards that were originally issued.
- If keys and/or access cards are not returned at time of check-out, or lost during the conference, the keys will be considered lost and lock change procedures will begin immediately.
- Conference Services will not collect individual lost key payments -lost key charges will be added to the master invoice.
  - The Organization will be billed the applicable fee noted below:
    - \$155.00 (subject to change) per mechanical lock change (2 keys and 2 lock changes)
    - \$20.00 (subject to change) replacement fee for E-locks (1 key and 1 access card)
- Fees charged for keys and/or access cards not returned at the time of check-out will be added to the final master invoice.
- After check-out, UC SAN DIEGO and Organization will tour the facility to document, in writing, the cleanliness of the facility. Should it be determined that a specific area will require excessive cleaning or trash removal UC SAN DIEGO will impose an excessive cleaning/trash removal fee and bill the Organization on the final master invoice.
- Upon check-out furniture in the room must be left in the same set up as upon check-in. If furniture is relocated there will be an additional fee applied to reset the bedroom/suite.

  
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### Room Furnishings

- UC SAN DIEGO does not provide Telephones, Alarm Clocks, Reading Lamps or Televisions in any of the rooms.
- Service Type: **Adult Standard**      Comments: Towels exchanged daily  
Linen exchanged weekly  
Beds made when linen exchanged

**All Apartments will include linen (sheets, towels, pillows, blankets)**

- Additional linen or towels may be rented by the Organization or individual attendee at an additional charge. (Refer to Rates and Fees)
- UC San Diego reserves the right to charge a fee if beds need to be lowered.
- Wireless connectivity is available in large areas of campus. Wireless access and speed is not guaranteed and may vary due to campus location and number of devices attempting to access wireless systems. Not all rooms have adequate wireless coverage. Wired internet access is available in each bedroom from either an Ethernet wall jack or a data modem. We suggest that you bring your own Ethernet cable (cables are not provided by the University.) Alternately, they can be purchased at the University Bookstore. For more information on the wireless see link below:  
<http://blink.ucsd.edu/technology/network/connections/wireless/guest.html>

### Housekeeping Services

- UC SAN DIEGO shall provide housekeeping services in all housing areas Monday through Friday (excluding Holidays). These housekeeping services include:
  - Hallways and residential suites are vacuumed daily and residents' rooms are vacuumed once a week. (Attendees must move belongings off the floor)
  - Trash is removed daily
  - Bathrooms are cleaned daily
  - Kitchen counters and sinks (if applicable) are cleaned twice a week, but washing dishware is the responsibility of the conference attendees **not** UC SAN DIEGO housekeeping staff

### Facilities, Recreation Cards, and Equipment

Arrangements for the following facilities, goods, or services must be made directly by the Organization:

- Additional meeting room space at the University Centers' locations; call One-Stop at (858) 534-7666 or email [onestop@ucsd.edu](mailto:onestop@ucsd.edu).
- Requests for the use of Sports Facilities; call the Office of Sports Facilities at (858) 534-7884.
- Requests for tables, chairs and audio visual equipment can be made directly with Conference Services Coordinator a **minimum of 2-weeks** in advance of check-in. Standard rental fees will apply. All equipment must be returned to the original drop off location, or additional charges will ensue. The Organization will sign for the delivery of the equipment and be present when equipment is picked up. The Organization will be responsible for the replacement cost of any equipment lost, stolen, or broken. UC SAN DIEGO will determine the replacement costs. These fees will be added to the final master invoice.
- Recreation cards are available for purchase through the Recreation Department. Please refer to <http://recreation.ucsd.edu/> or contact the Conference Services Coordinator for the specific policy regarding minors under the age of 18 who may be using UC SAN DIEGO facilities.

### Meeting Facilities

- On-campus departments will need to contact the Registrar's office directly at [registrar-scheduling@ucsd.edu](mailto:registrar-scheduling@ucsd.edu) to request classroom space. Classroom space is not guaranteed.
- Off-campus groups will need to contact their Conference Coordinator to request classroom space. Classroom space is not guaranteed and will not be confirmed until April, 2013.
- To request lounge space or meeting rooms within housing areas please contact your Conference Coordinator. To confirm lounge space or meeting rooms a Facility Usage Agreement for HDH spaces will be sent to the Organization. Please sign and return a copy to the Conference Coordinator. A walk through (before & after) along with a review of the A/V equipment will be done before keys are given to the on-site Organization's representative.
- If lounge keys are checked out to the Organization and not returned, the Organization will be responsible to pay for a lock change. The cost of the lock change will depend on how many door locks and keys will need to be replaced.
- UC San Diego is not responsible for any personal, borrowed or rented equipment that is left by the Organization and or attendees in any of our housing lounges, suites, bedrooms, apartments, classrooms or dining facilities that result in a loss or damage of property.
- Once classrooms, lounges or meeting spaces are confirmed, Organization has 2 weeks prior to their check-in date (**7/10/2013**) to release any unneeded spaces otherwise Organization will be billed for entire rental fee of confirmed spaces.

  
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### Use of UC SAN DIEGO Vehicles

- Requests for UC SAN DIEGO shuttles and vans may be made through the Conference Services Coordinator a **minimum of thirty (30) days** in advance of check-in. All shuttles or vans must be driven by UC SAN DIEGO employees. Rates for both the vehicle and the driver will be provided at the time of the request.

### Rental Vehicles

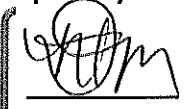
- The Organization must bring their own or rent Golf Carts from an outside entity. UC SAN DIEGO will not provide Golf Carts. However, additional insurance certifications are necessary. (Refer to the Insurance Section for further details.) A representative from the Organization must be present to take possession of the rented Golf Cart(s) and provide the rental agency with a signature of receipt. UC SAN DIEGO will not be responsible for accepting or returning the Organization's Golf Carts to the rental agency. Contact the Conference Service Coordinator for a list of vendor(s) that may provide golf cart rentals to the Organization.

### Housing List

- The Organization must submit a copy of the "Preliminary Housing List" in the same Excel-based electronic format provided by the Conference Service Coordinator. The "Preliminary Housing List" is due two (2) - weeks prior to the Conference. If the Organization fails to complete the housing list as requested and it is sent in a format that the Conference Coordinator has to reformat, there will be a \$500 labor charge incurred and billed on the final invoice. The final housing list is due in the same Excel-based electronic format provided by the Conference Service Coordinator one (1) week prior to the Conference. A 72 hour notice is required for "cancellations or name changes" after

that time the Conference will be billed the package plan for each name on the housing list that did not check in and are now considered "no shows"

- Attendee's name
  - Gender
  - Roommate preference
  - Confirm any physical limitations of attendee which has previously been provided to the Conference Service Coordinator thirty (30) days prior to the conference. (Refer to Room Accommodations)
  - Medically-necessitated dietary restrictions, such as severe food allergies or gluten intolerance, REQUIRE medical documentation so that UC SAN DIEGO's registered dietitian can determine the best available method for Dining Services staff to handle special dietary accommodations. Special dietary arrangements can NOT be made without proper documentation of the medical need for an accommodation. Additional fees may apply.
  - staff supervisors and contact procedures
- The "Housing List" must be submitted a **minimum of two (2) weeks** in advance of check-in which will be no later than **7/10/2013**. If this "Housing List" is not received by the above date, the Organization will be charged an additional late processing fee of **\$50 per day**.

  
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#### Flu – Seasonal and Novel Influenza A (H1N1)

- At this time we cannot predict the scope or impact of the flu, however, to protect the general population and to keep our institution operating as usual UC SAN DIEGO will follow the San Diego public health department procedures which are:
  - If possible, the ill attendee should leave campus to recover at home.
  - If the ill attendee is unable to leave campus, he/she should convalesce in his/her room and limit exposure to others for at least 24 hours after fever has subsided without the use of fever-reducing medications.
  - The Organization must immediately notify the Conference Services Coordinator about any ill attendee and either assist the ill attendee to leave the campus or instruct them to remain their room and wear a mask to the restroom, etc.
  - UC SAN DIEGO will prepare meals in disposable containers for pick up by the Organization's representative who will deliver the meals to the ill attendee. The disposable meal packages must be placed into a separate trash bag.

### **Meals**

#### Meal Costs

All meal costs are included in the original conference package price (except as modified by special arrangements). Each attendee will be provided a meal card. Lost meal cards will be replaced for a \$3.00/fee, paid at the time of replacement. It is the organization's responsibility to use VIP meal cards for the purpose of providing extra meals for conferees and individuals that are not housed on campus and are not included in a meal plan.



### Meal Package and Meal Count


- UC SAN DIEGO will provide conference attendees and staff the following meals:

Overnight Attendees & Staff	Date	Meal	Day of Week	Dining Location
First Meal	7/25/2013	Breakfast	Thursday	Canyon Vista
Last Meal	7/26/2013	Dinner	Friday	Canyon Vista

The guaranteed number of meal packages provided will be the same number as indicated on the "Housing List or number at the time of the 72 hour notice" or "Revised Reservation Number", whichever is GREATER.

- All meals will be delivered through a serving line and no table service will be provided.
- All attendees residing on campus are required to be on the same meal plan.
- All groups will be provided 3 meals per day per attendee. UC SAN DIEGO will not provide a missed meal credit.
- A two (2) week notice must be provided to the Conference Services Coordinator if:
  - A meal served in the campus dining facilities will be substituted with a special dietary meal.
  - A meal served in a campus dining facilities will be substituted with a box meal or snack pack.
  - Organization is responsible to place the box meal or snack pack orders online (minimum of 10 box or snack meals) and must be placed at least **two (2) weeks** in advance of event date. Any new order requests or changes to an existing order made **less than two (2) weeks** from event will incur a late fee. Requests or changes made **less than three (3) days** from event will not be accepted.
  - A meal is replaced with a banquet; however, additional fees may apply.

Medically-necessitated dietary restrictions, such as severe food allergies or gluten intolerance, REQUIRE medical documentation so that UC SAN DIEGO's registered dietitian can determine the best available method for Dining Services staff to handle special dietary accommodations. Special dietary arrangements can NOT be made without proper documentation of the medical need for an accommodation. Additional fees may apply.

  
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- All box meals or snack packs shall be distributed from a designated dining facility to the designated counselor(s) not to individual attendees. The Organization is responsible for handling the food in a safe and sanitary manner, including maintaining the appropriate temperature according to local and state health standards. The Organization must provide coolers to ensure the food remains at an appropriate temperature.
- Box meals or snack packs that are not picked up within 24 hours will be discarded.

### Dining Locations

- UC SAN DIEGO will ensure that Organization will be served meals in campus operated dining facilities. The Organization will not have exclusive use of the campus dining facilities. In the event of unforeseen circumstances and/or emergencies within the UC SAN DIEGO's buildings, properties or facilities which render the fulfillment of this agreement impractical or impossible, UC SAN DIEGO reserves the right to

change the dining facility location as deemed necessary. Dining locations may also be subject to change based on future renovation, locations, and schedules which have not yet been determined.

### Meal Hours

The Group needs to arrive at the beginning of their 45 minute meal period to help minimize overcrowding in the dining facility.

  
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Meal Period	Meal Times
Breakfast	6:30am – 8:30am
Lunch	12:00pm-1:30pm
Dinner	5:30pm – 7:00pm

### Conduct within the Dining Facilities

- The Organization's staff and counselors are responsible for their attendees' behavior and etiquette.
- UC SAN DIEGO has the right to refuse service to anyone.
- No food or beverages of any kind may leave the dining facility.
- Shirt and street shoes are required at all times in the dining facilities - NO ROLLER BLADES, etc. is allowed.

### Leadership and/or Supervision

- Throughout the entire stay on campus, the Organization shall provide adequate supervision of all attendees in accordance with UC SAN DIEGO "Rules & Safety Regulations" (Refer to Attachment A). UC SAN DIEGO will notify the Organization and require corrective action if the supervision of attendees does not meet the expectations of UC SAN DIEGO.
- Supervision requirements are as follows unless Organization receives prior approval from Conference Service Coordinator for other supervision ratios:
  - One (1) adult supervisor for every ten (10) youth attendees
    - Adult is defined as a person over the age of eighteen and youth is defined as person under the age of eighteen.
  - The supervisor must be an employee of the Organization.
  - The Organization must submit a list of all staff supervisors and contact procedures along with the "Housing List".

## **Rates and Fees**

### Non-Refundable Booking Deposits

- The Organization must submit a non-refundable booking deposit upon execution of this agreement. Space is not officially reserved until the Conference Services Coordinator receives the non-refundable booking deposit. The non-refundable booking deposit is based on the "Estimated Reservation Number" multiplied by \$30.00/person. This non-refundable booking deposit will be

- applied toward the final master invoice. (Forms of payment accepted: cash, check, made payable to the UC Regents, or by credit card (Visa, M/C, American Express/Discover) (70 people X \$30 per person)

Amount	Due Date
\$2,100.00	March 19, 2013

**When Cancelling one session of multiple sessions, the non-refundable deposit for that session is forfeited and will not be applied to other sessions.**

### Rates

- The Organization agrees to collect payment from all conference attendees.
- The Organization's advertised participant's room and board rates may not exceed actual rates charged by UC SAN DIEGO to Organization.
- Additional rooms used as office/storage are available at \$20.00/day.
- If a lock out set of keys is requested by the Organization a \$300 fee will be charged.

Resident Room and Board* package	Off Campus participant meals Fee (if applicable)	Weekly Rental for additional Towels only (if applicable)	Weekly Rental for additional sheets only (if applicable)	Weekly Rental for additional Both Towels and sheets (if applicable)
<b>Single Occupancy</b> 7/24: \$72.28 7/25: \$114.01 7/26: <u>\$41.73</u> Package Total: \$228.02  <b>Double Occupancy</b> 7/24: \$59.38 7/25: \$101.11 7/26: \$41.73 Package Total: \$202.22	7/25: \$41.73 7/26: \$41.73 Package Total: \$83.46	\$ 3.25/(set)	\$ 3.75/(set)	\$ 5.75/(set)

\*Board = 3 Meals per day

- The stated rates are predicated on a certain stability of commodity prices. Should there be unforeseen increases in costs and/or taxes; UC SAN DIEGO reserves the right to increase rates by written notification ninety (90) days prior to the opening date of the conference. Such action will be taken if deemed necessary.

### Payment


- #1 In addition to the non-refundable booking deposit paid at the time the agreement is executed, the Organization must pay one-hundred (100%) of the "Estimated Reservation Number" or the "Revised Reservation Number" (whichever is greater) and any additional requested services thirty (30) days prior to the conference date.

1st Payment (based on "Estimated Reservation Number" or "Adjusted Reservation Number" and services)	Due Date	Calculation of Costs	
\$35,952.05	6/24/2013	70 persons @ \$228.02 per person:	\$15,961.40
		Less Deposit	(\$2,100.00)
		Sub Total:	\$13,861.40
		Estimated Price Center Rental:	\$17,738.25
		Estimated Catering:	\$4,352.40
		Off Campus Participant meals:	TBD
		First Payment Total:	\$35,952.05

- #2 Upon submission of your completed "Housing List" (two weeks prior to the conference), if the number of attendees has increased, the Organization's payment will be re-calculated and any additional funds owed will need to be paid before the Organization's arrival on campus.

2nd Payment (based on attendee count on the "Housing List", if applicable)	Due Date	Calculation of Second Payment	
\$ To be re-calculated less what is already received	7/10/2013	# Actual persons – X persons @ \$ per person:	TBD
		Lounge Rental: X days @ \$/day:	TBD
		Lounge Rental: X days @ \$/day:	TBD
		Classroom Rentals:	TBD
		Equipment Rentals (Tables and Chairs)	TBD

- At time of check-in if additional attendees arrive during check-in and are not included on the "Housing List" their individual conference fees are due immediately. UC SAN DIEGO will accept cash, Organization's credit card or a personal credit card. (Visa/MC/American Express/Discover)

  
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## Invoicing

### Final Invoicing

- Within thirty (30) days after the completion of conference, UC SAN DIEGO shall provide the Organization with a final master invoice which includes all expenses and credits. The final invoice shall be considered accurate and final if not disputed within fifteen (15) days of receipt.
- The final master invoice is due and payable thirty (30) days from the date of mailing. Accounts not paid in full within thirty (30) days from the date of the mailing will incur an additional 2% per month late payment fee.
- Any unpaid conference expenses incurred by UC SAN DIEGO, at the request of the Organization, shall be included on the final master invoice.

### Purchasing

- If an item(s) or service is not included in the original conference budget, the Organization must secure Conference Services Coordinator's prior approval to obtain that additional item(s) and/or service.

## **General Provisions for Use of UC SAN DIEGO's Property and Facilities**

### **Facilities Maintenance**

- During the summer months it may be necessary for maintenance, painters and custodians to enter campus housing for repairs.
- All campus personnel entering campus housing areas will wear an identifying name badge.

### **Construction and Renovation**

- Construction and/or remodeling or repair of academic and residential buildings on UC SAN DIEGO campus in the vicinity of the residence halls and apartments are scheduled throughout the summer months. Construction is expected to occur during normal daytime working hours, and could result in disturbances and disruptions including, but not limited to, increased noise and dust in the area surrounding the residence halls and apartments. UC SAN DIEGO will work to help minimize any disruption to the Organization during their conference dates.

### **Parking**

- Parking is by permit only.
- The University does not guarantee the availability of "S" spaces within close proximity of the Organization's housing or activities.
- Parking spaces are not guaranteed.
- The tentative 2013 rates are as follows: \$8.00/day, \$31.00/week, or \$62.00/month. Rates are subject to change.
- Currently, permits are required Mon-Fri. There is a possibility that starting in 2013, permits will be required seven (7) days a week, Monday – Sunday, (excluding holidays).
- The Conference Service Coordinator will inform the Organization of any policy changes as soon as they are known.
- UC SAN DIEGO will not be held liable for parking tickets or fines imposed on the Organization, attendee(s) or guests.

### **Smoking**

- UC SAN DIEGO is a non-smoking facility. Smoking is NOT permitted in any indoor area or within twenty-five (25) feet of doorway, entryway, operable window or ventilation intake duct to any facility owned or leased by UC SAN DIEGO a fee of \$100.00 per room will be added to the final master invoice to cover additional cleaning and rehabilitation of any room where smoking occurred.

### **Americans with Disabilities Act**

- UC SAN DIEGO will assist the Organization with accommodations to ensure people with disabilities may participate in the seminars and training events. The Organization or the attendee must notify the Conference Services Coordinator, in advance, that accommodations are necessary. All costs associated with accommodations or special services (i.e.: a sign language interpreter, equipment, or facilities) will be the responsibility of the Organization and will be included in the final master billing.

### Damage

- Conference attendee's use of UC SAN DIEGO facilities and property are by permission of the Regents of the University of California. Failure to observe "Rules & Safety Regulations" or irresponsible or unacceptable behavior may be grounds to withdraw permission to use our facilities.
- UC SAN DIEGO is NOT liable for lost or stolen personal property on this campus.
- The Organization will be held financially responsible for:
  - Any missing or damaged UC SAN DIEGO equipment or supplies.
  - Any damage to facilities (Note: overcrowding of elevators causes the elevator to break down.)
  - Destruction and defacing of property caused by the conference attendees
  - Any property missing out of the room
- Before Check-In and after Check-Out, UC SAN DIEGO and Organization will tour the facility to document in writing the condition of the facility. Should it be determined that a specific area has been damaged or property is missing, UC SAN DIEGO will bill the Organization for their losses on the final master invoice.
  - Note: Damage to cable modems may cost a maximum of \$500 each.

### Animals

- Pets and animals are prohibited throughout all residential and dining facilities. Breach of this provision will result in a \$50.00/day/room charge for cleaning and fumigation beginning the 1<sup>st</sup> day of the conference and ending on the day the animal is removed from UC SAN DIEGO's premises.
  - Exception: Service animals for individuals with disabilities (as defined by the Americans with Disabilities Act) are permitted in the residential and dining facilities.

### Alcohol Policy

- If you are planning an event that will serve alcohol while on UC SAN DIEGO property, complete and submit Attachment C "Alcohol Form" along with your signed conference agreement.

### Emergency Preparedness

- By signing this Agreement, the Organization acknowledges that it is their responsibility to instruct their staff and attendees on these guidelines prior to arriving on campus and to assist in the evacuation during an emergency. (Refer to Attachment B) and the link to the campus emergency guide: <http://blink.ucsd.edu/safety/emergencies/preparedness/guide.html> )

### Use of University Name

- The Organization agrees to abide by the following restrictions on the use of the University's name:
  - Use of the name "University of California, San Diego" or acronym "University" or any similar term which identifies the University of California will always be preceded by the words "to be held at".
  - All publications must state, in 10 point type minimum print size, that the conference is not sponsored by the University of California.
  - Any written or other material used for promotional purposes must include a prominent statement that the views expressed at the conference are not supported or endorsed by the University of California and/or UC SAN DIEGO.
- The University has the right to cancel any event for failure to adhere to any and all of these guidelines.

### Advance Publicity

The Organization must submit for approval all program materials and rate information sheets (prior to being printed). If approval is not granted, Organization will be required to revise and reprint the materials. This includes but is not limited to the following: all marketing materials, production videos or DVD, etc.

- The Organization will be billed for any costs that the UC SAN DIEGO incurs while providing promotional materials (paper, printing, mailing, etc.)

### Conference Materials Sent to the University

- UC San Diego Conference Service staff labor will not be used to relocate and/or move any packages, parcels or pallets received at the Conference Service Centers; main Conference Office or any other location on campus.
- The Organization must contact the UC SAN DIEGO Conference Service Coordinator in advance of any materials or sporting equipment shipped to UC SAN DIEGO in order to obtain the correct shipping addresses or to coordinate receipt of packages at UC SAN DIEGO. Conference Materials MUST be shipped directly to the designated college Conference Service Centers (ERC, Muir, Revelle, Warren, etc.) as the Conference Service's Coordinator's office cannot accept materials shipped directly to them. Therefore, your materials may be rejected and returned to sender if not addressed correctly.
- The Organization must arrange for return shipping (at its own expense) of any surplus materials shipped to UC SAN DIEGO in connection with the conference.

### Lost and Found

- Upon check-out, all lost and found items will be held at the Conference Service Center for one (1) week. After one (1) week, the items will be sent to the UC SAN DIEGO Police Department (unless prior arrangements have been made with Conference Services Coordinator). The UC SAN DIEGO Police Department will hold the items for ninety (90) days. After ninety (90) days, if items have not been claimed, the items will become the property of UC SAN DIEGO to dispose of in any way they determine.
  - The UC SAN DIEGO's Lost and Found phone number is 858.534.4361

### Waiver of Liability and Indemnification Agreement

- The Organization shall conduct its activities upon UC SAN DIEGO premises so as not to harm or endanger any person lawfully thereon and/or UC SAN DIEGO property and releases and discharges the University, its officers, agents and employees from all liability to its conference participants out of or as a result of the use or occupancy of UC SAN DIEGO facilities. This waiver, release and discharge, shall not apply to any personal or property damage sustained by the Organization's participants arising from negligent acts or omissions of UC SAN DIEGO. The Organization agrees to indemnify, hold harmless and defend UC SAN DIEGO from any loss, liability, damage or costs that may be incurred due to the acts or omissions of its officers, agents, employees, and conference attendees.

### Insurance

- The Organization, at its sole cost and expense, shall insure its activities in connection with this agreement and obtain, keep in force and maintain insurance as follows:
  - Commercial Form General Liability Insurance (contractual liability included) with minimum limits as follows:

General Aggregate	\$2,000,000.00
Products/Completed Operations Aggregate	\$2,000,000.00
Personal and Advertising Injury	\$1,000,000.00
Each Occurrence	\$1,000,000.00

If the above insurance is written on a claims-made form, it shall continue for three (3) years following termination of this Agreement.

- The Organization shall furnish the University with a certificate of insurance naming the Regents of the University of California as an Additional Insured on a separate "Additional Insured Endorsement". It is imperative that the furnished certificate of insurance contain the clause "USE OF UNIVERSITY CAMPUS", as a description of location of the Organization's program. **The certificate must be sent to Conference Services Coordinator at least sixty (60) days prior to the Organization's event.**
- If the Organization is unable to provide their own General Liability Insurance they may purchase coverage through the University's Insurance Broker, Marsh.
  - Contact Marsh Service Center at 1-866-838-9536 or refer to the website for details [www.marshcampusconnexions.com/ucsd/tulip](http://www.marshcampusconnexions.com/ucsd/tulip)
- The Organization must provide the following additional insurance coverage, if applicable:
  - Auto Liability Insurance
    - If the Organization uses the Organization's own vehicles or rented vehicles (i.e: golf carts) on campus, the Organization must provide proof of auto liability insurance (minimum coverage: \$1,000,000 per occurrence).
    - In addition, if the Organization's vehicles are rented not owned, the Organization must provide a separate certificate of insurance from the rental company indicating sufficient liability coverage.
  - Sports Camp Requirements
    - The University Sport Facilities may require additional liability coverage above and beyond the amount stated above. Contact RIMAC at (858) 534-5667 for their specific liability requirements based on your Sports Camp activities.
    - If your Organization is conducting a sports camp and you purchase General Liability Insurance coverage from the University's broker, Marsh additional accident liability coverage must be obtained as follows:

	<u>Aquatic Events</u>	<u>Other Events</u>
General aggregate	\$3,000,000	\$2,000,000
Personal and advertising injury	\$1,000,000	\$1,000,000
Each occurrence	\$1,000,000	\$1,000,000
Auto liability – Each occurrence	\$1,000,000	\$1,000,000

- Liquor Liability
  - If the Organization will be serving and consuming alcohol during their event, the Organization must provide proof of liquor Liability insurance in the amount of \$100,000.



- All certificates must contain a definite provision that if coverage is canceled or changed during the periods of coverage, in such a manner as to affect their certificate, written notice will be mailed to the Conference Services Coordinator, by registered mail ten (10) days prior to such cancellation or change.
- Failure to meet the University's requirements shall make this agreement null and void and shall result in cancellation of the event.
- The University assumes no liability for the loss of personal property on campus.

#### Cancellation/Reduction

- The Organization may terminate this agreement, in whole or in part upon written notice to the University which must be provided to Conference Services Coordinator on or before **April 25, 2013** and no additional payments will be required other than the non-refundable booking deposit. However, if the conference is cancelled after this date, a liquidated damage charge equal to **(\$114.01 per person per day)** multiplied by the "Estimated Reservation Number" or the "Revised Reservation Number" (whichever is GREATER) will be billed to the Organization. This liquidated damage charge is presumed to be the amount of damage sustained by UC SAN DIEGO due to the late cancellation.

#### Curtailment

- In the event that UC SAN DIEGO buildings, property or facilities are destroyed or substantially damaged by fire or other casualty, or in the event that other circumstances render the fulfillment of this agreement impractical or impossible, the Organization shall be obligated to pay the fees hereinabove stipulated only for those services, activities and events which have occurred prior to said casualty or circumstances.
- The Organization waives any claim for damages or compensation resulting from fire, casualty, or other circumstances causing curtailment of this agreement.
- If a Force Majeure occurs or is likely to occur, including an act of God, actions or directives of a court or public authority or government, war or any threat to social stability, such as terrorism, death threat, hideous crime, or civil disturbance, fire, explosion, flood, shortage of fuel, power or raw materials, disruption of transportation or communications, strikes or other labor disruption, or any other natural or man-made event beyond the reasonable control of either party, which, in the sole opinion of UC SAN DIEGO may affect the safety and/or feasibility of attendance at UC SAN DIEGO by any of the Organization's participants, UC SAN DIEGO, shall be entitled, with a written notice at any time, to terminate this Agreement and or cancel registration of any of the Organization's participants.
- UC SAN DIEGO may change housing or dining facilities or individual rooms to accommodate attendee (s) if a facility or room is not safe or habitable due to Force Majeure events.
- UC SAN DIEGO at its sole discretion reserves the right to refuse service to any Organization or individual whose actions are deemed inappropriate.

#### Governing Law

- This agreement shall be interpreted in accordance with and governed by the laws of the State of California, excluding its conflict of law rules. All rights and remedies of UC SAN DIEGO specifically set forth in this agreement shall be in addition to any other or further rights and remedies provided at law or in equity.

#### Tax-Exempt

- Tax- Exempt Organizations must furnish a State of California Certificate of Exemption to the Conference Service Coordinator thirty (30) days prior to the conference. If this tax-exempt certificate is not provided, UC SAN DIEGO will charge the Organization tax.

#### Additions or Deletions

- Use of any additional facilities and/or services not specified in this agreement will be subject to additional charges.

#### Non-Waiver

- It is agreed at any waiver and non-enforcement by the University of any terms or conditions of this Agreement shall not constitute a waiver of any subsequent breach of the same or any other terms or condition of this Agreement. Acceptance by UC SAN DIEGO of any payment after the Organization's breach of any provision of this Agreement shall not be deemed a waiver of such provision or any prior subsequent breach of any provision, other than the Organization's failure to make timely payment so accepted whether or not UC SAN DIEGO knew of the breach at the time such payment was accepted.

#### Legal Action

- If any legal action is necessary to enforce or to interpret this agreement, the prevailing party shall be entitled to reasonable attorney's fees.
- 

#### Attachment

- Any Attachment(s) documents produced by UC SAN DIEGO are hereby made part hereof.

#### Contract Amendments or Modifications

- Any waiver or modification of the conditions of this Agreement must be written and signed by an authorized representative of the Organization and an authorized representative of UC SAN DIEGO.

#### Electronic Copies, Signatures, and Amendments or Changes

- The parties agree that a copy of the original signature (including an electronic copy) may be used for any and all purposes for which the original signature may have been used. For purposes of this Agreement, "original signature" shall include an ink or digital signature. This provision shall be upheld and shall survive termination of the agreement for a period of 5 years for purposes of establishing validity of the Agreement (including amendments) regardless of any choice of law determination made by a court or other authority.

Signature Page

- We the undersigned, do hereby enter into this facilities and service agreement, as witnessed by our signature below, and warrant that we have authority to sign on behalf of the University or the Organization.

	On Behalf of the Organization	On Behalf of UC Regents, San Diego Campus
Signature:	<input checked="" type="checkbox"/> <i>Nita Mailander</i>	
Name:	<input checked="" type="checkbox"/> Nita Mailander	Mark P. Cunningham
Title:	<input checked="" type="checkbox"/> Joint Meeting Tri-Chair	Assistant Vice Chancellor, Housing • Dining • Hospitality
Date:	<input checked="" type="checkbox"/> 3/15/2013	

## Attachment A

### RULES & SAFETY REGULATIONS

For health and safety reasons, the counselors must ensure that all attendees are aware of and abide by all of the Rules and Safety Regulations as stated below:

- Pets and animals are prohibited throughout all residential and dining facilities. Breach of this provision will result in a \$50.00/day/room charge for cleaning and fumigation beginning the 1<sup>st</sup> day of the conference and ending on the day the animal is removed from UC SAN DIEGO's premises.
  - Exception: Service animals for individuals with disabilities (as defined by the Americans with Disabilities Act) are permitted in the residential and dining facilities.
- Cooking is prohibited in the residential halls.
- Misuse of fire safety equipment, such as pulling the fire alarms and pranks involving the fire hoses and fire extinguishers, are prohibited. Such misuse of the fire safety equipment is a felony and will result in the removal of the involved party(s) from UC SAN DIEGO and UC SAN DIEGO may seek legal action.
- Acts that are a threat to safety - such as setting fires in trash cans, using lighter fluid in a prank, open flames, using candles, and water fights are prohibited in all housing areas. Such behavior will result in the removal of all party(s) involved from UC SAN DIEGO and UC SAN DIEGO may seek legal action.
- UC SAN DIEGO is committed to creating and maintaining a community in which all persons who participate in programs and activities at UC SAN DIEGO can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Specifically, every program attendee should be aware that UC SAN DIEGO is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by UC SAN DIEGO policy. It is the intention of UC SAN DIEGO to take whatever action may be needed to prevent, correct and if necessary, discipline behavior which violates this policy.
- Physical abuse, threats of violence, harassment, or any conduct that threatens the health and safety of any person is strictly prohibited.
- The use of foul language is prohibited. UC SAN DIEGO, at its sole discretion, reserves the right to refuse service to any Organization or individual whose actions are deemed inappropriate.
- Throwing any object (**includes water balloons**) from the windows or balconies of the halls, apartments or dining facilities is prohibited and will result in fines as well as removal of all party (s) involved from UC SAN DIEGO campus/conference.
- The possession or discharge of firearms, fireworks, or other explosive substances is prohibited. The possession of BB guns, pellet guns, air guns, sling shots, M80's, or lethal weapons of any form, (martial arts equipment included), is prohibited. Dart throwing inside or within the vicinity of the housing and or dining facilities is prohibited. Such possession is a felony and will result in the removal of the party(s) involved from UC SAN DIEGO and UC SAN DIEGO may seek legal action.
- Destructive and/or dangerous horseplay which could result in injuries or damage to the facilities or furnishings is prohibited.
- Chemicals are not permitted to be stored in the housing facilities. Chemicals must be stored in a lab.
- Under no circumstances may the room or apartment to which an attendee is assigned be used by any other person without the prior approval of the Conference Service Coordinator.
- Radios may be played only in an attendee's room at a reasonable volume so as not to disturb the other attendees. No amplified instruments and/or musical instrument without a volume control may be played in the housing facilities.
- Alcoholic beverages are only allowed in private rooms if ALL occupants are 21 or older. Campus policy further prohibits the possession or consumption of alcoholic beverages in the public areas of campus at any time, without prior UC SAN DIEGO approval. No large volume containers of alcohol such as kegs or pony kegs are allowed. The use of alcohol or drugs shall in no way limit the responsibility of individuals for their actions.
- Smoking is not permitted in any indoor facility including residence halls and apartments.
- Keep doors locked at all times. Attendees must carry their room keys or access cards with them when away from their rooms.
- Quiet hours are mandatory between 10pm and 6am.
- RESIDENTS LIVING IN THE HALLS AND APARTMENTS ARE EXPECTED TO CONDUCT THEMSELVES IN A MANNER CONSISTENT WITH THE LOCAL, STATE, AND FEDERAL LAWS.

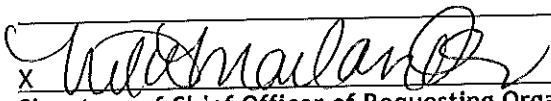
**Attachment B**  
**Emergency Procedures**

By signing this Agreement, the Organization acknowledges that it is their responsibility to instruct their staff in these guidelines prior to arriving on campus and to assist in the evacuation during an emergency.

**Attachment C**  
**Alcohol Use Form**

To be supplied by the University and completed by the Organization if applicable.

UNIVERSITY OF CALIFORNIA, SAN DIEGO  
REQUEST FOR USE OF UNIVERSITY FACILITIES  
FOR NON UNIVERSITY-RELATED OFF-CAMPUS ORGANIZATIONS

1. Medical Library Group of Southern California & Arizona, PO Box 6006, Irvine, CA 92616-6006  
Name and Address of Requesting Organization
- (602) 639-6645                      (602) 639-7835                      nita.mailander@gcu.edu  
Telephone                              Fax                                      E-Mail
2. Proposed activity (give purpose and describe in detail): 2013 Joint Meeting of the Medical Library Group of Southern California & Arizona (MLGSCA) and Northern California & Nevada Medical Library Group (NCNMLG), Conference Programming.
3. List name, position, and business address of speaker(s) scheduled to appear on program:  
\_\_\_\_\_
4. Date of Activity: 7/24-7/26/2013                      # of Conferees: 70
5. Facilities needed: Classrooms \_\_\_\_\_ Conference Room \_\_\_\_\_ Auditorium \_\_\_\_\_  
Housing: Warren College Apartments
- Food Service Needed: Cafeteria X Catered Event \_\_\_\_\_  
Other (Specify) Price Center
6. Equipment needed (specify): \_\_\_\_\_
7. Will admission fee, collection or solicitation of funds be involved:  
Yes X No \_\_\_\_\_ Describe  
Conference Registration
8. Additional information: \_\_\_\_\_
9. X   
Signature of Chief Officer of Requesting Organization
- Joint Meeting Trichair                      3/15/2013  
Printed Name, Title                      Date
- Nita Mailander

UCSD REQUIREMENTS

To be approved, this form must be signed by a representative of the Initial Office to which the request was submitted and an Approving Department Chair. Until this form has been approved, no publicity should be released about the event being held on the UCSD facilities by non University-related off-campus organizations for political or religious activities. Facility use fees and cost for services rendered will be charged as appropriate. The Organization will be responsible for damage to University facilities occasioned by Organization's use. Organization further agrees to defend, indemnify and hold harmless the University and its employees from any Organization's use of University facilities.

APPROVALS

\_\_\_\_\_  
Signature of Representative of Campus Office  
Initially Receiving Request

\_\_\_\_\_  
Signature of Approving Department Chairperson

Shirley Balbin - Stacher  
Stud. Affairs, ADM-REG                      x43156                      0021  
Title                      Campus Extension                      Mail Code



# Conference Agreement Deadlines for

## *Medical Librarians Conference*

Today's Date

3/5/2013

Start Date

7/24/2013

End Date

7/26/2013

<u>Due Date</u>	<u>Item</u>	<u>Sent</u>
3/19/2013	Contract	
3/19/2013	Deposit \$2,100.00	
3/19/2013	Use of University Facilities Form	
4/25/2013	Cancellation Deadline	
4/25/2013	Sports Facilities (Direct with Department)	
4/25/2013	Attendee Guarantee	
5/25/2013	Revised Reservation Number	
5/25/2013	Alcohol Use Form	
5/25/2013	Classrooms, Meeting Rooms	
6/12/2013	Additional Catering	
6/24/2013	1 <sup>st</sup> Payment \$35,952.05	
7/10/2013	2 <sup>nd</sup> Payment	
7/10/2013	Completed Housing List	
7/10/2013	Equipment Rentals: (tables, chairs, audio visual equipment, golf cart and additional requests)	
7/10/2013	Order Box Lunches	
7/10/2013	Dietary Restrictions	





UNIVERSITY OF CALIFORNIA, SAN DIEGO  
CONFERENCE SERVICES

**EMERGENCY PREPAREDNESS**

## CAMPUS EMERGENCY NOTIFICATIONS

### Campuswide Emergency Information

For more in depth information regarding emergency preparedness on campus please visit the campus emergency website: <http://blink.ucsd.edu/safety/emergencies/campuswide>.

For information regarding the emergency status of UC San Diego please visit <http://ucsd.edu/emergency> or call (888) 308 – UCSD (8237)

### Emergency Phone Numbers

	<u>Campus Phone</u>	<u>Cell Phone</u>
Fire	911 or 4-HELP	(858) 534-HELP (4357)
Police	911 or 4-HELP	(858) 534-HELP (4357)
Medical (Paramedic)	911 or 4-HELP	(858) 534-HELP (4357)
First-Aid (Student Health)	x43300	(858) 534-3300
Poison Control	(800) 876-4766	(800) 876-4766

If a campus phone is available to you, do not dial 8 for an outside line. Simply dial 911 which will connect directly with the Campus Police dispatcher from any campus telephone.

From a pay telephone, or cell phone (858) 534-HELP will connect directly to the Campus Police dispatcher.

Opening cover door of Emergency Call Box Stations will also put you in communication with the dispatcher. There are two dozen such call boxes found on the campus. They are bright yellow in color with a red light attached on top. The light is illuminated at night for easier identification.

Remain calm while waiting for assistance. The Campus Police dispatcher will contact the necessary emergency services. Stay off the phone – the only exception being a case of poisoning when you would receive instructions from the Poison Control Center.

When you report the emergency, tell the operator “THIS IS AN EMERGENCY.”

### **CALMLY STATE:**

- \* Your name
- \* The building and room location of the emergency
- \* The nature of the emergency – fire, flooding, etc.
- \* Whether injuries have occurred
- \* Hazards present that may affect responding emergency personnel
- \* A phone number near the scene where you can be reached

## **BUILDING EVACUATION**

Evacuation will result in all persons leaving the building and moving to a designated assembly area outside. Evacuate the building if the fire alarm system has been activated and/or after there is a strong earthquake. Proceed to the area indicated on the attached map.

General guidelines for managing an orderly and safe evacuation include:

- \* Keep yourself and others calm.
- \* Exit locations and gathering areas are indicated on maps posted on the back of the door.
- \* Announce the situation loudly and clearly to all individuals. Give clear directions – direct persons to nearest exits, stairwells – remind individual NOT to use elevators during evacuation. Take your keys, and close your doors.
- \* Keep existing groups together. Contact people should lead their group out of the structure.
- \* Assist persons with disabilities. Use a pre-assigned “buddy system.”
- \* Quickly check all rooms and corridors and stairwells to ensure that all individuals are leaving the area.
- \* Account for all evacuees – key personnel from each group should quickly ascertain that all individuals have safely reached the assembly area.
- \* **WAIT FOR INSTRUCTIONS. DO NOT RE-ENTER THE BUILDING UNTIL EMERGENCY PERSONNEL ANNOUNCE THAT IT IS SAFE TO DO SO.**

## **CONSIDERATIONS FOR PEOPLE WITH DISABILITIES**

Group coordinators will be aware of persons with disabilities in the group and will ensure that all disabled persons are successfully evacuated during an emergency or drill. Appropriate evacuation procedures should be prearranged between the disabled individuals and the people assigned to assist them.

NOTE: Individuals may have an unobservable disability and may or may not self-identify before an emergency. Such disabilities may include arthritis, a cardiac condition, chronic back problems, asthma, a learning disability, etc. These persons may need additional help during emergency situations. Request that all persons who feel that they may need special assistance notify the group contact so that arrangements can be made in advance to meet their needs.

## **GENERAL GUIDELINES**

All exit corridors and smoke tower stairwells are protected by self-closing doors. These are the safest areas during an emergency. Disabled persons are advised to proceed to them immediately. The group coordinator is asked to check all exit corridors and exit stairwells first for any stranded persons.

If there is no imminent danger and there are no special problems evacuating the person, place him/her into or next to the stairwell. Be certain someone stays with the person.

No one should attempt to use an elevator to evacuate during an emergency – use the available stairs.

## SPECIFIC RECOMMENDATIONS

### Visually Impaired Persons

Tell the person the nature of the emergency and offer your arm for guidance. This is the preferred method when acting as a “sighted guide.”

As you walk, tell the person where you are and where obstacles are located. When you reach safety, orient the person where you are and where obstacles are located. When you reach safety, orient the person to the location and ask if further assistance is needed.

### Hearing Impaired Persons

Campus buildings are equipped with audible fire alarms, which should be activated during an emergency; however, persons with impaired hearing may not receive the audible signal. Use an alternative warning system. Several methods can be used, including:

Write a note to tell the person of the situation, the nearest evacuation route and where to meet outside. Sample script: “FIRE – Go out the rear door on your right. NOW. Meet outside on the front lawn.”

OR: Turn the light switch on and off to gain their attention, then indicate through gestures or in writing what is happening and what to do. Do not use this technique with the light switch if you smell natural gas in the area.

### Persons Using Crutches, Canes, or Walkers

In evacuations, these individuals should be treated as if they were injured. Carrying options include using a two-person, lock-arm position or having the individual sit on a sturdy chair (preferably with arms), which is then lifted and carried.

### People Who Use Wheelchairs (Non-ambulatory)

Most non-ambulatory persons will be able to exit safely without assistance if they are on the group floor. If you are assisting a non-ambulatory person, be aware that some people have minimal ability to move and lifting them may be dangerous to their well-being. Some individuals have very little upper trunk and neck strength. Frequently, non-ambulatory persons have respiratory complications – remove them from smoke and vapors immediately. Some people who use wheelchairs may have electrical respirators; they should be given priority assistance, as their ability to breathe may be seriously in danger.

Non-ambulatory persons’ needs and preferences vary. Always consult with the person as to his/her preference regarding:

- \* Ways of being moved.
- \* The number of people necessary for assistance. If carrying a person more than three flights, a relay team will be needed.
- \* Whether to extend or move extremities when lifting because of pain, braces, etc.
- \* Whether a seat cushion or pad should be brought along.
- \* Being carried forward or backward on stairs.
- \* After-care if removed from the wheel chair.

Remember to check the intended route for obstructions before transporting the individual. Delegate others to bring the wheelchair. When the wheelchair is left behind, remove it from the stairwell and place it so it does not obstruct the egress of others. Reunite the person with their wheelchair as soon as it is safe to do so. Wheelchairs have many movable or weak parts, which were not constructed to withstand the stress of lifting (i.e., the seat bar, foot plates, wheels, movable armrests, etc.). If the chair is battery-powered, remove the batteries before moving it. Make sure that the foot rests are locked and that the motor is off. If a seat is available, secure the person in the chair.

### **FIRE RESPONSE PROCEDURES**

- \* Alert all persons in the area that a fire exists.
- \* Small fires can be extinguished without evacuation of personnel. However, an immediate readiness to evacuate is essential if the fire cannot be easily controlled.
- \* Group coordinators direct the evacuation of the building quickly. Stay low to the floor to avoid breathing smoke.
- \* Feel all of the doors at the top for heat. DO NOT open the door if it feels warm to the touch.
- \* Activate the nearest fire alarm pull box.
- \* Call the Campus Police at 911 or 534-HELP.
- \* Report the exact location of the fire including information on injuries and/or flammable materials present in the area.
- \* Close (do not lock) all doors and windows in the area to confine the fire and smoke.
- \* Quickly move to the designated assembly area outside. Group coordinators should account for everyone's presence. Report anyone missing to emergency response personnel immediately.
- \* Remain away from the building until directed by emergency response to return to your work area.
- \* Assist arriving emergency response personnel, as required.
- \* Clothing on Fire
  - Drop the person on the floor and roll to smother the flames or
  - Drench with water if safety shower is immediately available.
  - Obtain medical help – call 911 or 534-HELP.

### **FIRE PREVENTION MEASURES**

Some of the most frequently violated fire codes on campus include:

- \* Propping fire doors open to stairwells – they must remain closed at all times.
- \* Obstruction of extinguishers, alarm pull boxes and ceiling sprinklers.

Become familiar with the location and usage of fire extinguisher and fire alarm pull boxes. If you have questions, ask Conference Services.

Report unsafe fire conditions to your Conference Services or to the Fire Safety Division at EH&S (534-3660) for prompt assistance.

## **FIRE EXTINGUISHERS**

- \* Do not use a fire extinguisher unless the fire is small and you are familiar with its operation and have a clear path of escape behind you.
- \* Check label on the extinguisher to make certain the extinguisher type can be safely used on the type of material burning.

Class A extinguisher – Used on wood or paper fires

Class B extinguisher – Used on burning liquids (chemicals, grease, etc.)

Class C extinguisher – Used on energized electrical equipment fires

(NOTE: It is unsafe to use an “A” extinguisher on burning liquids or electrical fires)

- \* Operation Instructions
  - Grab the nearest extinguisher off the wall
  - Pull the pin in the handle
  - Aim the nozzle at the base of the flames
  - Squeeze the handle while sweeping the nozzle back and forth
- \* Report the empty extinguisher to Conference Services or the Housing & Dining Services Maintenance Department for replacement.

## **EARTHQUAKE RESPONSE MEASURES**

- \* When strong shaking is felt, get under a desk table, door arch or stairwell. If none are available, move against an interior wall and cover head with your arms. Remain under cover until the movement subsides.
- \* Stay away from large windows, shelving systems or tall room partitions.
- \* After the shaking has stopped, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.).
- \* If minor damage has occurred in your area, inform Conference Services immediately.
- \* If severe building damage has been sustained, evacuate the structure immediately. Use the stairs, not the elevators.
- \* Provide CPR and first-aid to seriously injured persons, if trained.
- \* Move to the assembly area indicated on the attached map and await instructions from emergency response personnel.
- \* Injured persons may be taken to the two-triage areas – Student Health and Internal Medicine Group (refer to Disaster Plan Maps). Minor injuries will be treated at regional first-aid locations.
- \* Emergency personnel will distribute food, water, first-aid supplies, etc., as part of the campus-wide response program.
- \* Personnel designated to provide emergency response services for the campus will report to their prearranged area to await instructions from the campus Emergency Operations Center (EOC). Information on missing persons and/or ruptured utilities must be reported to the appropriate personnel immediately.

HOUSING FACILITIES

DINING SERVICES FACILITIES

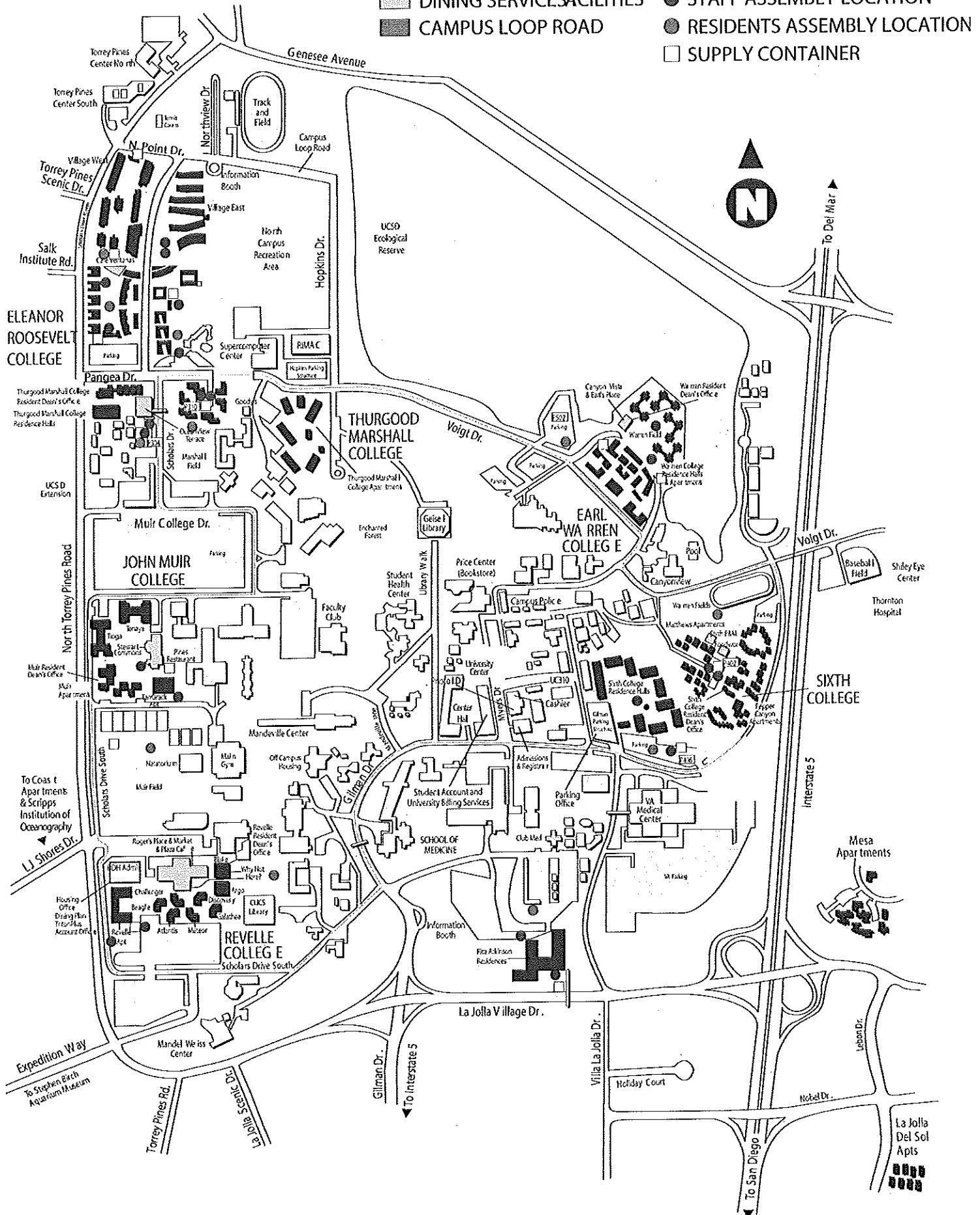
CAMPUS LOOP ROAD

FIRST AID STATION

STAFF ASSEMBLY LOCATION

RESIDENTS ASSEMBLY LOCATION

SUPPLY CONTAINER



# Special Event

UC San Diego Catering  
9500 Gilman Drive MC 0351  
La Jolla, CA 92093-0351  
Phone: (858) 534-3688  
Fax: (858) 534-2851

## Event Sheet

**Wednesday 7/24/2013**

**Order ID: 30762**

**Service Level: 3**

**Service Style: Standard**

**Event Name:** Medical Librarians CE Class #1

**Event Start Time:** 8:00 AM

**Contact:** Nita Mailander

**Food Set By:**

**Campus Location:**

**Event End Time:** 12:00 PM

**Address:**

**Exact Time Pick Up:** N

**Leave Kitchen By:** 7:00 AM

**Building:** Price Center West

**# of Tables:**

**Floor:** 2

**Guest Count:** 25

**Room:** Marshall College Room

**Group Profile:**

**Phone:** 602-639-6645

**Cell:**

### Special Instructions:

Product	Qty	Cost	Sold By	Subtotal
<b>Breakfast</b>				
Deans Continental Breakfast	25	\$10.25 Per Person		\$256.25
<i>Cranberry orange and blueberry muffins, assorted flavored individual fat free Greek yogurts, bananas and granola bars. Beverages include Regular Starbucks Coffee, Numi organic &amp; Lipton teas, and fresh squeezed Orange Juice with fair trade sugar, substitute sweeteners, cream &amp; lemons. Decaffeinated Starbucks Coffee available upon request. We proudly serve complimentary recyclable cups, plates, utensils and napkins with your breakfast selection.</i>				

**Subtotal:** \$256.25

**Payment Acknowledgment:** N

**Late Fee:** \$0.00

**Paid:** Y

**Tax:** \$20.50

**Payment Received:** \$276.75

**Service Upgrade:** \$0.00

**Payment Type:** Check

**Order Total:** \$276.75

**Salesperson:** Julie Meola

**Billing Type:** Check/Credit



# Special Event

UC San Diego Catering  
9500 Gilman Drive MC 0351  
La Jolla, CA 92093-0351  
Phone: (858) 534-3688  
Fax: (858) 534-2851

## Event Sheet

Wednesday 7/24/2013

Order ID: 30764

Service Level: 3

Service Style: Standard

**Event Name:** Medical Librarians CE Class #2

**Event Start Time:** 8:00 AM

**Contact:** Nita Mailander

**Food Set By:**

**Campus Location:**

**Event End Time:** 12:00 PM

**Address:**

**Exact Time Pick Up:** N

**Leave Kitchen By:** 7:00 AM

**Building:** Biomedical Library

**# of Tables:**

**Floor:** 1

**Guest Count:** 10

**Room:** Computer Lab

**Group Profile:**

**Phone:** 602-639-6645

**Cell:**

### Special Instructions:

Product	Qty	Cost	Sold By	Subtotal
<b>Breakfast</b>				
Deans Continental Breakfast	10	\$10.25 Per Person		\$102.50
<i>Cranberry orange and blueberry muffins, assorted flavored individual fat free Greek yogurts, bananas and granola bars. Beverages include Regular Starbucks Coffee, Numi organic &amp; Lipton teas, and fresh squeezed Orange Juice with fair trade sugar, substitute sweeteners, cream &amp; lemons. Decaffeinated Starbucks Coffee available upon request. We proudly serve complimentary recyclable cups, plates, utensils and napkins with your breakfast selection.</i>				

**Subtotal:** \$102.50

**Payment Acknowledgment:** N

**Late Fee:** \$0.00

**Paid:** Y

**Tax:** \$8.20

**Payment Received:** \$110.70

**Service Upgrade:** \$0.00

**Payment Type:** Check

**Order Total:** \$110.70

**Salesperson:** Julie Meola

**Billing Type:** Check/Credit

# Special Event

UC San Diego Catering  
9500 Gilman Drive MC 0351  
La Jolla, CA 92093-0351  
Phone: (858) 534-3688  
Fax: (858) 534-2851

## Event Sheet

Wednesday 7/24/2013

Order ID: 30765

Service Level: 3

Service Style: Standard

**Event Name:** Medical Librarians CE Class #3

**Event Start Time:** 1:00 PM

**Contact:** Nita Mailander

**Food Set By:** 12:45 PM

**Campus Location:**

**Event End Time:** 5:00 PM

**Address:**

**Exact Time Pick Up:** N

**Leave Kitchen By:** 12:15 PM

**Building:** Price Center West

**# of Tables:**

**Floor:** 2

**Guest Count:** 20

**Room:** Marshall College Room

**Group Profile:**

**Phone:** 602-639-6645

**Cell:**

### Special Instructions:

Product	Qty	Cost	Sold By	Subtotal
<b>Break</b>				
Assorted Bags of All Natural Kettle Chips	20	\$2.50 Each		\$50.00
<i>Assortment includes jalapeño heat, mesquite BBQ, cracked pepper and sea salt, funky fusion and Maui onion flavors.</i>				
Mr. Nature Trail Mix	20	\$1.95 Each		\$39.00
<b>Beverage</b>				
Ice Water	2	\$6.75 Gallon		\$13.50
<i>Includes cups, napkins and ice. Serves 15</i>				
Tazo Fresh Brewed Iced Tea	2	\$19.00 Gallon		\$38.00
<i>Serves 15 - certified organic and fair trade sugar, substitute sweeteners and lemons. Includes cups, stir sticks, napkins and ice.</i>				

**Subtotal:** \$140.50

**Payment Acknowledgment:** N

**Late Fee:** \$0.00

**Paid:** Y

**Tax:** \$11.24

**Payment Received:** \$151.74

**Service Upgrade:** \$0.00

**Payment Type:** Check

**Order Total:** \$151.74

**Salesperson:** Julie Meola

**Billing Type:** Check/Credit

# Special Event

UC San Diego Catering  
9500 Gilman Drive MC 0351  
La Jolla, CA 92093-0351  
Phone: (858) 534-3688  
Fax: (858) 534-2851

## Event Sheet

Wednesday 7/24/2013

Order ID: 30766

Service Level: 3

Service Style: Standard

**Event Name:** Medical Librarians CE Class #4

**Event Start Time:** 1:00 PM

**Contact:** Nita Mailander

**Food Set By:** 12:45 PM

**Campus Location:**

**Event End Time:** 5:00 PM

**Address:**

**Exact Time Pick Up:** N

**Leave Kitchen By:** 12:15 PM

**Building:** Biomedical Library

**# of Tables:**

**Floor:** 1

**Guest Count:** 10

**Room:** Computer Lab

**Group Profile:**

**Phone:** 602-639-6645

**Cell:**

### Special Instructions:

Product	Qty	Cost	Sold By	Subtotal
<b>Break</b>				
Assorted Bags of All Natural Kettle Chips	10	\$2.50 Each		\$25.00
<i>Assortment includes jalapeño heat, mesquite BBQ, cracked pepper and sea salt, funky fusion and Maui onion flavors.</i>				
Mr. Nature Trail Mix	10	\$1.95 Each		\$19.50
<b>Beverage</b>				
Ice Water	1	\$6.75 Gallon		\$6.75
<i>Includes cups, napkins and ice. Serves 15</i>				
Tazo Fresh Brewed Iced Tea	1	\$19.00 Gallon		\$19.00
<i>Serves 15 - certified organic and fair trade sugar, substitute sweeteners and lemons. Includes cups, stir sticks, napkins and ice.</i>				

**Subtotal:** \$70.25

**Payment Acknowledgment:** N

**Late Fee:** \$0.00

**Paid:** Y

**Tax:** \$5.62

**Payment Received:** \$75.87

**Service Upgrade:** \$0.00

**Payment Type:** Check

**Order Total:** \$75.87

**Salesperson:** Julie Meola

**Billing Type:** Check/Credit

# Special Event

UC San Diego Catering  
9500 Gilman Drive MC 0351  
La Jolla, CA 92093-0351  
Phone: (858) 534-3688  
Fax: (858) 534-2851

## Event Sheet

Wednesday 7/24/2013

Order ID: 28041

Service Level: 4

Service Style: Standard

**Event Name:** Medical Librarians Conference

**Event Start Time:** 5:30 PM

**Contact:** Nita Mailander

**Food Set By:**

**Campus Location:**

**Event End Time:** 6:30 PM

**Address:**

**Exact Time Pick Up:** N

**Leave Kitchen By:** 3:30 PM

**Building:** Price Center West

**# of Tables:**

**Floor:** 2

**Guest Count:** 170

**Room:** Ballroom B

**Group Profile:**

**Phone:** 602-639-6645

**Cell:**

### Special Instructions:

set up tba

Product	Qty	Cost	Sold By	Subtotal
<b>Hosted Beverage Service</b>				
Client Providing Bar Service	1	\$0.00		\$0.00
<i>Including bartenders, glassware, wine service with dinner and champagne toasts. UC San Diego recommends the following vendors for this specific service: Barworks: 858.566.6077 Best Beverage Catering: 858.274.1437 Event Beverage Solutions: 619.232.4327 Giuseppe Fine Catering and Beverage Services: 858.412.9108</i>				
<b>Reception</b>				
Antipasto Tray	2	\$90.00 Each		\$180.00
<i>Cold selection of sliced salami, provolone and mozzarella cheeses, marinated red onions, nicoise olives, artichoke hearts, grilled sliced zucchini, pepperoncini peppers, bell peppers and cherry tomatoes. Served with sliced baguettes and assorted crackers. Serves approximately 50.</i>				
Curried Vegetable Samosas	100	\$1.75 Each		\$175.00
<i>Add the exotic flavor of the Middle East to your event with these delicious stuffed pastries.</i>				
Domestic Cheese Platter - Large	3	\$85.00 Each		\$255.00
<i>Domestic cheeses including swiss, cheddar, dill havarti, and pepperjack. Served with crackers and sliced baguettes. Serves 35-40 guests.</i>				
Egg Rolls - Vegetarian	150	\$1.25 Each		\$187.50
<i>Served with hot mustard and plum sauce</i>				

<b>Grilled and Marinated Vegetables - Large</b>	3	\$80.00 Each	\$240.00
<i>Selection of red bell peppers, eggplant, zucchini, mushrooms, and red onions garnished with niçoise olives and artichoke hearts. Serves 35-40 guests.</i>			
<b>Middle Eastern Vegetarian Spreads</b>	3	\$50.00 Each	\$150.00
<i>Hummus (garbanzo bean dip) and tabbouleh salad with romaine spears. Includes pita bread triangles. Serves 20 - 25 guests.</i>			
<b>New Potatoes</b>	100	\$1.75 Each	\$175.00
<i>Stuffed with bacon and cheddar</i>			
<b>Dessert</b>			
<b>Assorted La Mousse Bars</b>	15	\$14.00 Dozen	\$210.00
<i>Bite-size, exceedingly rich old-fashioned Cookie Bars in Lemon, Espresso Chip, and Pecan. Check with our office for seasonal flavors.</i>			
<b>Mini Fudge Nut Brownies</b>	10	\$12.00 Dozen	\$120.00
<i>Mini Version of the nutty favorite</i>			
<b>Equipment</b>			
<b>Client to Provide</b>	0	\$0.00	\$0.00
<i>5 tables for Catering food</i>			
<b>Paper and Plastic</b>	1	\$0.00 Each	\$0.00
<b>Staffing</b>			
<b>Server Special Events</b>	2	\$112.00 Each	\$224.00

**Subtotal:** \$1916.50  
**Late Fee:** \$0.00  
**Tax:** \$153.32  
**Service Upgrade:** \$0.00  
**Order Total:** \$2069.82  
**Billing Type:** Check/Credit

**Payment Acknowledgment:** N  
**Paid:** Y  
**Payment Received:** \$2069.82  
**Payment Type:** Check  
**Salesperson:** Julie Meola

# Special Event

UC San Diego Catering  
9500 Gilman Drive MC 0351  
La Jolla, CA 92093-0351  
Phone: (858) 534-3688  
Fax: (858) 534-2851

## Event Sheet

Thursday 7/25/2013

Order ID: 28043

Service Level: 3

Service Style: Standard

**Event Name:** Medical Librarians Conference

**Event Start Time:** 9:45 AM

**Contact:** Nita Mailander

**Food Set By:** 9:30 AM

**Campus Location:**

**Event End Time:** 10:30 AM

**Address:**

**Exact Time Pick Up:** N

**Leave Kitchen By:** 8:45 AM

**Building:** Price Center West

**# of Tables:**

**Floor:** 2

**Guest Count:** 170

**Room:** Ballroom B

**Group Profile:**

**Phone:** 602-639-6645

**Cell:**

### Special Instructions:

Product	Qty	Cost	Sold By	Subtotal
<b>Break</b>				
Assorted Nutrigrain Bars	150	\$1.95 Each		\$292.50
<i>Strawberry, Blueberry &amp; Apple Cinnamon Flavors</i>				
Whole Fresh Seasonal Fruit	75	\$1.25 Each		\$93.75
<i>Apples, oranges or bananas</i>				
<b>Beverage</b>				
Hot Tea Assortment	4	\$19.00 Gallon		\$76.00
<i>Serves 15 in an insulated container. Includes an assortment of: Lipton &amp; Numi tea bags - certified organic and fair trade, cups, stir sticks, napkins and fair trade sugar, substitute sweeteners and lemons.</i>				
Ice Water	6	\$6.75 Gallon		\$40.50
<i>Includes cups, napkins and ice. Serves 15</i>				
Starbucks Fair Trade Decaf Coffee	2	\$19.00 Gallon		\$38.00
<i>Serves 15 - Includes cups, stir sticks, napkins and fair trade sugar, substitute sweeteners and cream.</i>				
Starbucks Fair Trade Regular Coffee	7	\$19.00 Gallon		\$133.00
<i>Serves 15 - Includes cups, stir sticks, napkins and fair trade sugar, substitute sweeteners and cream.</i>				
<b>Equipment</b>				
Catering to Provide	0	\$0.00		\$0.00
<i>5 tables for Catering</i>				
Client to Provide	0	\$0.00		\$0.00

5 tables for food and bev

**Paper and Plastic**

1

\$0.00 Each

\$0.00

**Subtotal:** \$673.75

**Late Fee:** \$0.00

**Tax:** \$53.90

**Service Upgrade:** \$0.00

**Order Total:** \$727.65

**Billing Type:** Check/Credit

**Payment Acknowledgment:** N

**Paid:** N

**Payment Received:** \$315.31

**Payment Type:** Check

**Salesperson:** Julie Meola

# Special Event

UC San Diego Catering  
9500 Gilman Drive MC 0351  
La Jolla, CA 92093-0351  
Phone: (858) 534-3688  
Fax: (858) 534-2851

## Event Sheet

Thursday 7/25/2013

Order ID: 28045

Service Level: 3

Service Style: Standard

**Event Name:** Medical Librarians Conference

**Event Start Time:** 1:30 PM

**Contact:** Nita Mailander

**Food Set By:** 1:15 PM

**Campus Location:**

**Event End Time:** 3:00 PM

**Address:**

**Exact Time Pick Up:** N

**Leave Kitchen By:** 12:45 PM

**Building:** Price Center West

**# of Tables:**

**Floor:** 2

**Guest Count:** 170

**Room:** Ballroom B

**Group Profile:**

**Phone:** 602-639-6645

**Cell:**

### Special Instructions:

Product	Qty	Cost	Sold By	Subtotal
<b>Break</b>				
Assorted Bags of Pepperidge Farm Baked Chips	100	\$1.95 Each		\$195.00
<i>Wheat and Cheese flavors</i>				
Mr. Nature Trail Mix	100	\$1.95 Each		\$195.00
<b>Beverage</b>				
Ice Water	6	\$6.75 Gallon		\$40.50
<i>Includes cups, napkins and ice. Serves 15</i>				
Tazo Fresh Brewed Iced Tea	8	\$19.00 Gallon		\$152.00
<i>Serves 15 - certified organic and fair trade sugar, substitute sweeteners and lemons. Includes cups, stir sticks, napkins and ice.</i>				
<b>Equipment</b>				
Catering to Provide	0	\$0.00		\$0.00
<i>linens for 5 food and beverage tables</i>				
Client to Provide	0	\$0.00		\$0.00
<i>5 tables for Catering</i>				
Paper and Plastic	1	\$0.00 Each		\$0.00

**Subtotal:** \$582.50

**Payment Acknowledgment:** N



**Late Fee:** \$0.00  
**Tax:** \$46.60  
**Service Upgrade:** \$0.00  
**Order Total:** \$629.10  
**Billing Type:** Check/Credit

**Paid:** N  
**Payment Received:** -  
**Payment Type:** Check  
**Salesperson:** Julie Meola

# Special Event

UC San Diego Catering  
9500 Gilman Drive MC 0351  
La Jolla, CA 92093-0351  
Phone: (858) 534-3688  
Fax: (858) 534-2851

## Event Sheet

Thursday 7/25/2013

Order ID: 30768

Service Level: 3

Service Style: Standard

**Event Name:** Medical Librarians/Roundtable

**Event Start Time:** 3:00 PM

**Contact:** Nita Mailander

**Food Set By:** 2:45 PM

**Campus Location:**

**Event End Time:** 4:00 PM

**Address:**

**Exact Time Pick Up:** N

**Leave Kitchen By:** 2:00 PM

**Building:** Price Center

**# of Tables:**

**Floor:**

**Guest Count:** 75

**Room:** East Ballroom

**Group Profile:**

**Phone:** 602-639-6645

**Cell:**

### Special Instructions:

Product	Qty	Cost	Sold By	Subtotal
<b>Break</b>				
Sweet Tooth Tray	5	\$38.00 Each		\$190.00
<i>Assortment of Freshly Baked Cookies, Espresso Brownies, La Mousse Bars, Chocolate Dipped Strawberries, Candy Bars and Andes Mints. Tray is wrapped in cellophane with a decorative bow. Serves approx. 15 guests.</i>				
<b>Beverage</b>				
Ice Water	4	\$6.75 Gallon		\$27.00
<i>Includes cups, napkins and ice. Serves 15</i>				
Tazo Fresh Brewed Iced Tea	4	\$19.00 Gallon		\$76.00
<i>Serves 15 - certified organic and fair trade sugar, substitute sweeteners and lemons. Includes cups, stir sticks, napkins and ice.</i>				

**Subtotal:** \$293.00

**Payment Acknowledgment:** N

**Late Fee:** \$0.00

**Paid:** N

**Tax:** \$23.44

**Payment Received:** -

**Service Upgrade:** \$0.00

**Payment Type:** Check

**Order Total:** \$316.44

**Salesperson:** Julie Meola

**Billing Type:** Check/Credit

# Special Event

UC San Diego Catering  
9500 Gilman Drive MC 0351  
La Jolla, CA 92093-0351  
Phone: (858) 534-3688  
Fax: (858) 534-2851

## Event Sheet

Friday 7/26/2013

Order ID: 28044

Service Level: 3

Service Style: Standard

**Event Name:** Medical Librarians Conference

**Event Start Time:** 9:30 AM

**Contact:** Nita Mailander

**Food Set By:** 9:15 AM

**Campus Location:**

**Event End Time:** 10:30 AM

**Address:**

**Exact Time Pick Up:** N

**Leave Kitchen By:** 8:45 AM

**Building:** Price Center West

**# of Tables:**

**Floor:** 2

**Guest Count:** 170

**Room:** Ballroom B

**Group Profile:**

**Phone:** 602-639-6645

**Cell:**

### Special Instructions:

Product	Qty	Cost	Sold By	Subtotal
<b>Break</b>				
Assorted Nutrigrain Bars	150	\$1.95 Each		\$292.50
<i>Strawberry, Blueberry &amp; Apple Cinnamon Flavors</i>				
Whole Fresh Seasonal Fruit	75	\$1.25 Each		\$93.75
<i>Apples, oranges or bananas</i>				
<b>Beverage</b>				
Hot Tea Assortment	4	\$19.00 Gallon		\$76.00
<i>Serves 15 in an insulated container. Includes an assortment of: Lipton &amp; Numi tea bags - certified organic and fair trade, cups, stir sticks, napkins and fair trade sugar, substitute sweeteners and lemons.</i>				
Ice Water	6	\$6.75 Gallon		\$40.50
<i>Includes cups, napkins and ice. Serves 15</i>				
Starbucks Fair Trade Decaf Coffee	2	\$19.00 Gallon		\$38.00
<i>Serves 15 - Includes cups, stir sticks, napkins and fair trade sugar, substitute sweeteners and cream.</i>				
Starbucks Fair Trade Regular Coffee	7	\$19.00 Gallon		\$133.00
<i>Serves 15 - Includes cups, stir sticks, napkins and fair trade sugar, substitute sweeteners and cream.</i>				
<b>Equipment</b>				
Catering to Provide	0	\$0.00		\$0.00
<i>5 tables fo Catering</i>				
Client to Provide	0	\$0.00		\$0.00

5 tables for food and beverage

**Subtotal:** \$673.75  
**Late Fee:** \$0.00  
**Tax:** \$53.90  
**Service Upgrade:** \$0.00  
**Order Total:** \$727.65  
**Billing Type:** Check/Credit

**Payment Acknowledgment:** N  
**Paid:** N  
**Payment Received:** -  
**Payment Type:** Check  
**Salesperson:** Julie Meola

# Special Event

UC San Diego Catering  
9500 Gilman Drive MC 0351  
La Jolla, CA 92093-0351  
Phone: (858) 534-3688  
Fax: (858) 534-2851

## Event Sheet

**Friday 7/26/2013**

**Order ID: 28046**

**Service Level: 3**

**Service Style: Standard**

**Event Name:** Meidcal Librarians Conference

**Event Start Time:** 2:30 PM

**Contact:** Nita Mailander

**Food Set By:** 2:15 PM

**Campus Location:**

**Event End Time:** 4:00 PM

**Address:**

**Exact Time Pick Up:** N

**Leave Kitchen By:** 1:30 PM

**Building:** Price Center West

**# of Tables:**

**Floor:** 2

**Guest Count:** 170

**Room:** Ballrom B

**Group Profile:**

**Phone:** 602-639-6645

**Cell:**

### Special Instructions:

Product	Qty	Cost	Sold By	Subtotal
<b>Break</b>				
Assorted Bags of Pepperidge Farm Baked Chips	100	\$1.95 Each		\$195.00
<i>Wheat and Cheese flavors</i>				
Mr. Nature Trail Mix	100	\$1.95 Each		\$195.00
<b>Beverage</b>				
Ice Water	6	\$6.75 Gallon		\$40.50
<i>Includes cups, napkins and ice. Serves 15</i>				
Tazo Fresh Brewed Iced Tea	8	\$19.00 Gallon		\$152.00
<i>Serves 15 - certified organic and fair trade sugar, substitute sweeteners and lemons. Includes cups, stir sticks, napkins and ice.</i>				
<b>Equipment</b>				
Catering to Provide	0	\$0.00		\$0.00
<i>linens for 5 food and beverage tables</i>				
Client to Provide	0	\$0.00		\$0.00
<i>5 tables for catering</i>				
Paper and Plastic	1	\$0.00 Each		\$0.00

**Subtotal:** \$582.50

**Payment Acknowledgment:** N

<b>Late Fee:</b>	\$0.00	<b>Paid:</b>	N
<b>Tax:</b>	\$46.60	<b>Payment Received:</b>	-
<b>Service Upgrade:</b>	\$0.00	<b>Payment Type:</b>	Check
<b>Order Total:</b>	\$629.10	<b>Salesperson:</b>	Julie Meola
<b>Billing Type:</b>	Check/Credit		



Waves of Change, Oceans of Opportunity  
2013 MLGSCA/NCNMLG Joint Meeting  
July 24-26, 2013, San Diego, California

## Registration Guide

Join us in the jewel of Southern California, La Jolla, for the 2013 MLGSCA/NCNMLG Joint Meeting to be held at University of California, San Diego. If you haven't been able to attend the joint meeting in prior years, you should be able to now! We are offering affordable overnight stays in the on-campus Warren Apartments with the option of private bedrooms or shared bedrooms, all in shared suites with all meals included at the Canyon Vista Restaurant. Sign up early to make sure you room with your favorite colleague!

Parking is included in the cost of your overnight stay, so if you're driving to the meeting or renting a car from the airport, you'll have a place to park. Rather than driving from an off-campus hotel and paying for parking or taking a cab, enjoy a leisurely 10 minute stroll from the Warren Apartments to the Price Center.

For an example of the rooms, take a look at photos below. We will be staying in the "Warren Apartments".

- [http://hdh.ucsd.edu/conference/images/Layout\\_Warren.gif](http://hdh.ucsd.edu/conference/images/Layout_Warren.gif)
- <http://hdh.ucsd.edu/housing/warren.asp>
- All meals will be available at the Canyon Vista Restaurant (Please note – the menu may change for the Joint Meeting): <http://hdh.ucsd.edu/canyonvista/photos.asp>
- Visit the following link to register <http://www.cvent.com/d/mcq2j1/1Q>

Conference Events	Included	Cost
All inclusive <b>early</b> registration for MLGSCA/NCNMLG/all MLA Chapter Members	Welcome Reception (7/24) Full Conference Schedule (7/25-7/26) Dining/Meals <b>NOT</b> Included – <i>See</i>	\$175.00

(ending 5/17)	<i>Housing &amp; Dining Section Below</i>	
All inclusive <b>late</b> registration for MLGSCA/NCNMLG/all MLA Chapter Members (beginning 5/18)	Welcome Reception (7/24) Full Conference Schedule (7/25-7/26) Dining/Meals <b>NOT</b> Included – <i>See Housing &amp; Dining Section Below</i>	\$225.00
All inclusive <b>early</b> registration for <b>Non-Members</b> (ending 5/17)	Welcome Reception (7/24) Full Conference Schedule (7/25-7/26) Dining/Meals <b>NOT</b> Included – <i>See Housing &amp; Dining Section Below</i>	\$200.00
All inclusive <b>late</b> registration for <b>Non-Members</b> (beginning 5/18)	Welcome Reception (7/24) Full Conference Schedule (7/25-7/26) Dining/Meals <b>NOT</b> Included – <i>See Housing &amp; Dining Section Below</i>	\$250.00
Student or retiree <b>early</b> registration (ending 5/17)	Welcome Reception (7/24) Full Conference Schedule (7/25-7/26) Dining/Meals <b>NOT</b> Included – <i>See Housing &amp; Dining Section Below</i>	\$75.00
Student or retiree <b>late</b> registration (beginning 5/18)	Welcome Reception (7/24) Full Conference Schedule (7/25-7/26) Dining/Meals <b>NOT</b> Included – <i>See Housing &amp; Dining Section Below</i>	\$100.00



Single day all inclusive <u>early</u> registration for <b>MLGSCA/NCNMLG/all MLA            Chapter Members</b> (ending 5/17) <ul style="list-style-type: none"> <li>Thursday (7/25)</li> <li>Friday (7/26)</li> </ul> <u>late</u> registration (beginning 5/18) <ul style="list-style-type: none"> <li>Thursday (7/25)</li> <li>Friday (7/26)</li> </ul>	Dining/Meals <b>NOT</b> Included – <i>See            Housing &amp; Dining Section Below</i>  ..... .....  ..... .....	\$125.00 \$125.00  \$175.00 \$175.00
Single day all inclusive <u>early</u> registration for <b>Non-            Members</b> (ending 5/17) <ul style="list-style-type: none"> <li>Thursday (7/25)</li> <li>Friday (7/26)</li> </ul> <u>late</u> registration (beginning 5/18) <ul style="list-style-type: none"> <li>Thursday (7/25)</li> <li>Friday (7/26)</li> </ul>	Dining/Meals <b>NOT</b> Included – <i>See            Housing &amp; Dining Section Below</i>  ..... .....  ..... .....	\$150.00 \$150.00  \$200.00 \$200.00
<b>Additional Guest Ticket for            Welcome Reception on 7/24</b>  (Only order ticket in this section if you are bringing a guest)	.....	\$30.00

Continuing Education	Morning CEs include continental breakfast. Afternoon, CEs include snack break. CEs do not include lunch.	Cost
<p>Continuing Education Courses for MLGSCA/NCNMLG/All MLA Chapter <b>Members</b></p> <ul style="list-style-type: none"> <li>• Evidence Based Practice Follow-up (7/24, 8a-12p) .....</li> <li>• Mobile App Therapy (7/24, 1p-5p) .....</li> <li>• Public Health Information on the Web (7/24, 8a-12p) .....</li> <li>• Drug Information Resources (7/24, 1p-5p) .....</li> </ul>		<p>\$75.00</p> <p>\$75.00</p> <p>\$75.00</p> <p>\$75.00</p>
<p>Continuing Education Courses for <b>Non-Members</b></p> <ul style="list-style-type: none"> <li>• Evidence Based Practice Follow-up (7/24, 8a-12p) .....</li> <li>• Mobile App Therapy (7/24, 1p-5p) .....</li> <li>• Public Health Information on the Web (7/24, 8a-12p) .....</li> <li>• Drug Information .....</li> </ul>		<p>\$125.00</p> <p>\$125.00</p> <p>\$125.00</p> <p>\$125.00</p>

Resources (7/24, 1p-5p)		
Continuing Education Courses for <b>Students or Retirees</b> <ul style="list-style-type: none"> <li>Evidence Based Practice Follow-up (7/24, 8a-12p)</li> <li>Mobile App Therapy (7/24, 1p-5p)</li> <li>Public Health Information on the Web (7/24, 8a-12p)</li> <li>Drug Information Resources (7/24, 1p-5p)</li> </ul>	.....  .....  .....  .....	\$50.00  \$50.00  \$50.00  \$50.00
Cancellation Fees <ul style="list-style-type: none"> <li>Conference Cancellation</li> <li>CE Course Cancellation (per Course)</li> <li><b>NOTE: No cancellations after 7/8</b></li> </ul>	.....  .....	\$50.00  \$35.00
<b>Housing &amp; Dining – note, housing registration deadline is 6-28</b>	<b>All Overnight Stays and Dining will take place in Warren Apartments and Dining</b>	<b>See Links Above for Room and Suite pictures Cost</b>
<b>2 Night Package Stay – including all Meals</b>	All Meals Included (Breakfast on 7/25 through Dinner on 7/26), Check-in on 7/24 (8am to 5pm), Check-out on	

<p>Single Occupancy = Private Bedroom/Shared Suite Living, Bath (with one other person) <i>Request a Suite Mate During Online Registration</i></p> <p>Double Occupancy = Shared Bedroom (with one other person) / Shared Suite Living, Bath (with 3 other people) <i>Request Roommate and Suite Mates During Online Registration</i></p>	<p>7/26 (11am to 7pm)</p> <p>.....</p> <p>.....</p>	<p>\$228.02 per person</p> <p>\$202.22 per person</p>
<p><b>Additional Add-On Nights</b></p> <ul style="list-style-type: none"> <li>• <b>Single Occupancy, Tuesday, 7/23</b> (Check-in 8am to 5pm)</li> <li>• <b>Double Occupancy, Tuesday, 7/23</b> (Check-in 8am to 5pm)</li> <li>• <b>Single Occupancy, Friday 7/25</b> (Check-out 11am to 7pm)</li> <li>• <b>Double Occupancy, Friday 7/26</b> (Check-out 11am to 7pm)</li> </ul>	<p>Stay another night on the beautiful UCSD Campus, <b>No Meals Included.</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>\$72.28 per person</p> <p>\$59.28 per person</p> <p>\$72.28 per person</p> <p>\$59.28 per person</p>

<b>Dining Only</b>	Staying off-campus, but want to join your colleagues for meals and networking, purchase this option for 7/25: Breakfast, Lunch, Dinner. 7/26: Breakfast, Lunch, Dinner.	\$83.46
<b>Cancellation Fees</b>		
<ul style="list-style-type: none"> <li>Housing Cancellation</li> <li>Dining Cancellation</li> </ul>	<p>.....</p> <p>.....</p>	<p>No refunds after <b>6/1/13</b></p> <p>No refunds after <b>6/1/13</b></p>

*The 2013 MLGSCA/NCNMLG conference is not sponsored by the University of California. The views expressed at the conference are not supported or endorsed by the University of California and/or UC SAN DIEGO.*



Waves of Change, Oceans of Opportunity

2013 MLGSCA/NCNMLG Joint Meeting

July 24-26, 2013, San Diego, California

## Exhibitor Information

The Exhibits Committee is very excited to welcome you as a vendor to the 2013 Joint Meeting of the Medical Library Group of Southern California and Arizona Chapters of MLA and Northern California Nevada Medical Library Group to be held at the University of California, San Diego's Price Center in La Jolla, CA on July 24-26, 2013.

As a vendor, you will have two opportunities to promote your company's name, products and services. These opportunities include arranging an exhibit in the Exhibit Hall in the Price Center and/or promoting your company through a wide assortment of sponsorship options.

### **The Exhibits will be available:**

*Exhibitor set-up will begin on the morning of Wednesday, 7/24*

- Wednesday, July 24: Welcome Reception in the Exhibit Hall 5:30pm to 7:00pm
- Thursday, July 25: 9:30am to 12:00pm, 1:30pm to 4:30pm
- Friday, July 26: 9:30am to 12:00pm, 1:30pm to 5:00pm

### **Online registration for Exhibitors is available here**

<http://www.cvent.com/d/mcq2j1/1Q>

### **Audience:**

This is a unique opportunity for exhibitors to meet one-on-one with librarians and information specialists from academic, hospital, and business settings from two different Medical Library Association Chapters, covering three states. Exhibitors will be located in the same meeting area as posters with breaks scheduled in the exhibitor area throughout the day.

### **Benefits:**

Exhibitors will be featured on the 2013 Joint Meeting website <http://mlgsc.mlanet.org/jtmtg2013> with a link to your website, in addition to the MLGSCA and NCNMLG websites, and prominently listed in the final 2013 Joint Meeting Program. A wireless Internet hub will be available in the Exhibit Hall at no charge.

### **Sponsorship Opportunities:**

Exhibitors will also have the opportunity for great visibility at the Conference and in Conference related publications and website through sponsorship of conference related activity. These are listed below:

- Exhibit hall break - 6 sponsors - \$250
- CE Unrestricted - \$500
- Unrestricted - \$400
- Round Table Sharing - \$300
- Welcome Reception - \$1,500
- Image light/logo – 6 - \$150
- Conference bags/badge lanyards - \$300 or 200 bags or lanyards
- Plenary Sessions - 2 - \$300

**If you have any questions concerning exhibiting and/or sponsorship please contact Bryan Nugent at [bryan.nugent@bannerhealth.com](mailto:bryan.nugent@bannerhealth.com) or 602-839-5445.**

Exhibitor Registration	Included	Cost
All inclusive <b>early</b> registration for Exhibitors (ending 5/1/2013)	Welcome Reception (7/24) Full Conference Schedule (7/25-7/26) Dining/Meals <b>NOT</b> Included – See <i>Housing &amp; Dining Section Below</i>	\$900.00
All inclusive <b>late</b> registration for Exhibitors (beginning 5/2/2013)	Welcome Reception (7/24) Full Conference Schedule (7/25-7/26) Dining/Meals <b>NOT</b> Included – See <i>Housing &amp; Dining Section Below</i>	\$1,000.00
<b>Cancellation Fees</b>		
• <b>April 1-May 31, 2013</b>	.....	50% of registration fee will be refunded
• <b>June 1, 2013 &amp; after</b>	.....	No Refunds

Join us in the jewel of Southern California, La Jolla, for the 2013 MLGSCA/NCNMLG Joint Meeting to be held at University of California, San Diego. We are offering affordable overnight stays in the on-campus Warren Apartments with the option of private bedrooms or shared bedrooms, all in shared suites with all meals included at the Canyon Vista

Parking is included in the cost of your overnight stay, so if you're driving to the meeting or renting a car from the airport, you'll have a place to park. Rather than driving from an off-campus hotel and paying for parking or taking a cab, enjoy a leisurely 10 minute stroll from the Warren Apartments to the Price Center.

- Living Room: <http://www.flickr.com/photos/nmailander/8161415451/in/photostream>
- Kitchen: <http://www.flickr.com/photos/nmailander/8161377229/in/photostream>
- Shared Room: <http://www.flickr.com/photos/nmailander/8161408745/in/photostream/>
- Single Room (stuffed animals not included):

• All meals will be available at the Canyon Vista Restaurant (Please note – the menu may change for the Joint Meeting): <http://hdh.ucsd.edu/canyonvista/photos.asp>

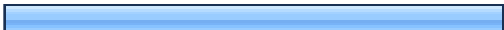
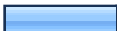

Housing & Dining, note deadline for housing registration is 6-28	All Overnight Stays and Dining will take place in Warren Apartments and Dining	See Links Above for Room and Suite pictures Cost
<p><b>2 Night Package Stay, including all Meals</b></p> <p>Single Occupancy = Private Bedroom/Shared Suite Living, Bath (with one other person)  <i>Request a Suite Mate During Online Registration</i></p> <p>Double Occupancy = Shared Bedroom (with one other person) / Shared Suite Living, Bath (with 3 other people)  <i>Request Roommate and Suite Mates During Online Registration</i></p>	<p>All Meals Included (Breakfast on 7/25 through Dinner on 7/26), Check-in on 7/24 (8am to 5pm), Check-out on 7/26 (11am to 7pm)</p> <p>.....</p> <p>.....</p>	<p>\$228.02 per person</p> <p>\$202.22 per person</p>
<p><b>Additional Add-On Nights</b></p> <p><b>Single Occupancy,</b></p>	<p>Stay another night on the beautiful UCSD Campus, <b>No Meals Included.</b></p> <p>.....</p>	<p>\$72.28 per</p>



<b>Tuesday, 7/23</b> (check in 8am to 5pm) • <b>Double Occupancy,</b> <b>Tuesday, 7/23</b> (check in 8am to 5pm) • <b>Single Occupancy,</b> <b>Friday 7/25</b> (check out 11am to 7pm) • <b>Double Occupancy,</b> <b>Friday 7/26</b> (check out 11am to 7pm)	..... ..... .....	person \$59.28 per person \$72.28 per person \$59.28 per person
<b>Dining Only</b>	Staying off-campus, but want to join your colleagues and clients for meals and networking, purchase this option for complete meals for 7/25: Breakfast, Lunch, Dinner. & 7/26: Breakfast, Lunch, Dinner.	\$83.46
<b>Cancellation Fees</b> • Housing Cancellation • Dining Cancellation	..... .....	No refunds after <b>6/1/13</b> No refunds after <b>6/1/13</b>

*The 2013 MLGSCA/NCNMLG conference is not sponsored by the University of California. The views expressed at the conference are not supported or endorsed by the University of California and/or UC SAN DIEGO.*

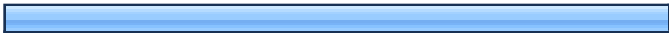
## 1. Which association are you a member of?

		Response Percent	Response Count
MLGSCA		75.0%	72
NCNMLG		16.7%	16
Other (please specify)		8.3%	8
answered question			96
skipped question			0

## 2. How important are the activities below in influencing your decision to attend MLGSCA / NCNM Meeting Conferences?

	Extremely Important	Very Important	Moderately Important	Neutral	Slightly Important	Low Importance	Not at all important
Work time off	<b>25.3%</b> <b>(24)</b>	21.1% (20)	14.7% (14)	18.9% (18)	4.2% (4)	6.3% (6)	9.5% (9)
Budgeted funds	<b>35.2%</b> <b>(32)</b>	26.4% (24)	23.1% (21)	6.6% (6)	2.2% (2)	3.3% (3)	3.3% (3)
Lodging	5.4% (5)	<b>34.8%</b> <b>(32)</b>	28.3% (26)	21.7% (20)	7.6% (7)	0.0% (0)	2.2% (2)
City location	15.8% (15)	<b>40.0%</b> <b>(38)</b>	26.3% (25)	10.5% (10)	3.2% (3)	2.1% (2)	2.1% (2)
Networking	<b>37.6%</b> <b>(35)</b>	35.5% (33)	17.2% (16)	6.5% (6)	3.2% (3)	0.0% (0)	0.0% (0)
Speakers	33.7% (32)	<b>41.1%</b> <b>(39)</b>	16.8% (16)	7.4% (7)	1.1% (1)	0.0% (0)	0.0% (0)
Exhibits	9.7% (9)	12.9% (12)	<b>31.2% (29)</b>	25.8% (24)	9.7% (9)	9.7% (9)	1.1% (1)
CE courses	16.3% (15)	19.6% (18)	<b>29.3% (27)</b>	17.4% (16)	6.5% (6)	6.5% (6)	4.3% (4)
Present paper/poster	24.5% (23)	<b>28.7%</b> <b>(27)</b>	23.4% (22)	11.7% (11)	3.2% (3)	1.1% (1)	7.4% (7)
Recreation activities	1.1% (1)	2.2% (2)	30.4% (28)	<b>33.7%</b> <b>(31)</b>	9.8% (9)	8.7% (8)	14.1% (13)
answered question							
skipped question							

### 3. Did you attend the 2013 Joint Meeting Conference?

		Response Percent	Response Count
Yes		100.0%	94
No		0.0%	0

If you answered No, please tell us why








3

answered question	94
skipped question	2

### 4. Where did you stay for lodging?

		Response Percent	Response Count
My personal local residence	<div><div></div></div>	12.6%	12
Friend, colleague or family residence	<div><div></div></div>	8.4%	8
On-campus Warren Apartments	<div><div></div></div>	71.6%	68
Hotel, or other (please specify where and tell us why you made this choice)	<div><div></div></div>	7.4%	7
answered question			95
skipped question			1

**5. If you stayed in the on-campus Warren Apartments, what prompted your decision?  
Check all that apply.**

		Response Percent	Response Count
Convenience to conference activities and events		92.8%	64
Cost was less than other paid lodging		81.2%	56
Parking included		46.4%	32
All-inclusive meals		68.1%	47
Colleagues staying on-campus		46.4%	32
Camaraderie		37.7%	26
Other (please specify)		13.0%	9
answered question			69
skipped question			27

## 6. How would you rate the program activities?

	Very Satisfied	Satisfied	Unsure	Dissatisfied	Very Dissatisfied	Rating Count
CE courses	<b>52.6% (40)</b>	25.0% (19)	22.4% (17)	0.0% (0)	0.0% (0)	76
Contributed papers	<b>48.9% (46)</b>	46.8% (44)	4.3% (4)	0.0% (0)	0.0% (0)	94
Exhibits	34.0% (32)	<b>55.3% (52)</b>	9.6% (9)	1.1% (1)	0.0% (0)	94
Poster sessions	<b>47.9% (45)</b>	<b>47.9% (45)</b>	3.2% (3)	1.1% (1)	0.0% (0)	94
RML / NLM update	31.3% (26)	<b>37.3% (31)</b>	28.9% (24)	2.4% (2)	0.0% (0)	83
Round table discussions	31.5% (28)	<b>41.6% (37)</b>	19.1% (17)	6.7% (6)	1.1% (1)	89
Social events	17.4% (15)	<b>43.0% (37)</b>	32.6% (28)	7.0% (6)	0.0% (0)	86
answered question						95
skipped question						1

## 7. Suggest social events or program activities you would like to see at future Joint Meeting Conferences?

	Response Count
	34
answered question	34
skipped question	62

## 8. How would you rate each Plenary Speaker?

	Excellent	Very Good	Good	Fair	Poor	Rating Count
Stephen Abram MLS	69.0% (58)	23.8% (20)	3.6% (3)	3.6% (3)	0.0% (0)	84
Marcelo Fiszman MD PhD	54.1% (40)	33.8% (25)	10.8% (8)	1.4% (1)	0.0% (0)	74
Lee Rainie	64.2% (52)	27.2% (22)	8.6% (7)	0.0% (0)	0.0% (0)	81
answered question						91
skipped question						5





## 9. Describe how the presentation attributes of your favorite Plenary Speaker best met your expectations.

	Response Count
	55
answered question	55
skipped question	41

## 10. How was your experience attending the conference on campus versus attending at a hotel?

		Response Percent	Response Count
Better, based on experience	<div></div>	32.6%	30
About the same	<div></div>	50.0%	46
Worse, based on experience	<div></div>	17.4%	16
answered question			92
skipped question			4

### 11. How much value did you receive by attending the conference on campus versus attending at a hotel?

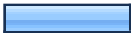



		Response Percent	Response Count
An exceptional value, worth more than I paid for it		31.5%	29
A good value, worth about what I paid for it		47.8%	44
A poor value, worth less than I paid for it		1.1%	1
Unable to estimate		19.6%	18
answered question			92
skipped question			4

### 12. How much do you agree or disagree with the following statements



	Agree	Disagree	Rating Count
I would much rather attend the conference at a hotel	33.0% (29)	68.2% (60)	88
I enjoyed attending the conference on campus rather than at a hotel	80.7% (67)	19.3% (16)	83
I would definitely attend another conference on campus	89.9% (80)	10.1% (9)	89
I would not attend another conference held on campus	1.2% (1)	98.8% (83)	84
answered question			92
skipped question			4



**13. In your overall opinion, how was attending the conference on campus versus attending at a hotel?**

		Response Percent	Response Count
Much Better		18.7%	17
Better		26.4%	24
<b>About the same</b>		<b>38.5%</b>	<b>35</b>
Worse		16.5%	15
Much Worse		0.0%	0
answered question			<b>91</b>
skipped question			<b>5</b>

**14. Would you to attend another conference held on campus?**

		Response Percent	Response Count
Yes		95.7%	89
No		4.3%	4
answered question			<b>93</b>
skipped question			<b>3</b>

**15. Tell us why you would or would not attend a campus/college conference.**

	Response Count
	69
answered question	<b>69</b>
skipped question	<b>27</b>

## 16. How would you rate the Joint Meeting Conference overall?

	Excellent	Very Good	Good	Fair	Poor	Rating Count
Communication	<b>45.7% (43)</b>	35.1% (33)	12.8% (12)	6.4% (6)	0.0% (0)	94
Facility	35.5% (33)	<b>36.6% (34)</b>	23.7% (22)	4.3% (4)	0.0% (0)	93
Organization	<b>49.5% (46)</b>	36.6% (34)	6.5% (6)	7.5% (7)	0.0% (0)	93
Publicity, promotion	<b>48.4% (45)</b>	36.6% (34)	10.8% (10)	4.3% (4)	0.0% (0)	93
Website	<b>39.4% (37)</b>	36.2% (34)	17.0% (16)	7.4% (7)	0.0% (0)	94
Registration process	<b>44.6% (41)</b>	38.0% (35)	13.0% (12)	4.3% (4)	0.0% (0)	92
Campus conference model	<b>40.9% (38)</b>	35.5% (33)	17.2% (16)	5.4% (5)	1.1% (1)	93
answered question						<b>94</b>
skipped question						<b>2</b>



## 17. What did you like BEST about the conference?

	Response Count
	85
answered question	<b>85</b>
skipped question	<b>11</b>

## 18. What did you like LEAST about the conference?

	Response Count
	79
answered question	<b>79</b>
skipped question	<b>17</b>



### 19. Did you use the Guidebook application?

		Response Percent	Response Count
Yes		37.6%	35
No		62.4%	58
answered question			93
skipped question			3

### 20. Tell us your thoughts on the Guidebook application.

	Response Count
	38
answered question	38
skipped question	58

### 21. Would you attend a future Joint Meeting Conference?

		Response Percent	Response Count
Yes		92.5%	86
No		0.0%	0
I don't know		7.5%	7

If you answered No, please tell us why?

2

answered question	93
skipped question	3

## 22. Please provide additional comments or suggestions

**Response  
Count**

47

**answered question**

**47**

**skipped question**

**49**

**Page 1, Q1. Which association are you a member of?**

1	both	Aug 20, 2013 12:36 PM
2	MLA	Aug 19, 2013 4:19 PM
3	Retired MLA Fellow	Aug 16, 2013 4:26 PM
4	Vendor	Aug 12, 2013 11:02 AM
5	none	Jul 31, 2013 12:42 PM
6	ALA, MPLA & AzLA	Jul 30, 2013 10:47 AM
7	CHLA	Jul 29, 2013 3:04 PM
8	Retired MLGSCA	Jul 26, 2013 2:26 PM

**Page 1, Q3. Did you attend the 2013 Joint Meeting Conference?**

1	I had to return sooner due to I am still attending school for my Master's.	Aug 12, 2013 11:57 AM
2	Give poster, lightning talk, take CE classes	Jul 30, 2013 6:41 AM
3	Yes, however, I was unable to attend both Thursday a.m. and Friday p.m. due to the fact that I had an automobile accident (totalled my car) on the way there and had to take care of issues dealing with that.	Jul 29, 2013 3:55 PM

**Page 2, Q4. Where did you stay for lodging?**

1	Hilton La Jolla - arranged by someone else.	Aug 12, 2013 11:02 AM
2	Drive in for one day	Aug 12, 2013 10:36 AM
3	stayed with family, Extended Stay Hotel off of Pacific Heights Blvd	Aug 1, 2013 11:20 AM
4	I Wanted to stay on campus but recent injury diagnosis recommended minimal walking. I stayed in a familiar hotel with known facilities.	Jul 30, 2013 6:48 AM
5	family was joining me and wanted hotel amenities	Jul 29, 2013 3:04 PM
6	Shelter Island; b/c good rate through Priceline; my family joined me	Jul 29, 2013 2:56 PM
7	Holiday Inn Express in La Jolla. I was traveling with my husband and infant daughter, so the Warren Apts weren't a realistic option.	Jul 29, 2013 2:56 PM

**Page 2, Q5. If you stayed in the on-campus Warren Apartments, what prompted your decision? Check all that apply.**

1	Convenience. It was a great experience; great idea.	Aug 12, 2013 11:59 AM
2	Closest hotel was about a mile away. No shuttle service was provided, so to stay at a hotel would have required attendees to walk a mile to the conference center	Aug 12, 2013 10:44 AM
3	I wanted to evaluate the entire format	Aug 9, 2013 1:26 PM
4	did not stay on campus	Aug 8, 2013 11:03 AM
5	I didn't have a car at the conference, so proximity was a big plus.	Aug 8, 2013 7:37 AM
6	Wanted to support the decision to try this as a cheaper alternative	Jul 31, 2013 11:50 AM
7	Easier I don't know the area	Jul 30, 2013 12:36 PM
8	Thought it was a good venue for the conference	Jul 29, 2013 5:08 PM
9	I enjoyed walking around campus everyday. UCSD is a beautiful campus that we don't get much chance to tour around.	Jul 29, 2013 2:58 PM

**Page 3, Q7. Suggest social events or program activities you would like to see at future Joint Meeting Conferences?**

1	It would have been nice to have another evening event.	Aug 20, 2013 12:37 PM
2	early morning 30 minutes yoga exercise	Aug 19, 2013 4:21 PM
3	Pop culture bingo with a smattering of library trivia?? Perhaps as a scholarship fundraiser?	Aug 13, 2013 10:26 AM
4	dine around groups.	Aug 12, 2013 12:17 PM
5	more hands on when possible of online resources, raffle like mini ipad, mp3 etc.	Aug 12, 2013 12:04 PM
6	It would have been nice to have a tour of the campus libraries, or a tour of the site specific artwork on campus. Perhaps one evening something fun, like a play at the Globe Theater or even an introduction to the new San Diego Public Library--it's architecture or mission as a community place. How about one talk on something of local interest e.g. what is Old Town in San Diego. We were very close to the San Diego Museum of Contemporary Art La Jolla, how about one fun thing, like visit there. Or perhaps one evening a walk to Black Beach. The content of the conference was just great but one planned tour, excursion, or activity would be welcome.	Aug 12, 2013 11:04 AM
7	Offering of optional events. The only social event seemed to be the welcome reception. Restaurant/bar crawls, walking tours of or day trips to local attractions, visits to local libraries, etc.	Aug 12, 2013 10:47 AM
8	Maybe have a "tea" for the round table event.	Aug 9, 2013 1:28 PM
9	Exhibitors reception needs to be longer than 1 hour!	Aug 7, 2013 2:43 PM
10	It was slightly disappointing to not have a bigger evening social event on Thursday. I was kind of bored (unusual for me) without an event plus the Warren apts did not have any media. I did not rent a car, so I felt a bit stranded on campus on Thursday evening without anything organized to do. Of course, I am an adult and I could have taken the initiative to organize something myself!	Aug 2, 2013 2:15 PM
11	was there a social event besides the exhibit opening? I would have liked to had something to do Thursday evening rather than going back to the room. Maybe some type of reception at one of the Libraries on compus?	Aug 2, 2013 10:19 AM
12	We seem to get more time one on one with vendors at MLA = or, at least used to be.	Aug 1, 2013 8:23 AM
13	evening reception should be 2 or 2.5 hours; 1 hour was not nearly enough for networking and visiting vendors, and it is unreasonable for vendors too	Jul 31, 2013 11:53 AM
14	dine arounds	Jul 30, 2013 10:17 PM
15	I didn't attend any CE courses (maybe a Not Applicable choice?). The RML/NLM update is very important, but the very early time slot was not reasonable, so I did not attend it. I think there should have been time for it during the regular meeting times, not early in the morning.	Jul 30, 2013 3:51 PM
16	Lightning talks--10 minutes long--would be very useful in exposing members to a	Jul 30, 2013 8:46 AM

**Page 3, Q7. Suggest social events or program activities you would like to see at future Joint Meeting Conferences?**

	wider array of ideas/best practices in a manageable amount of time.	
17	At MLA I usually go to the vendor sponsored local attraction event(s) where transportation is provided in the evenings. I rarely have time during the day to sightsee because the conference (s)always have so many interesting programs. I also rarely take additional days to explore the city because I need to return to family and work responsibilities.	Jul 30, 2013 6:55 AM
18	Would like to see a longer Welcome Reception and possibly an evening event for the following night...	Jul 29, 2013 9:45 PM
19	Movie screenings or bowling or something like that would be nice, especially for those staying on campus.	Jul 29, 2013 7:46 PM
20	Unfortunately many of the posters were taken down early and I missed them.	Jul 29, 2013 5:07 PM
21	Provide ways to organize groups of people with shared interest in social activities after conference hours.	Jul 29, 2013 4:07 PM
22	emerging technologies which affect or may impact the way we do our jobs in the future; the speakers were excellent and very relevant to our profession,.	Jul 29, 2013 3:38 PM
23	Welcome reception was great!	Jul 29, 2013 3:36 PM
24	Dine around groups organized for the evenings when not everyone has a planned event.	Jul 29, 2013 3:30 PM
25	It was fine with just the Welcome Reception.	Jul 29, 2013 3:30 PM
26	'Dine around'? - where reservations for about 10-15 are made at various restaurants near the conference and attendees sign up to go to one in advance and/or at the conference. Happy hour at local craft brewery (somewhere that also has wine and non-alcoholic drinks, and food - so those who don't drink beer, and don't drink at all have options too)?	Jul 29, 2013 3:20 PM
27	Database trials or app trials and user experience with any databases used at specific facilities ie do you as a librarian like it, do users like it, value of content etc.	Jul 29, 2013 3:18 PM
28	depends on where it's held	Jul 29, 2013 3:11 PM
29	I did see any social events. Maybe dine-outs could have been nice so that we could have seen more of La Jolla.	Jul 29, 2013 3:01 PM
30	Unconference sessions are frequently fun...	Jul 29, 2013 2:58 PM
31	unconference format	Jul 29, 2013 2:57 PM
32	marketing the library program	Jul 29, 2013 2:56 PM
33	evening entertainment	Jul 29, 2013 11:40 AM
34	The lack of a formal evening social event reduced networking opportunities.	Jul 27, 2013 12:09 PM



**Page 4, Q9. Describe how the presentation attributes of your favorite Plenary Speaker best met your expectations.**

1	Stephen Abram was fun to listen to, had provocative ideas, and talked about topics that are important for the future of libraries. I had not heard him before, so I was delighted that he was informative and entertaining.	Aug 21, 2013 4:05 PM
2	I wasn't able to attend any of the speaker presentations.	Aug 20, 2013 10:29 AM
3	The talks energized me. Though I am no longer working the speaker made me realize how much the field of medical librarianship has grown and changed and how much I missed by not staying in contact with the field.	Aug 16, 2013 4:32 PM
4	Topic, information, and delivery.	Aug 13, 2013 10:27 AM
5	The speakers definately got me thinking & looking for new ways to define service	Aug 12, 2013 12:18 PM
6	Unfortunately I missed the entire Friday events, but Mr. Abram he was very colorful, his presentation slides were eye catching and he was inspiring for us to get out of our comfortable zone and be out there.	Aug 12, 2013 12:13 PM
7	Lee Rainie was a great speaker, pushed my thinking in a broad way.	Aug 12, 2013 11:05 AM
8	Did not attend speakers	Aug 12, 2013 11:03 AM
9	They were all very proactive and on top of our profession.	Aug 12, 2013 10:43 AM
10	I only attended the conference for one day and therefore I had the opportunity to hear S. Abram speech and he provided a number of suggestions of ways to be more effective as Librarian	Aug 12, 2013 10:41 AM
11	Dr. Fiszman was very facinating about the PubMed project! Rainie filled in holes in my info about Pew Internet Trust!	Aug 7, 2013 2:46 PM
12	I found Dr. Fiszman's accent a bit hard to understand. Would have liked more info on his topic--maybe a longer seminar--hard to get a grasp of it (for me, anyway) in one hour.	Aug 5, 2013 3:32 PM
13	all the speakers were wonderful! Better than the speakers at MLA this year. Loved Abram 'fix-it' librarian description	Aug 2, 2013 10:21 AM
14	Introduced me to new ideas.	Aug 1, 2013 8:27 AM
15	topic was directly related to my job	Jul 31, 2013 11:55 AM
16	Did not see Stephen Abram	Jul 31, 2013 11:26 AM
17	All presenters were very on target and gave me lots to consider.	Jul 30, 2013 10:20 PM
18	Told me things I needed to hear, made me remember my professionalism and value	Jul 30, 2013 12:38 PM
19	The speakers took me beyond where I was in my own thinking and experience and their ideas had practical applications as we look forward.	Jul 30, 2013 11:54 AM
20	Timely discussions, engaging speakers	Jul 30, 2013 10:48 AM

**Page 4, Q9. Describe how the presentation attributes of your favorite Plenary Speaker best met your expectations.**

21	I thought that Dr. Fiszman's presentation was very interesting and engaging. He was very passionate with his subject but he was also able to answer questions clearly.	Jul 30, 2013 9:13 AM
22	Dr. Fiszman's semantic Medline was mind-expandingly fascinating!	Jul 30, 2013 8:51 AM
23	Stephen Abram is always a compelling speaker. His topic this year--on marketing ourselves and the library--was particularly relevant given today's unsure climate.	Jul 30, 2013 8:47 AM
24	Steve Abrams talk reinforced my beliefs that we need to put ourselves in a position to understand what is possible, try new , understand marketing is very important, work at making yourself valuable and known.	Jul 30, 2013 7:02 AM
25	Very relevant and enjoyable.	Jul 29, 2013 9:46 PM
26	I could have listened to Lee Rainie for another hour. Stephen Abrams was also excellent. Did not hear Marcelo Fiszman.	Jul 29, 2013 9:31 PM
27	Lee Rainie, thoughtful interactive fluent interesting data	Jul 29, 2013 5:45 PM
28	All the speakers related their presentations to the audience!	Jul 29, 2013 5:12 PM
29	I'd love to know how to access the Semantic Medline prototype.	Jul 29, 2013 5:07 PM
30	gave me knowledge I could really use in my work	Jul 29, 2013 5:00 PM
31	Data and real life story examples were applied to the presentation so that the speech was more realistic and applicable to the library service and opeartion.	Jul 29, 2013 4:21 PM
32	Dr. Fiszman's presentation was extraordinary!!	Jul 29, 2013 4:00 PM
33	Lee Rainie was on target, relevant, up to date, and informative. He was also a dynamic speaker who addressed the audience as professional equals and colleagues. Marcelo Fiszman was well-prepared, articulate, engaging, and presented new and informative material. He and Rainie were also very open to, encouraging of, and responsive to questions. This is the second time I've seen Abram speak at a keynote and both times I was struck by his gendering of the profession and of the audience that he seemed to assume he was addressing. Not only were his statements often gender-specific, he also appeared to consider the audience to have little technical knowledge or professional standing in their respective institutions/organizations. His talk was mostly old news, although I did appreciate the suggestion to create market segment profiles of each department or college if one works at a university.	Jul 29, 2013 4:00 PM
34	The presentation was interesting because of the statistics and their application to our profession and how the way consumers get their health information impacts librarianship. He was very engaging.	Jul 29, 2013 3:58 PM
35	they provided a relevant perspective to not only our current environment, but offered an excellent perspective and forward thinking which made sense; the speakers addressed how our profession is changing and highlighted information which we can use moving forward.	Jul 29, 2013 3:40 PM

**Page 4, Q9. Describe how the presentation attributes of your favorite Plenary Speaker best met your expectations.**

36	He was enthusiastic and interesting.	Jul 29, 2013 3:38 PM
37	I liked the humor and insider insights provided by Stephen Abram.	Jul 29, 2013 3:31 PM
38	Good on NLM Medline work.	Jul 29, 2013 3:31 PM
39	Dr. Fiszman's presentation was fascinating. You can see how excited he is re: his research and how he enjoys his work. Initially, this was the presentation I was least interested in yet turned out to be the best in my view.	Jul 29, 2013 3:16 PM
40	I couldn't pick a favorite - they were all excellent. I liked the exciting topics, dynamic speaking, and responsiveness to questions.	Jul 29, 2013 3:13 PM
41	The 3 speakers were very inspirational and cleared our doubts about the future of the profession and the change we all have to make!	Jul 29, 2013 3:13 PM
42	introduced something new and interesting -- a tool I can explore in my own work.	Jul 29, 2013 3:12 PM
43	Missed Lee Rainey so cannot rate. Fiszman and Abram were great!	Jul 29, 2013 3:06 PM
44	Dr Fiszman talked about a complicated subject so that I could understand the concepts and ideas. Better than expected!!	Jul 29, 2013 3:02 PM
45	Provided information and insights about their topics	Jul 29, 2013 3:00 PM
46	They all filled my knowledge gap!	Jul 29, 2013 3:00 PM
47	Lee Rainie's presentation was engaging, the content was relevant, but distinct enough from the field of medical librarianship to teach us something new. He is an engaging and charismatic speaker.	Jul 29, 2013 3:00 PM
48	All of the speakers were amazing, but I was particularly impressed with Dr. Fiszman. His talk was extremely well-organized, and he was very articulate. And the subject matter was fascinating!	Jul 29, 2013 2:58 PM
49	n/a	Jul 29, 2013 2:57 PM
50	I really loved Dr. Fiszman's talk. The topic was really great and he was very engaging, willing to try things and entertain questions, and was really interesting.	Jul 29, 2013 2:56 PM
51	Dr. Fiszman's project is/was amazing.	Jul 29, 2013 1:09 PM
52	The visuals that Stephen Abram used in his presentation really kept my attention and made the presentation more interesting. He raised some thought provoking points and I plan to do some professional development to explore some of the issues discussed.	Jul 29, 2013 11:42 AM
53	Both speakers I heard were engaging and interesting.	Jul 27, 2013 12:10 PM
54	I liked how Stephen Abrams pushed for Librarians to not be afraid to stir things up; to not back down from a confrontation regarding library services	Jul 27, 2013 9:14 AM
55	Engaging	Jul 26, 2013 2:04 PM

**Page 5, Q15. Tell us why you would or would not attend a campus/college conference.**

1	The campus atmosphere was pleasant and interesting. The distance between the Warren Apartments and the speakers' venue was a bit much for those of us who are not fully mobile. The food was acceptable, but not special. Since I did not have a car, the distance from entertainment and downtown was disappointing. The lack of amenities in the apartments was disappointing; if we had a few cups and paper towels in the kitchen, for example, it would have made a big difference. Also, not having computer access or television was disappointing. The walks across campus were fun for me, as long as I didn't have to rush; my roommate and I got lost several times. Better signage along the route to the speakers' venue would have helped tremendously. It also would have helped to know that the staff at EArI's Place were the best source of information on transportation and campus locations.	Aug 21, 2013 4:13 PM
2	The housing was very noisy. The beds were hard, so that I have problems sleeping.	Aug 20, 2013 12:39 PM
3	Convenience. Opportunity to network and meet new folks much easier.	Aug 20, 2013 11:25 AM
4	I suppose it depends on the campus. UCSD is a nice, green university. I do like being in an atmosphere that is conducive to learning, plus we have access to the Biomedical Library on-campus which is really neat! If possible, locate a similar type campus for future Jt. Meetings and I think it would continue to draw people to attending the conference at lower costs.	Aug 20, 2013 10:32 AM
5	I would attend a campus conference, with a recommendation. It would be really useful to let us know if each person will has a roommate or not and who she/he is. I didn't know I had a roommate until she came around 10pm while I was changing my clothes and ready for bed. I was scared someone opened the door, but, I had no idea. However, at the end, it turned out we have lots of common interests so we were getting along nicely and became a good friend after the meeting.	Aug 19, 2013 4:28 PM
6	I have mixed feelings about it. The conference was good but the housing was spartan and the arrangements for meals were not as good as they could be. Also the parking was far away from the dormitory so that didn't encourage me to explore the area or to go for a decent meal on the first night. I was with several people who did not eat much at the welcome reception and had no way to get a real meal afterwards. I think that I would attend another meeting on a campus but I would check the arrangements in detail.	Aug 16, 2013 4:40 PM
7	Accommodations are appropriate for the price. Appreciate the all included items, parking, meal etc.	Aug 13, 2013 10:31 AM
8	attending a campus conference was exciting, to be around young people, and such beautiful campus was energizing. I would be great to have a guided tour or a map with the hours and location to see some of the interesting point of the campus, or hiking, and then give us the opportunity if we choose to go and explore them later by ourselves. Thank you for your hard work and the beautiful SD Campus.	Aug 12, 2013 12:21 PM
9	I appreciated the obvious consideration of budgets w the on-campus option. I would definately consider an on-campus option in the future. Besides - I've never stayed in student housing, interesting.	Aug 12, 2013 12:20 PM

**Page 5, Q15. Tell us why you would or would not attend a campus/college conference.**

10	Although I had a room of my own I still had to share the bathroom and common space. It can be good or not so good situation depending on the matched roommate. The dorm bed was terrible and I had no night light to read, just a bright overhead light. I enjoy eating at different restaurants. The food on campus was convenient but had limited healthy options.	Aug 12, 2013 11:13 AM
11	Would attend either way but with the huge gaps in exhibit time (since I'm an exhibitor) would much prefer being in a hotel so I can go to my room between exhibits. Being stranded on a college campus with all the parking & walking and huge gaps in scheduled exhibit time made the Conference a drag.	Aug 12, 2013 11:05 AM
12	Campus residence lacked many amenities offered by hotels. The lack of television, telephones, air conditioning, etc. was not shared with attendees until after payment and right before the conference. The apartment beds were elevated off the ground, creating difficulty for disabled or elderly attendees. Other campuses may offer better residential amenities, such as a television or games in a shared common room area, would be preferred. The residence halls were still about a half mile away from the conference center; shuttle arrangements for disabled or elderly attendees would have been nice. Lastly, the inclusion of meals within housing/registration was very nice. However, walking a half mile back and forth between the conference center and the cafeteria, especially when fast food/groceries were available within the conference center, was an inconvenience. Having the conference on campus was generally fine, except when our conference intersected with other programs occurring on campus (such as young children running around in the conference center, or sharing the cafeteria with rude teenagers.)	Aug 12, 2013 10:58 AM
13	Everything was relatively simple and easy. Thanks for an outstanding conference.	Aug 12, 2013 10:44 AM
14	no comment	Aug 12, 2013 10:42 AM
15	It was hard for mobility challenged people. Too much walking.	Aug 9, 2013 1:34 PM
16	Lodging and meals were rather far from the conference center. It would be better if they were integrated, and closer together. A lot of time walking back and forth.	Aug 7, 2013 2:49 PM
17	Low price and all inclusive cost were big positives. Hate paying exorbitant hotel prices for food and services, even when it's not my money. I very likely would have retired to my hotel room to watch TV if not for the fact that the dorm rooms had no TV! Had two really fun evenings with colleagues which also enhanced our working relationships.	Aug 5, 2013 3:36 PM
18	I didn't mind having the conference on a campus and enjoyed walking around looking at the interesting architecture. UCSD is a beautiful campus. The only drawback I noticed is that being on a campus takes you away from things to do in the city- when you're in a hotel in a city there are things to do that are relatively close by. I didn't have a car and took the bus to Mission Beach and it took almost an hour. I think this model of having a conference on a campus is only suited for certain cities/campuses.	Aug 2, 2013 12:57 PM
19	I would do it again, the only problem with the campus were some minor logistic issues. Although, didn't mind walking in San Diego weather. If this is ever done	Aug 1, 2013 11:23 AM

**Page 5, Q15. Tell us why you would or would not attend a campus/college conference.**

	in Phoenix with this format in the summer then please do it in a hotel, unless somehow everything can be arranged to be extremely close.	
20	I think it was great for ease of getting around, price, etc. But I did not like the accomodations and I hope these can somewhat be improved.	Aug 1, 2013 8:25 AM
21	I would attend regardless of where it was held, but I would probably not stay in the dorms again	Jul 31, 2013 11:58 AM
22	The cost of campus v hotel was the reason two librarians were able to attend. I would attend on-campus again because it was so affordable v a hotel conference.	Jul 30, 2013 10:25 PM
23	While I didn't care for the dining hall food (quite meh), I liked the convenience.	Jul 30, 2013 3:53 PM
24	More connection with the other group, no worries about having cash for meals or getting somewhere to eat, safe. I did miss the dine-arounds, though	Jul 30, 2013 12:41 PM
25	Love the opportunity to stay in a hotel with more privacy, but I didn't stay on campus because I live in San Diego so others would have more to say on this.	Jul 30, 2013 11:56 AM
26	I enjoyed the relaxed atmosphere and having time to explore around the campus. Great weather and company.	Jul 30, 2013 11:09 AM
27	Convenient	Jul 30, 2013 10:49 AM
28	The only thing, I did not like was the parking. Parking was to far away.	Jul 30, 2013 10:37 AM
29	I liked the less formal feeling of the campus vs a hotel. I liked the general atmosphere and energy of a college campus. I liked the food choices that were way less expensive than hotel food.	Jul 30, 2013 10:32 AM
30	Affordability	Jul 30, 2013 9:23 AM
31	Walking through lovely campus greenery, easy access to the college libraries, extremely convenient eating/coffee vendors, unfussy surroundings (no chandeliers, no flowery carpets), casual atmosphere	Jul 30, 2013 8:58 AM
32	I enjoyed walking back and forth from the Price Center to the residential/dining facilities. It offered time to discuss ideas with colleagues and the walking kept the blood flowing! Being back on a campus also allowed us to reminisce about our student days, and it carried a positive 'learning' vibe. The lack of TVs in the room led to more social and conversational time. I'd definitely choose this option again if it was offered.	Jul 30, 2013 8:53 AM
33	I would attend another event on a college campus. Although a hotel venue offers more pleasant sleeping accommodations, it is not where I spend the majority of my time during a conference. Regardless of where I sleep, if I am able to obtain the information that I need, that is what I see as the ultimate purpose of attending a conference.	Jul 30, 2013 8:49 AM
34	I normally really enjoy being on a university campus. College campuses can vary a lot just like city convention centers. Large conferences attracting thousands require a local that has lots of accessible transportation and lodging	Jul 30, 2013 7:10 AM



**Page 5, Q15. Tell us why you would or would not attend a campus/college conference.**

	so not to exclude people with mobility issues which can affect members of all ages.	
35	I would attend another conference on a campus, but would opt for different housing.	Jul 29, 2013 9:47 PM
36	I would attend a college conference because it was much cheaper and included meals full breakfast and lunch.	Jul 29, 2013 9:34 PM
37	Staying on campus kept costs way down, which enabled me to attend. Also, it was nice to have everything walkable and not to have to get in my car and drive in an unfamiliar area.	Jul 29, 2013 7:48 PM
38	I would go to another campus conference site, but it isn't anything close to a hotel experience..	Jul 29, 2013 6:14 PM
39	Enjoyed exploring the campus, watching students, outdoor art at UCSD, walking down to beach, etc. I would have preferred my own toilet and shower and a double bed but those were small prices to pay for the above.	Jul 29, 2013 5:48 PM
40	The prepaid food services were not convenient.	Jul 29, 2013 5:19 PM
41	I would attend a campus/college conference because of the great experience attending the 2013 Joint Meeting!	Jul 29, 2013 5:15 PM
42	I enjoyed the campus atmosphere - more to do/see than if you are stuck in a middle of nowhere hotel. It was a nice change of pace.	Jul 29, 2013 5:13 PM
43	I liked attending on campus fine, but the dorms were not very pleasant to stay in. I would rather have paid more for a hotel room.	Jul 29, 2013 5:01 PM
44	In terms of cost -effectiveness, it would be good to attend a campus conference. But hotel would be better for amenities and food	Jul 29, 2013 4:26 PM
45	I understand and appreciate the budgetary appeal of putting attendees in dorm apts and including parking and a meal plan, and frankly that's what attracted me to attend this conference. But in reality, for someone who was hampered by an injured knee and overall sore body due to the car accident I had on the way there, all the walking I had to do on the campus was quite a problem. I found myself wondering how that would have impacted those with much worse disabilities than I was suffering temporarily. Also, the meal plan was good, in theory, but again, having to go back to Earl's Place for lunch was difficult for me. The dorm rooms were quite sparse and warm. A fan in the bedroom would have helped with sleeping immensely, as well as additional pillows.	Jul 29, 2013 4:08 PM
46	As an academic librarian I appreciate the opportunity to visit another college campus for many reasons in addition to the conference experience. I fully empathize as well with the need to find lower cost venues for conferences and universities/colleges are often set up for such events as they are common in the academic world. Campuses often have great additional value such as museums or other places to visit and nice outdoor areas. They also usually have a nearby community of restaurants and shops. **That was maybe the only drawback. Next time I'd appreciate a guide to the closest late night or all night coffee shops	Jul 29, 2013 4:04 PM

**Page 5, Q15. Tell us why you would or would not attend a campus/college conference.**

	or other restaurants. :-)	
47	Affordable and lots of amenities on campus!	Jul 29, 2013 4:01 PM
48	I would attend a conference on campus for the simple but very important economic factor; the low cost of attending made it possible for several of us to attend. Thank you!	Jul 29, 2013 3:42 PM
49	The campus provided a different atmosphere and closer interactions amongst the attendees.	Jul 29, 2013 3:33 PM
50	I will attend a conference wherever you hold it, but I prefer a hotel. More convenient.	Jul 29, 2013 3:33 PM
51	There was a ton of stuff to do on campus. I created my own social events w/ friends. The walk around campus was lovely. Much better than being stuck all day inside a conference hall. Walking to meals was great, felt like I was able to work off some of the food.	Jul 29, 2013 3:19 PM
52	I like the convenience and amenities of hotels. Dorms are a novelty once. This conference was done well and the campus is beautiful, but it felt a little like someone else's nostalgia trip.	Jul 29, 2013 3:16 PM
53	I think it was a little easier to meet people when everyone was in the same location and not as spread out.	Jul 29, 2013 3:14 PM
54	Both are good. Programming is more important, though cost should always be considered	Jul 29, 2013 3:08 PM
55	Would attend - easy to get around, fewer distractions, cost benefit, ballroom equal to hotel	Jul 29, 2013 3:04 PM
56	In a hotel, you basically go between the hotel ballrooms and your hotel room. It is boring and expensive. People are complaining no TV. Well, are we watching enough TV at home?	Jul 29, 2013 3:04 PM
57	I would be willing to attend the conference on a campus, but I would pay on my own to stay at a hotel.	Jul 29, 2013 3:02 PM
58	While there were things about the accommodations that were not ideal, I would attend another conference held on a campus.	Jul 29, 2013 3:02 PM
59	I stayed in a hotel, so the only difference for me was longer travel time to the conference. If it is held at a campus again, it would be helpful to suggest hotels nearby.	Jul 29, 2013 3:02 PM
60	Though the lodgings were spartan, especially in comparison to a hotel, they were perfectly servicable, and the price could not be beat! I don't have a travel budget, so have to carefully weigh which meetings I attend. This one was a no-brainer. Staying on campus with meals included made this meeting extremely affordable.	Jul 29, 2013 3:01 PM
61	Although the campus was great value and made it very affordable there was so much schlepping around to get from place to place. My car was quite a hike	Jul 29, 2013 3:01 PM



**Page 5, Q15. Tell us why you would or would not attend a campus/college conference.**

	away and I did see some people walking around that looked like they were going to collapse from exhaustion. I would prefer to be in a hotel where everything is close together and also being in a town would be nice. However. quality of conference was excellent.	
62	It makes sense to give back to our institutions, instead of paying hotels crazy amounts of money for meeting space and food.	Jul 29, 2013 2:59 PM
63	So easy to get around, no worries about food i can eat ( i have dietary issues), price center was gorgeous and so was ucsd.	Jul 29, 2013 2:58 PM
64	doesn't make much of a difference to me as long as it's easy to get around to the conference events.	Jul 29, 2013 2:55 PM
65	The content of the meeting is what matters, not where it is held.	Jul 29, 2013 1:10 PM
66	I would attend a campus/college conference because there were more opportunities for talking with colleagues outside of formal sessions/presentations.	Jul 29, 2013 11:45 AM
67	I might still attend the conference but it is unlikely I would stay in the dorms again. So that would be an added cost. The rooms were too spartan and I did not enjoy sharing the bathroom, even though I had a good roomie.	Jul 27, 2013 12:14 PM
68	The price was definitely right for this conference. When one can stay, eat, take a CE and attend a conference for about \$500, who wouldn't attend?	Jul 27, 2013 9:17 AM
69	Since I live locally, my opinion is skewed, but I very much enjoyed the UCSD atmosphere.	Jul 26, 2013 2:31 PM

**Page 6, Q17. What did you like BEST about the conference?**

1	Plenary speakers. Exhibits. Having the posters up continuously in the exhibit area, so we could see them at our leisure. It's hard to choose just one thing that was BEST.	Aug 21, 2013 4:16 PM
2	networking with colleagues, speakers, CE classes, poster session	Aug 20, 2013 12:41 PM
3	Networking.	Aug 20, 2013 11:26 AM
4	Networking with colleagues I hadn't met before. The lightning papers, and roundtable.	Aug 20, 2013 10:35 AM
5	it's small so I had lots of opportunities to chat with people who I knew for a long time.	Aug 19, 2013 4:31 PM
6	Networking and hearing the plenary speeches. Seeing the exhibitors and looking at the posters.	Aug 16, 2013 4:47 PM
7	Networking	Aug 13, 2013 4:33 PM
8	It was a good conference overall. Good sessions and presentations.	Aug 13, 2013 10:33 AM
9	Excellent content by presenters w personality as well as knowledge. Really engaging.	Aug 12, 2013 12:21 PM
10	Plenary and papers and especially the networking.	Aug 12, 2013 11:16 AM
11	Opening reception.	Aug 12, 2013 11:06 AM
12	Program content and attendees	Aug 12, 2013 10:59 AM
13	Speakers!!	Aug 12, 2013 10:45 AM
14	information gained	Aug 12, 2013 10:43 AM
15	Getting to see all of my colleagues	Aug 9, 2013 1:37 PM
16	A chance to keep up to date on topics relevant to my job.	Aug 8, 2013 7:42 AM
17	Keynote speakers were excellent! Session talks by members were great! CE classes were great!	Aug 7, 2013 2:54 PM
18	all inclusive and low cost pricing.	Aug 5, 2013 3:40 PM
19	I enjoyed this conference a lot, the campus location gave me a sense of tranquility. I was able to rest and enjoyed the presentations.	Aug 5, 2013 9:22 AM
20	Plenary speakers, posters	Aug 2, 2013 2:17 PM
21	I appreciated the inclusion of the lodging in the registration, how easy it was to get to the conference from the lodging, the plenary speakers, the vendors, signage.	Aug 2, 2013 1:12 PM
22	small number of people attending, I was able to catch up with some individual that don't go to MLA, liked the exhibits too. All exhibitors had the same amount	Aug 2, 2013 10:22 AM

**Page 6, Q17. What did you like BEST about the conference?**

	of floor space	
23	speakers, exhibits, and networking	Aug 1, 2013 11:26 AM
24	speakers were great; posters and presentations were excellent.	Aug 1, 2013 8:26 AM
25	great plenary speakers	Jul 31, 2013 12:44 PM
26	Plenary speakers and walking the beautiful campus	Jul 31, 2013 12:05 PM
27	Very targeted conference; very little fluff	Jul 31, 2013 11:31 AM
28	Great presentations. Very thought provoking and forward looking.	Jul 30, 2013 10:28 PM
29	Excellent papers. Very good plenary speakers too.	Jul 30, 2013 3:54 PM
30	Connections with a lot of people Safety Great campus Excellent speakers	Jul 30, 2013 12:44 PM
31	Seeing people I know, meeting new people. Loved the main speakers!	Jul 30, 2013 11:57 AM
32	plenary speakers, cost, exhibits	Jul 30, 2013 11:11 AM
33	Networking and being able to enjoy the event and have other things to do.	Jul 30, 2013 11:11 AM
34	Plenary speakers & because I am from a public library the opportunity to see what librarians are doing in closely related field Also loved that it was not too "busy" with activities - at larger conferences often have to miss something spectacular because of too many options San Diego was great location	Jul 30, 2013 10:51 AM
35	Having a face to a name.	Jul 30, 2013 10:39 AM
36	EBM CE course, interaction with colleagues	Jul 30, 2013 9:27 AM
37	I enjoyed the paper presentations the most.	Jul 30, 2013 9:17 AM
38	Hard to select one best aspect - organizers did a fantastic job, and the presentations were on the whole extremely informative and professionally given.	Jul 30, 2013 9:14 AM
39	The speakers, presented papers, and the networking opportunities.	Jul 30, 2013 8:58 AM
40	The information gained from the content provided in the CE courses, contributed papers, etc.	Jul 30, 2013 8:51 AM
41	Meeting people, attending presentations and speakers, learning more.	Jul 30, 2013 8:31 AM
42	CE Courses	Jul 30, 2013 7:22 AM
43	Offered lots of opportunities to contribute	Jul 30, 2013 7:17 AM
44	Excellent content.	Jul 29, 2013 9:48 PM
45	The price for full conference.	Jul 29, 2013 9:35 PM
46	CE courses	Jul 29, 2013 7:50 PM

**Page 6, Q17. What did you like BEST about the conference?**

47	That we got to eat together and visit with each other.	Jul 29, 2013 6:16 PM
48	Plenaries	Jul 29, 2013 5:51 PM
49	Campus environment gave more opportunities to network with both chapters.	Jul 29, 2013 5:35 PM
50	Opportunities to network with colleagues and learn about new projects people are working on. Ideas!	Jul 29, 2013 5:16 PM
51	content - speakers, presentations, posters	Jul 29, 2013 5:02 PM
52	CE and speakers are good	Jul 29, 2013 4:37 PM
53	The Round Table that I attended on Embedded Librarians.	Jul 29, 2013 4:14 PM
54	Pretty much everything, but I really liked the Lee Rainie and Marcelo keynotes. I enjoyed the paper presentations, and found the CE I attended very worthwhile. Oh! I also got a lot out of the Round Table event. It was great to meet so many people in the region.	Jul 29, 2013 4:06 PM
55	Dr. Fiszman's presentation!	Jul 29, 2013 4:01 PM
56	Interchange of idea's	Jul 29, 2013 4:01 PM
57	the close proximity of everything. I didn't have to walk five blocks to go to the next session and when I was tired or needed a break, I could easily go to my room and get some rest.	Jul 29, 2013 3:44 PM
58	Many opportunities to network with colleagues.	Jul 29, 2013 3:41 PM
59	The speakers were great. Also enjoyed the exhibits.	Jul 29, 2013 3:36 PM
60	Easy registration and hospitality information. access to exhibits was easy too	Jul 29, 2013 3:36 PM
61	College campus location, price, accomodations	Jul 29, 2013 3:20 PM
62	CE courses	Jul 29, 2013 3:19 PM
63	location was beautiful	Jul 29, 2013 3:18 PM
64	I loved networking, the speakers, and getting to see everyone else's work. I felt like the topics were more directly applicable to me than other conferences I have attended previously.	Jul 29, 2013 3:16 PM
65	CE, SPEAKERS, POSTERS & PAPER PRESENTATIONS	Jul 29, 2013 3:15 PM
66	inexpensive	Jul 29, 2013 3:14 PM
67	Programming	Jul 29, 2013 3:11 PM
68	The quality of the program and the low cost. Thank you so much for putting together such a great program!! Kudos to the Tri-Chairs and all the colleagues who help.	Jul 29, 2013 3:11 PM

**Page 6, Q17. What did you like BEST about the conference?**

69	Size and ability to network and socialize	Jul 29, 2013 3:08 PM
70	good speakers	Jul 29, 2013 3:06 PM
71	Ability to network	Jul 29, 2013 3:04 PM
72	Networking	Jul 29, 2013 3:03 PM
73	CE course	Jul 29, 2013 3:03 PM
74	The speakers. They were just fabulous - not one clinker in the bunch!	Jul 29, 2013 3:03 PM
75	Speakers and netwroking	Jul 29, 2013 3:02 PM
76	Networking; lighting presentations	Jul 29, 2013 3:01 PM
77	Everything	Jul 29, 2013 3:00 PM
78	Marcelo fyszman	Jul 29, 2013 2:58 PM
79	The Semantic MEDLINE talk	Jul 29, 2013 2:56 PM
80	Good content	Jul 29, 2013 1:11 PM
81	Networking opportunities and the plenary speakers, Stephen Abram and Lee Rainie	Jul 29, 2013 11:47 AM
82	Plenary speakers, colleague presentations	Jul 27, 2013 12:16 PM
83	Great speakers in Abrams & Rainie! Enjoyed the lightening talks. Networking with colleagues and vendors	Jul 27, 2013 9:21 AM
84	Learning new perspectives and networking	Jul 26, 2013 2:33 PM
85	Speakers	Jul 26, 2013 2:07 PM

**Page 6, Q18. What did you like LEAST about the conference?**

1	The distance between the Warren Apartments and the speakers' venue, the lack of signs along the way.	Aug 21, 2013 4:16 PM
2	difficult to know where other people were, because of distance between housing and the conference center.	Aug 20, 2013 12:41 PM
3	Food.	Aug 20, 2013 11:26 AM
4	Having to prioritize what event I wanted to attend. It is hard to pick and choose when many events/talks overlap one another.	Aug 20, 2013 10:35 AM
5	room mate arrangement	Aug 19, 2013 4:31 PM
6	The arrangements for meals - extremely limited hours. Distance between parking, dormitory and Price center. I got a wonderful roommate who I hadn't met before and that was great but the room was very sparsely furnished (no table lamps for reading in the bedroom)	Aug 16, 2013 4:47 PM
7	Having to share a bathroom	Aug 13, 2013 4:33 PM
8	Evening options for activities.	Aug 12, 2013 12:21 PM
9	Housing	Aug 12, 2013 11:16 AM
10	Exhibits scheduled until 4:00 on Friday - should have released exhibits at noon on Friday.	Aug 12, 2013 11:06 AM
11	Staying in on-campus housing	Aug 12, 2013 10:59 AM
12	Everything was great.	Aug 12, 2013 10:45 AM
13	lack of program handouts	Aug 12, 2013 10:43 AM
14	Too much publicity promotion	Aug 12, 2013 10:26 AM
15	The rooms. Beds set at an ridiculous height that couldn't be changed til the second day. No air conditioning. No ice trays in the fridges.	Aug 9, 2013 1:37 PM
16	Stayed around for the conference wrap up on Friday - there was none and no mention that it would not be held.	Aug 8, 2013 7:42 AM
17	RML & MLA sessions were way too early. The dorm rooms were musty, would have like more warning about what I could have brought--like hangers & a tea pot and an ice cube tray!	Aug 7, 2013 2:54 PM
18	Would have liked more info about the amount of walking required. Maybe more info on shuttle availability--to parking structure as well. Remember our primary demographic--middle-aged, many with the standard infirmities thereof.	Aug 5, 2013 3:40 PM
19	The food was kind of boring, I was expecting more healthy food	Aug 5, 2013 9:22 AM
20	Thursday evening social plans	Aug 2, 2013 2:17 PM
21	1- I was disappointed in the roundtables- there were five people at my table, one	Aug 2, 2013 1:12 PM

**Page 6, Q18. What did you like LEAST about the conference?**

who didn't even sign up for any roundtable; two people left for other tables when they realized that there wasn't an expert there on the topic; and we didn't have an assigned facilitator or recorder. The entire thing felt disorganized. I did like that it wasn't during lunch time. 2- Paper sessions- I think that each presenter should go on at a specific time and that time should be consistent across all sessions even if there is a bit of idle time between presenters. (Example- presenter 1: 1-1:30, presenter 2: 1:30-2, presenter 3: 2-2:30) This would help so that people don't miss the presenter they'd like to hear in case they were in another session since many people don't go and sit in one session for the entire time. On one day, I totally missed a speaker because the session ended 30 minutes early. 3- It would have been nice to know what the conference wrap-up was and where it was supposed to take place. I believe that there was another 1-2 events listed without locations or descriptions.

22	not much to do in the evenings	Aug 2, 2013 10:22 AM
23	I missed the plated eating experiences and sitting with colleagues while enjoying meals, but not that big of deal and would rather have a cheaper dining experience.	Aug 1, 2013 11:26 AM
24	the Warren Apartments were bad - couldn't open windows/broken screens. beds uncomfortable/not even the ability to make tea. no tv or radio.	Aug 1, 2013 8:26 AM
25	too much down time. could have had a few more sessions	Jul 31, 2013 12:44 PM
26	The moldy smell in the dorm rooms and the distance between dorm/meals and the conference meeting rooms. I like walking, but it took too much time. Also, the 7:30 am time for the RML/MLA update, not enough time for breakfast.	Jul 31, 2013 12:05 PM
27	Sessions to visit the exhibits were too long. I did not appreciate the fact the conference wrap-up was cancelled. I am from Northern California, so I chose a later flight so that I could attend all of the conference events. Cancellation of the conference wrap-up was annoying because I could have gone home hours earlier.	Jul 31, 2013 11:31 AM
28	The food at the café.	Jul 30, 2013 10:28 PM
29	Dining hall food.	Jul 30, 2013 3:54 PM
30	La Jolla is kind of out of the way I paid for a single and didn't get it Food wasn't that good	Jul 30, 2013 12:44 PM
31	The meals at Warren.	Jul 30, 2013 11:57 AM
32	Parking was a bit of a challenge as well as figuring out how to get into and out of campus. But UCSC is a complicated campus.	Jul 30, 2013 11:11 AM
33	no complaints :)	Jul 30, 2013 10:51 AM
34	Parking	Jul 30, 2013 10:39 AM
35	I thought there was too much down time. This is especially true for the last day of the conference. I would've liked the time between the last plenary speaker and the conference wrap-up session to be closer together in time. Having more than	Jul 30, 2013 9:17 AM

**Page 6, Q18. What did you like LEAST about the conference?**

	an hour between the two seemed a bit excessive. Especially since people are itching to get home.	
36	Printing out the program at home was unexpected/annoying, until I decided to print 2 pages of the program on each side of the paper, which worked out well.	Jul 30, 2013 9:14 AM
37	I would have preferred a longer welcome reception. It's an ideal time to get to meet others, but with only an hour, it seemed that all the time was spent with folks I already knew. No harm, but a little longer time would have been nice.	Jul 30, 2013 8:58 AM
38	Meals were a little disappointing even for "dorm food".	Jul 30, 2013 8:31 AM
39	Nothing	Jul 30, 2013 7:22 AM
40	I found the description of lodging confusing, and the inability to make adjustments to my registration myself, frustrating. However the tri chairs and the program coordinators were all Very helpful	Jul 30, 2013 7:17 AM
41	Housing in the dorms	Jul 29, 2013 9:48 PM
42	The rooms were musty smelling.	Jul 29, 2013 9:35 PM
43	The included meals were not that great. It was weird to be separated from the "healthy" food behind a curtain which I was told was for another group. The conference services food was excellent, however.	Jul 29, 2013 7:50 PM
44	I thought the food was edible, but the quality of it was pretty low. Can't remember the last time I had tater tots. Cut fruit and salad food was often past prime.	Jul 29, 2013 6:16 PM
45	Really don't have a least.	Jul 29, 2013 5:51 PM
46	Friday traffic - might suggest to have the conference not end on a Friday.	Jul 29, 2013 5:35 PM
47	Information before registration was limited.	Jul 29, 2013 5:20 PM
48	I can't really say anything negative.	Jul 29, 2013 5:16 PM
49	staying in dorms	Jul 29, 2013 5:02 PM
50	Information about public Transportation and too many vendor sessions.	Jul 29, 2013 4:37 PM
51	The housing and all the required walking. See my comment on previous survey response.	Jul 29, 2013 4:14 PM
52	Only a tiny complaint: hard to find a place to hang out after 6pm.	Jul 29, 2013 4:06 PM
53	nothing	Jul 29, 2013 4:01 PM
54	Walking	Jul 29, 2013 4:01 PM
55	No evening dine-arounds. I had little time anyway but it would have offered another opportunity to network.	Jul 29, 2013 3:44 PM
56	Not much to do in off hours.	Jul 29, 2013 3:41 PM



**Page 6, Q18. What did you like LEAST about the conference?**

57	Being involved with the Facilities Team helping everyone find the Price Center from the parking structures.	Jul 29, 2013 3:36 PM
58	Paper sessions were not convenient, especially on the 4th floor, Hard to find.	Jul 29, 2013 3:36 PM
59	Length, a two day model (w/ CE opportunity) would be better for me.	Jul 29, 2013 3:20 PM
60	dorms look like prisons	Jul 29, 2013 3:18 PM
61	The food was so-so. Not terrible, and not a deal-breaker by any means, but probably the weakest link.	Jul 29, 2013 3:16 PM
62	signage could have been improved	Jul 29, 2013 3:14 PM
63	Our roundtable moderator was annoying - spoke the whole time as if an expert and did not allow anyone else a word edgewise. Please come up with some Roundtable etiquette for moderators	Jul 29, 2013 3:11 PM
64	Attendees who complained and did not appreciate the overall quality of the program.	Jul 29, 2013 3:11 PM
65	3 concurrent session - hard to choose	Jul 29, 2013 3:08 PM
66	just a smidge too much exhibit time scheduled	Jul 29, 2013 3:06 PM
67	The scheduling of the RM/MLA update at 7:30a.	Jul 29, 2013 3:04 PM
68	The dorms	Jul 29, 2013 3:03 PM
69	There was a lot of networking/exhibit time built in. I know people like that, but between the 90 min lunch and the big breaks for exhibits, it was a little stretched out.	Jul 29, 2013 3:03 PM
70	The distance between the Price Center and the Warren apartments - especially at lunch time. Though I appreciate being given an hour and a half, so I never felt rushed.	Jul 29, 2013 3:03 PM
71	Schlepping from place to place, no moderator for digital round table discussions so I jumped to another one	Jul 29, 2013 3:02 PM
72	Minimal networking. People in groups & not really warm/friendly.	Jul 29, 2013 3:00 PM
73	Concurrent paper sessions.	Jul 29, 2013 2:58 PM
74	Walking back and forth.	Jul 29, 2013 1:11 PM
75	There was not enough variety of food menus. Some food was not that warm.	Jul 29, 2013 11:47 AM
76	Housing.	Jul 27, 2013 12:16 PM
77	Smell in apts; moldy/mildewy smell in apt not great. Tried to air place out by opening windows but didn't help a whole lot.	Jul 27, 2013 9:21 AM
78	Noise level in poster sessions	Jul 26, 2013 2:33 PM

79 Breakfast only available if staying in "dorms"

Jul 26, 2013 2:07 PM

**Page 6, Q20. Tell us your thoughts on the Guidebook application.**

1	Very helpful! I referred to it constantly. A brilliant addition to the conference information.	Aug 21, 2013 4:16 PM
2	I liked the features, but the information for the paper session was not correct.	Aug 20, 2013 12:41 PM
3	Very convenient. Liked the reminders.	Aug 20, 2013 11:26 AM
4	It's neat!	Aug 20, 2013 10:35 AM
5	Barely used it. Had some problems so I relied on the old fashioned method of paper.	Aug 16, 2013 4:47 PM
6	ok, not easy to follow	Aug 13, 2013 4:33 PM
7	Way to go!	Aug 12, 2013 11:16 AM
8	Have used before, but it was missing some info, such as Round table topics. Was okay for figuring out where one should go.	Aug 7, 2013 2:54 PM
9	It was great! I would have been lost without it.	Aug 2, 2013 2:17 PM
10	VERY nice!	Aug 2, 2013 1:12 PM
11	I used it frequently several times each day. Loved it!	Aug 1, 2013 11:26 AM
12	great app	Jul 31, 2013 12:44 PM
13	Loved it - worked great. Could have used more info such as Roundtable topics, though.	Jul 31, 2013 12:05 PM
14	I liked it.	Jul 30, 2013 3:54 PM
15	Didn't know about it	Jul 30, 2013 12:44 PM
16	awesome	Jul 30, 2013 11:11 AM
17	worked well with only one glitch - order of presented papers in one session	Jul 30, 2013 10:51 AM
18	It was very very helpful - I missed picking up the flier at the desk but once I found out it existed with brief directions I could easily implement and use the app	Jul 30, 2013 7:17 AM
19	Excellent - really enjoyed being able to access the program and bios	Jul 29, 2013 9:48 PM
20	Loved it.	Jul 29, 2013 9:35 PM
21	Excellent. Would have liked more linkage to information about campus exhibits and events from the app.	Jul 29, 2013 5:51 PM
22	very helpful app	Jul 29, 2013 5:20 PM
23	This app was great. Everything I needed in one place and didn't use the actual program at all.	Jul 29, 2013 5:16 PM
24	loved it! Very easy to use, made it easy to follow my schedule, much better than	Jul 29, 2013 5:02 PM

**Page 6, Q20. Tell us your thoughts on the Guidebook application.**

	having to carry around a big paper schedule	
25	excellent and easy to use	Jul 29, 2013 4:01 PM
26	Excellent hld and a great idea	Jul 29, 2013 4:01 PM
27	OK, I cannot delete it from my phone, It keeps reinstalling itself. I am going to phone vendor to fix it.	Jul 29, 2013 3:36 PM
28	I enjoyed it - thought it was very useful	Jul 29, 2013 3:14 PM
29	Pretty good, easy to access, didnt rweally use it but could have. needs a few more "different" bells and whistles to make it more attractive	Jul 29, 2013 3:11 PM
30	Yes, it was very helpful and handy	Jul 29, 2013 3:11 PM
31	Wish I have signed up for it	Jul 29, 2013 3:02 PM
32	I thought it worked well and was easy-to-use; I recommend doing it again using the free option	Jul 29, 2013 3:01 PM
33	Good practice for me as I received the device only & didn't, get enough downloads to do.	Jul 29, 2013 3:00 PM
34	Really nice, easy to use, great app	Jul 29, 2013 2:58 PM
35	Useful.	Jul 29, 2013 1:11 PM
36	Did not use	Jul 29, 2013 11:47 AM
37	It was very helpful.	Jul 27, 2013 12:16 PM
38	Loved this app! No need for a printed program. Very useful/helpful.	Jul 27, 2013 9:21 AM

**Page 7, Q21. Would you attend a future Joint Meeting Conference?**

1	depending on the cost,	Aug 19, 2013 4:36 PM
2	However I don't believe we need to have the Joint Meeting every year. We need to see how the Quint meeting goes. Perhaps we should do that every couple of years.	Jul 27, 2013 12:25 PM

**Page 7, Q22. Please provide additional comments or suggestions**

1	The process of assigning roommates or apartment-mates seemed a little random. I was happy sharing with another woman whom I happened to know, but others who shared with a person they didn't know were less comfortable.	Aug 21, 2013 4:31 PM
2	Would be nice to know beforehand whom I am rooming with.- If we had known that there were no dishes and pots in the apartment, we would have brought a water pot to make some hot tea or coffee. Also, we would have brought some dishes and tea towels.	Aug 20, 2013 12:43 PM
3	thank you so much for putting together this great conference. Annie Hughes was really well-organized to coordinate oral presentation. thank you. Davell Jackson was very helpful, who helped me booked a room even after the deadline. Thank YOU!	Aug 19, 2013 4:36 PM
4	Great idea but need some refinement. The actual conference was good, papers, speakers etc.	Aug 16, 2013 4:47 PM
5	Thank you. Nice work all.	Aug 13, 2013 10:33 AM
6	This was one of the best meetings I've been to in years. The concert was outstanding and the work done by the Committee was visible.	Aug 12, 2013 12:22 PM
7	I love the regional conferences and the networking it offers. Hats off to the committee!	Aug 12, 2013 11:17 AM
8	Thanks for your hard work and dedication. It showed!	Aug 12, 2013 10:45 AM
9	Attendee badges (and maybe exhibitors as well) should include city and state as well as institution name.	Aug 8, 2013 7:42 AM
10	Nice try to have Jt Mtg at a campus. Stanford hosted something similar several years ago for a special librarian conference; they brought in gourmet chefs for the meals. :-). Given how pricey hotels are as hosts for a meeting, it was a worthwhile experiment!	Aug 7, 2013 3:06 PM
11	Schedule RML/MLA update later in the day so that more people can/will attend	Jul 31, 2013 12:10 PM
12	I was very impressed w the content.	Jul 30, 2013 10:29 PM
13	I was very disappointed in the amount of people attending from my chapter (NCNMLG). I'm not enthusiastic about the Quint meeting. Since it's in Denver, it will cost as much as MLA or ALA or another large meeting (maybe a little less due to shorter time, but still expensive). I don't think a chapter meeting, even with 5 chapters, can compete with MLA or ALA. When we had a tri-chapter meeting in Seattle in the past, NCNMLG had very few attending. I fear that there will be incredibly low turnout from our chapter for the quint meeting with such low turn out at this joint meeting (which was Extremely Affordable!).	Jul 30, 2013 3:59 PM
14	Gave my first talk, Annie and Amy were very nice and helpful really appreciate it Thank you all for your hard work	Jul 30, 2013 12:45 PM
15	I liked that we tried a different model and enjoyed the flexibility of attending and not having to pay for everything. I think the options given were plentiful.	Jul 30, 2013 11:11 AM

**Page 7, Q22. Please provide additional comments or suggestions**

16	I generally attend the Joint Meeting in the years I don't attend the MLA Annual Conference. Thank you for putting on a GREAT conference!	Jul 30, 2013 10:35 AM
17	Organizers did an outstanding job. Meeting events were very cohesive and well organized. Venue was effective for presentations, socializing, interacting. Great meeting!	Jul 30, 2013 9:31 AM
18	I REALLY enjoyed this Joint Meeting!	Jul 30, 2013 9:15 AM
19	I think the planners did a really great job with this conference. I appreciate the efforts taken to keep the costs down while providing very high quality speakers and content. I really had a great time.	Jul 30, 2013 9:00 AM
20	I think this eval has too many repetitive questions about the campus local.	Jul 30, 2013 7:21 AM
21	Would not utilize campus dorms in the future.	Jul 29, 2013 9:48 PM
22	Needed better information and signage for those arriving early for continuing education classes. Said Earl's Place was only opened ubtil 5pm and they were open until midnight. Signage wad poor on tuesday and wednesday but got better by thursday.	Jul 29, 2013 9:38 PM
23	I thought the organizers did a great job!	Jul 29, 2013 5:52 PM
24	I heard very positive comments about the meeting and hope that the evaluations reflect them (positive comments).	Jul 29, 2013 5:37 PM
25	Whether or not I attend is entirely the decision of my manager.	Jul 29, 2013 5:21 PM
26	Desired for more detailed information about public transportation system, RML membership and member activites.	Jul 29, 2013 4:45 PM
27	I do appreciate all the hard work put in by the organizers. Having the housing and parking in closer proximity to the conference sessions would have greatly improved my experience -- that and not having a car accident on the way there! :->}	Jul 29, 2013 4:16 PM
28	Thank you so much to the conference committee. The event was extremely well organized with great communication! I appreciated the well-organized web site, the FAQs for presenters and posters, and the personal offer of travel/transportation/directions help for those attending early morning CEs before the conference started. Thank you again - it was wonderful!	Jul 29, 2013 4:07 PM
29	The posters were all different sizes, why was that? It was a bit annoying and the difference in size took attention away from other posters, i.e. inconsistency of size; some were very small, others too big. Standardizing the size of the posters is important and makes it look more professional.	Jul 29, 2013 3:46 PM
30	I know it was hard work for the committees toorganize this meeting. I hope we ended up in the black financially. The tri chairs have my appreciations and Thanks/	Jul 29, 2013 3:37 PM
31	Great ideas having the "guides" at the parking structure with Joint Meeting signage to direct folks and also at the price center and the directions sent via	Jul 29, 2013 3:23 PM

**Page 7, Q22. Please provide additional comments or suggestions**

	email -- excellent customer service!	
32	thank you to all of the planning committee, job well done. Loved the opportunity to experience excellent programming at a lower cost. please continue investigating alternative conference models such as this.	Jul 29, 2013 3:23 PM
33	Looking forward to San Francisco next time. I liked the conference where we got off the BART and the hotel was right on that corner.	Jul 29, 2013 3:18 PM
34	The MLGSCA team/office bearers did a wonderful job! Kudos to everyone!	Jul 29, 2013 3:16 PM
35	great conference	Jul 29, 2013 3:15 PM
36	Great programming. Didnt like the posters crammed at back wall, nearly missed the ones facing the wall. Would have liked to attend more paper presentations. Would appreciate scheduling that does not demand so much of choosing to attend one program over another - less simultaneous programming	Jul 29, 2013 3:14 PM
37	Thank you so much to the tri-chairs (Nita, Danielle, and Bob) and the rest of the Joint Meeting planning committee for a job well done. CUSD is a beautiful campus with all many nice art works. Everything is excellent!	Jul 29, 2013 3:13 PM
38	Thanks! Well done!	Jul 29, 2013 3:08 PM
39	I think all of the folks involved in organizing this conference should feel very proud. I hope that many of the powerpoint slides from the many excellent presentations are uploaded soon to a website.	Jul 29, 2013 3:08 PM
40	Good job! Overall it was very well done and was quite a success. UCSD is beautiful. Thanks for being such great hosts.	Jul 29, 2013 3:04 PM
41	Quality of speakers and CE's were great. Amy Chatfield and Mary White did a great job.	Jul 29, 2013 3:03 PM
42	Well done!	Jul 29, 2013 3:01 PM
43	If the conference is held on another campus, I suggest including a PDF of the campus map.	Jul 29, 2013 11:49 AM
44	I believe it was very important to try the campus model for this conference. I thought the content of the conference was excellent but did not enjoy the housing experience. The food, while plentiful, was definitely at a cafeteria quality. It was also inconvenient that you could not even take a cup of coffee to go out of the cafeteria. I did appreciate the healthy break snacks. The exhibit hall setup was very nice but the flow around the posters was a bit tight. I would have appreciated an evening social event, even if it was just dine-arounds (I do understand the transport issues in this location but we could have found a way around that). Also, it was extremely difficult to find the check-in point for the dorm. Maps were provided but step-by-step turn instructions would have been helpful if provided by the locals, especially when traveling at night. We were frequently lost, especially since streets on the map turned out to be blocked off. Thank you for the opportunity to provide feedback.	Jul 27, 2013 12:25 PM
45	Overall I thought this model worked well. I enjoyed being able to walk around	Jul 27, 2013 9:25 AM

**Page 7, Q22. Please provide additional comments or suggestions**

campus after sitting for some time. I do think a social event for Thursday evening would have been nice; perhaps a walking tour of the art work on campus (Stuart Collection) or a tour of the campus libraries (Geisel & BioMed) both of these with a docent instead of on ones own. Welcome Reception could have been longer and perhaps 6pm to 8pm would have worked a bit better so more food would have been eaten! Can't complain about meeting content, it was terrific!!

46	Great job on trying a new model. Lessons learned can of course be applied in the future to weigh cost vs. convenience.	Jul 26, 2013 2:34 PM
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47	I like the meeting facility but should have had room blocks at a nearby moderate hotel...more comfortable, less like being in a dorm. Some events could have been held at the hotel, plus food options would have been more interesting. Although enjoyed meeting facility, it was a little isolated from conveniences (stores, restaurants, sites, etc) for those without a vehicle.	Jul 26, 2013 2:13 PM
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Medical Library Group of Southern CA&AZ  
Balance Sheet Detail  
All Transactions

	Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>ASSETS</b>										
Current Assets										
Checking/Savings										
MLGSCA JM2013										
	Deposit	08/07/2012			Account Opening Balance		✓	Opening Balance Equity	5,000.00	5,000.00
	Check	09/20/2012			Service Charge		✓	Bank Charges	-64.00	4,936.00
	Check	03/11/2013	1	MLA			✓	Continuing Education	-125.00	4,811.00
	Check	03/14/2013	2	UC Regents	deposit for UCSD		✓	Facilities and Equipment	-2,100.00	2,711.00
	Check	03/29/2013			Service Charge		✓	Bank Charges	-16.00	2,695.00
	Check	04/14/2013	3	Nita Mailander	reimbursement for travel to site meeting		✓	Travel and Meetings	-185.60	2,509.40
	Check	04/29/2013			Service Charge		✓	Bank Charges	-16.00	2,493.40
	Check	05/03/2013	4	Ellen Aaronson	postage for deposit to UCSD		✓	Postage, Mailing Service	-11.96	2,481.44
	Deposit	05/22/2013			Deposit		✓	Program Income	9,906.98	12,388.42
	Deposit	05/22/2013			Deposit		✓	-SPLIT-	9,904.63	22,293.05
	Check	05/31/2013			Service Charge		✓	Bank Charges	-16.00	22,277.05
	Deposit	06/18/2013			Deposit		✓	-SPLIT-	22,722.16	44,999.21
	Deposit	06/18/2013			Deposit		✓	-SPLIT-	853.02	45,852.23
	Check	06/19/2013	5	UC Regents	Payment 2 to UCSD		✓	Facilities and Equipment	-35,952.05	9,900.18
	Check	06/26/2013	6	Barworks	Bev for Opening Reception		✓	Facilities and Equipment	-888.88	9,011.30
	Check	07/05/2013	7	UC Regents	dep catering		✓	Facilities and Equipment	-2,945.65	6,065.65
	Check	07/09/2013	8	Recorded Memories	photo booth		✓	Equip Rental and Maintenance	-550.00	5,515.65
	Check	07/17/2013	9	Nita Mailander	50% CE 50% Plenary - gifts		✓	Other Types of Expenses	-270.45	5,245.20
	Check	07/18/2013	10	UC Regents	balance of catering		✓	Facilities and Equipment	-2,769.17	2,476.03
	Deposit	07/18/2013			Deposit		✓	-SPLIT-	16,563.00	19,039.03
	Check	07/22/2013	11	Barworks	Balance Bev for Opening Reception		✓	Facilities and Equipment	-1,122.57	17,916.46
	Check	07/22/2013	1012	Mike Kronenfeld	reimbursement for meeting lanyards		✓	Supplies	-288.00	17,628.46
	Check	07/22/2013	1013	Lee Rainie	Plenary honorarium		✓	Honorarium	-1,000.00	16,628.46
	Check	07/22/2013	1014	Connie Schardt	CE honorarium		✓	Honorarium	-400.00	16,228.46
	Check	07/22/2013	1015	Bart Ragon	CE honorarium		✓	Honorarium	-200.00	16,028.46
	Check	07/22/2013	1016	Gabe Rios	CE honorarium		✓	Honorarium	-200.00	15,828.46
	Check	07/22/2013	1017	Ellen Aaronson	Reimbursement FedEx x 2		✓	Postage, Mailing Service	-31.53	15,796.93
	Check	07/26/2013	1018	UC Regents	balance of catering - tablecloths		✓	Facilities and Equipment	-162.00	15,634.93
	Check	08/06/2013	1019	Connie Schardt	airfare		✓	Travel	-487.70	15,147.23
	Check	08/06/2013	1020	Marcelo Fizman	travel and expenses		✓	Travel	-786.28	14,360.95
	Check	08/06/2013	1021	Dixie Jones	travel		✓	Travel	-38.00	14,322.95
	Check	08/06/2013	1022	Lee Rainie	travel and expenses		✓	Travel	-773.80	13,549.15
	Check	08/06/2013	1023	Bart Ragon	travel and expenses		✓	Travel	-872.10	12,677.05
	Check	08/06/2013	1024	Gabe Rios	travel and expenses		✓	Travel	-734.37	11,942.68
	Check	08/06/2013	1025	Stephen Abram	travel and expenses		✓	Travel	-1,305.86	10,636.82
	Check	08/20/2013	1026	Amy Chatfield	Publicity reimbursement		✓	Printing and Copying	-465.91	10,170.91
	Check	08/20/2013	1027	Lisa Marks	CE reimbursement		✓	Printing and Copying	-22.76	10,148.15
	Check	08/28/2013	1028	Amy Chatfield	travel and expenses		✓	Travel	-177.29	9,970.86
	Check	08/28/2013	1029	UC Regents	final balance		✓	Facilities and Equipment	-3,883.13	6,087.73
	Deposit	08/28/2013			Deposit		✓	-SPLIT-	1,206.04	7,293.77
	Deposit	09/16/2013			Reimbursement to MLGSCA Seed Money			Program Income	8,184.59	15,478.36
	Check	09/17/2013	1030	Vanguard Group	Reimbursement to MLGSCA Seed Money			Other Liabilities	-5,000.00	10,478.36
	Check	11/11/2013	1031	MLGSCA	Cvent coverage 12 trans x 4.44			Business Expenses	-53.28	10,425.08
Total MLGSCA JM2013									10,425.08	10,425.08
Total Checking/Savings									10,425.08	10,425.08
Accounts Receivable										
Accounts Receivable										
Total Accounts Receivable										0.00
Total Accounts Receivable										
Total Accounts Receivable										0.00
Other Current Assets										
Inventory Asset										
Total Inventory Asset										0.00
Undeposited Funds										
Total Undeposited Funds										0.00
Total Other Current Assets										
Total Other Current Assets										0.00
Total Current Assets									10,425.08	10,425.08
Fixed Assets										
Furniture and Equipment										
Total Furniture and Equipment										0.00
Total Fixed Assets										
Total Fixed Assets										0.00
Other Assets										
Marketable Securities										
Total Marketable Securities										0.00
Other Assets										
Total Other Assets										0.00
Security Deposits Asset										
Total Security Deposits Asset										0.00
Total Other Assets										
Total Other Assets										0.00
TOTAL ASSETS									10,425.08	10,425.08
LIABILITIES & EQUITY										
Liabilities										
Current Liabilities										
Accounts Payable										
Total Accounts Payable										0.00
Credit Cards										
Total Credit Cards										0.00
Other Current Liabilities										
Payroll Liabilities										
Total Payroll Liabilities										0.00
Total Other Current Liabilities										
Total Other Current Liabilities										0.00
Long Term Liabilities										
Other Liabilities										
	Check	09/17/2013	1030	Vanguard Group	Reimbursement to MLGSCA Seed Money			MLGSCA JM2013	-5,000.00	-5,000.00
Total Other Liabilities									-5,000.00	-5,000.00
Total Long Term Liabilities										
Total Long Term Liabilities									-5,000.00	-5,000.00
Total Liabilities									-5,000.00	-5,000.00

Medical Library Group of Southern CA&AZ  
Balance Sheet Detail  
All Transactions

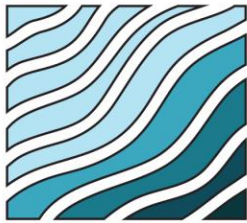
	Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Equity</b>										
<b>Opening Balance Equity</b>										
Total Opening Balance Equity	Deposit	08/07/2012		Account Opening Balance				MLGSCA JM2013	5,000.00	5,000.00
									5,000.00	5,000.00
<b>Perm. Restricted Net Assets</b>										
Total Perm. Restricted Net Assets										0.00
<b>Temp. Restricted Net Assets</b>										
Total Temp. Restricted Net Assets										0.00
<b>Unrestricted Net Assets</b>										
Total Unrestricted Net Assets										0.00
<b>Net Income</b>										
Total Net Income									10,425.08	10,425.08
Total Equity									15,425.08	15,425.08
<b>TOTAL LIABILITIES &amp; EQUITY</b>									<b>10,425.08</b>	<b>10,425.08</b>

Medical Library Group of Southern CA&AZ  
Profit & Loss Detail  
All Transactions

	Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
<b>Exhibits</b>										
<b>Exhibit Registration</b>										
	Deposit	05/22/2013	0004700	Swets	Deposit	Exhibits		MLGSCA JM2013	900.00	900.00
	Deposit	05/22/2013	17625	Medical Letter	Exhibit Regis/rons exhibit hall break	Exhibits		MLGSCA JM2013	1,150.00	2,050.00
	Deposit	05/22/2013	3001	Silver Dream	Deposit	Exhibits		MLGSCA JM2013	500.00	2,550.00
	Deposit	06/18/2013	611439	Springer	Deposit	Exhibits		MLGSCA JM2013	900.00	3,450.00
	Deposit	06/18/2013	17513	MLA	Carla Funk and housing	Exhibits		MLGSCA JM2013	1,200.30	4,650.30
	Deposit	07/18/2013	3151	SCELC	7/24-7/25	Exhibits		MLGSCA JM2013	400.00	5,050.30
Total Exhibit Registration									5,050.30	5,050.30
<b>Exhibit Sponsorship</b>										
	Deposit	05/22/2013	9403	CyberTools	2 plenary sessions	Exhibits		MLGSCA JM2013	300.00	300.00
Total Exhibit Sponsorship									300.00	300.00
Total Exhibits									5,350.30	5,350.30
<b>Program Income</b>										
	Deposit	05/22/2013	3349	MLGSCA	Regis through 4/30/13	Registration		MLGSCA JM2013	9,906.98	9,906.98
	Deposit	05/22/2013	W0440912	Western Univ	Reg/CE Frances Chu	Registration		MLGSCA JM2013	250.00	10,156.98
	Deposit	05/22/2013	3344	MLGSCA	AmEx Reg through 4/17/13	Registration		MLGSCA JM2013	3,814.52	13,971.50
	Deposit	05/22/2013	1630	Barbara Garaside	Reg	Registration		MLGSCA JM2013	175.00	14,146.50
	Deposit	05/22/2013	001405163	UCLA	Reg/Hous/Exhib for Deener, Ham, Carr...	Registration		MLGSCA JM2013	2,337.09	16,483.59
	Deposit	05/22/2013	1547	Mina Davenport	Reg/CE/Housing	Registration		MLGSCA JM2013	476.02	16,961.61
	Deposit	06/18/2013	3351	MLGSCA	Cvent regis DISCOVER cc	Registration		MLGSCA JM2013	1,606.00	18,567.61
	Deposit	06/18/2013	3350	MLGSCA	Cvent regis AMEX	Registration		MLGSCA JM2013	11,151.60	29,719.21
	Deposit	06/18/2013	3362	MLGSCA	Cvent regis MC	Registration		MLGSCA JM2013	6,127.18	35,846.39
	Deposit	06/18/2013	376628	Tyler & Francis	housing nugen/defeat/	Registration		MLGSCA JM2013	226.02	36,074.41
	Deposit	06/18/2013	199764	So Calif Univ Health Sci	K Smith regis, CE2, housing 2 nights, J Duffels no	Registration		MLGSCA JM2013	1,175.60	37,250.01
	Deposit	06/18/2013	2224542	Sharp	Regis Jackie Davis	Registration		MLGSCA JM2013	258.46	37,508.47
	Deposit	06/18/2013	1409	Kathy Parker	CE 3	CE		MLGSCA JM2013	75.00	37,583.47
	Deposit	06/18/2013	1224	Jackie Davis	CE3	CE		MLGSCA JM2013	75.00	37,658.47
	Deposit	06/18/2013	2222112	Sharp	regis D. Bucsil A. Sharpe	Registration		MLGSCA JM2013	300.00	37,958.47
	Deposit	06/18/2013	597	Helen Chang	regis, CE2, 2 night housing	Registration		MLGSCA JM2013	476.02	38,434.49
	Deposit	07/18/2013	5563	Lisa Marks	Registration & housing	Registration		MLGSCA JM2013	403.02	38,839.51
	Deposit	07/18/2013	3354	MLGSCA	Cvent registration	Registration		MLGSCA JM2013	15,609.98	54,449.49
	Deposit	07/18/2013	176	Marie Carter	CE1 and CE4	CE		MLGSCA JM2013	150.00	54,599.49
	Deposit	08/28/2013	199987	So Calif Univ Health Sci	CE3 for Kathleen Smith, CE4 for Jeanette Duffels	CE		MLGSCA JM2013	200.00	54,799.49
	Deposit	08/28/2013	W04467300	Western Univ	for Frances Chu housing	Registration		MLGSCA JM2013	226.02	55,027.51
	Deposit	08/28/2013	558	Janice Young	registration	Registration		MLGSCA JM2013	250.00	55,277.51
	Deposit	08/28/2013	02621881	Cedars-Sinai Med Center	registration and CE2 and 2 night housing for Janet	Registration		MLGSCA JM2013	526.02	55,805.53
	Deposit	09/16/2013	3449	MLGSCA	finalizing amount due to JM13 from Cvent - 11,326.	Registration		MLGSCA JM2013	8,184.59	63,990.12
Total Program Income									63,990.12	63,990.12
Total Income									69,340.42	69,340.42
Gross Profit									69,340.42	69,340.42
<b>Expense</b>										
<b>Bank Charges</b>										
	Check	09/20/2012			Service Charge			MLGSCA JM2013	64.00	64.00
	Check	03/29/2013			Service Charge			MLGSCA JM2013	16.00	80.00
	Check	04/29/2013			Service Charge			MLGSCA JM2013	16.00	96.00
	Check	05/31/2013			Service Charge			MLGSCA JM2013	16.00	112.00
Total Bank Charges									112.00	112.00
<b>Business Expenses</b>										
	Check	11/11/2013	1031	MLGSCA	Cvent overage 12 trans x 4.44			MLGSCA JM2013	53.28	53.28
Total Business Expenses									53.28	53.28
<b>Continuing Education</b>										
	Check	03/11/2013	1	MLA	MLA Course Drug Info	Continuing Education		MLGSCA JM2013	125.00	125.00
Total Continuing Education									125.00	125.00
<b>Facilities and Equipment</b>										
<b>Equip Rental and Maintenance</b>										
	Check	07/09/2013	8	Recorded Memories	photo booth			MLGSCA JM2013	550.00	550.00
Total Equip Rental and Maintenance									550.00	550.00
<b>Facilities and Equipment - Other</b>										
	Check	03/14/2013	2	UC Regents	deposit for UCSD	Facilities		MLGSCA JM2013	2,100.00	2,100.00
	Check	06/19/2013	5	UC Regents	Payment 2 to UCSD			MLGSCA JM2013	35,952.05	38,052.05
	Check	06/26/2013	6	Barworks	Bev for Opening Reception			MLGSCA JM2013	886.88	38,940.93
	Check	07/05/2013	7	UC Regents	dep catering			MLGSCA JM2013	2,945.65	41,886.58
	Check	07/18/2013	10	UC Regents	balance of catering			MLGSCA JM2013	2,769.17	44,655.75
	Check	07/22/2013	11	Barworks	Balance Bev for Opening Reception			MLGSCA JM2013	1,122.57	45,778.32
	Check	07/26/2013	1018	UC Regents	balance of catering - tablecloths			MLGSCA JM2013	162.00	45,940.32
	Check	08/28/2013	1029	UC Regents	final balance			MLGSCA JM2013	3,883.13	49,823.45
Total Facilities and Equipment - Other									49,823.45	49,823.45
Total Facilities and Equipment									50,373.45	50,373.45
<b>Operations</b>										
<b>Postage, Mailing Service</b>										
	Check	05/03/2013	4	Ellen Aaronson	postage for deposit to UCSD			MLGSCA JM2013	11.96	11.96
	Check	07/22/2013	1017	Ellen Aaronson	Reimbursement FedEx x 2			MLGSCA JM2013	31.53	43.49
Total Postage, Mailing Service									43.49	43.49
<b>Printing and Copying</b>										
	Check	06/20/2013	1026	Amy Chatfield	Publicity reimbursement			MLGSCA JM2013	465.91	465.91
	Check	06/20/2013	1027	Lisa Marks	CE reimbursement			MLGSCA JM2013	22.76	488.67
Total Printing and Copying									488.67	488.67
<b>Supplies</b>										
	Check	07/22/2013	1012	Mike Kronenfeld	reimbursement for meeting lanyards			MLGSCA JM2013	288.00	288.00
Total Supplies									288.00	288.00
Total Operations									820.16	820.16
<b>Other Types of Expenses</b>										
	Check	07/17/2013	9	Nita Mallander	50% CE 50% Plenary - gifts			MLGSCA JM2013	270.45	270.45
Total Other Types of Expenses									270.45	270.45
<b>Travel and Meetings</b>										
<b>Honorarium</b>										
	Check	07/22/2013	1013	Lee Rainie	Plenary honorarium			MLGSCA JM2013	1,000.00	1,000.00
	Check	07/22/2013	1014	Connie Schardt	CE honorarium			MLGSCA JM2013	400.00	1,400.00
	Check	07/22/2013	1015	Bart Ragon	CE honorarium			MLGSCA JM2013	200.00	1,600.00
	Check	07/22/2013	1016	Gabe Rios	CE honorarium			MLGSCA JM2013	200.00	1,800.00
Total Honorarium									1,800.00	1,800.00
<b>Travel</b>										
	Check	08/06/2013	1019	Connie Schardt	airfare			MLGSCA JM2013	487.70	487.70
	Check	08/06/2013	1020	Manolo Pizman	travel and expenses			MLGSCA JM2013	786.28	1,273.98
	Check	08/06/2013	1021	Dale Jones	travel			MLGSCA JM2013	38.00	1,311.98
	Check	08/06/2013	1022	Lee Rainie	travel and expenses			MLGSCA JM2013	773.80	2,085.78
	Check	08/06/2013	1023	Bart Ragon	travel and expenses			MLGSCA JM2013	872.10	2,957.88
	Check	08/06/2013	1024	Gabe Rios	travel and expenses			MLGSCA JM2013	734.37	3,692.25
	Check	08/06/2013	1025	Stephen Abram	travel and expenses			MLGSCA JM2013	1,305.86	4,998.11
	Check	08/28/2013	1028	Amy Chatfield	travel and expenses			MLGSCA JM2013	177.29	5,175.40
Total Travel									5,175.40	5,175.40
<b>Travel and Meetings - Other</b>										
	Check	04/14/2013	3	Nita Mallander	travel to site meeting	Tri-Chairs		MLGSCA JM2013	185.60	185.60
Total Travel and Meetings - Other									185.60	185.60
Total Travel and Meetings									7,161.00	7,161.00
Total Expense									58,915.34	58,915.34

Medical Library Group of Southern CA&AZ  
Profit & Loss Detail  
All Transactions

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Net Ordinary Income								10,425.08	10,425.08
Net Income								10,425.08	10,425.08



# Waves of Change, Oceans of Opportunity

Joint Meeting of the MLGSCA/NCNMLG  
La Jolla, CA July 24-26, 2013



Don't forget to fill out the conference evaluation survey:  
<https://www.surveymonkey.com/s/2013jointmeetingeval>

# Official Joint Meeting Program

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The MLGSCA/NCNMLG Joint Meeting 2013 is not sponsored by the University of California. The views expressed at the conference are not supported or endorsed by the University of California and/or UC SAN DIEGO.



# Meeting at a Glance

## Wednesday July 24

Registration

CE 8:00-12:00  
Evidence Based Practice Follow  
Up  
Connie Schardt  
Marshall College Room

CE 8:00-12:00  
Public Health Information on the  
Web  
Kay Deeney  
Computer Lab  
Biomedical Library

CE 1:00-5:00  
Mobile App Therapy  
Bart Ragon & Gabe Rios  
Marshall College Room

CE 1:00-5:00  
Finding Drug Information Online:  
The DI Center Approach  
Amy Chatfield & Mary White  
Computer Lab  
Biomedical Library

5:30-6:30  
Welcome Reception  
Exhibit Hall  
Ballroom B

## Thursday July 25

Registration

6:30-8:30  
Breakfast  
Warren Dining

8:30-8:45  
Welcome Address  
East Ballroom

8:45-9:45  
Plenary:  
Stephen Abram  
Title: Oceans of Information & the  
Drowning Health Disciplines  
End-User  
East Ballroom

9:45-10:30  
Exhibits/Coffee Break  
Ballroom B

10:30-12:00  
Contributed Papers  
3 sessions:  
Forum, Muir Conference Room,  
Ballroom A

12:00-1:30  
Lunch  
Warren Dining

1:30-3:00  
Exhibits/ Posters  
Ballroom B

3:00-4:00  
Round Table Sharing  
East Ballroom

4:00-4:30  
Exhibits  
Ballroom B

4:30-5:30  
Business Meetings  
NCNMLG – Muir College Room  
MLGSCA – Forum

5:30-7:00  
Dinner  
Warren Dining

## Friday July 26

Registration

6:30-8:30  
Breakfast  
Warren Dining

7:30-8:30  
MLA/RML Update  
East Ballroom

8:30-9:30  
Plenary:  
Lee Rainie  
Title: E-Patients and Their Hunt for  
Health Information  
East Ballroom

9:30-10:15  
Exhibits/Coffee Break  
Ballroom B

10:15-11:45  
Contributed Papers  
3 sessions:  
Forum, Muir Conference Room,  
Ballroom A

12:00-1:30  
Lunch  
Warren Dining

1:30-2:30  
Plenary:  
Marcelo Fiszman  
Title: Semantic MEDLINE: An  
Advanced Information  
Management Application for  
Biomedicine  
East Ballroom

2:30-4:00  
Exhibits/ Coffee Break  
Ballroom B

4:00-5:00  
Conference Wrap Up

5:30-6:30  
Dinner  
Warren Dining

Event titles and locations subject  
to change

Additional sessions may be added

## Welcome Message from Tri-Chairs

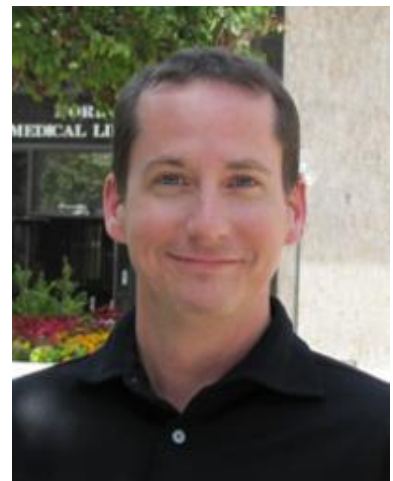
On behalf of the entire 2013 Joint Meeting Planning Committee, we would like to invite you to the 2013 Joint Meeting of the Medical Library Group of Southern California & Arizona (MLGSCA) and the Northern California and Nevada Medical Library Group (NCNMLG), July 24-26, 2013 to be held at the Price Center at University of California, San Diego in La Jolla, CA.

We've investigated a slightly different model for this year's Joint Meeting by scheduling the events to be held at the Price Center at the University of California, San Diego instead of a hotel or resort. This will allow us to keep registration costs low while still offering a comfortable setting and exciting on-campus experience. The 2013 Planning Committee has worked hard to put together a program filled with high quality instructors, engaging speakers and plentiful opportunity to showcase your hard work and innovation to your peers - all in a lively and stimulating environment!

The 2013 MLGSCA/NCNMLG Joint Meeting is sure to be professionally engaging and the locale offers plenty of on and off campus fun. Thank you for joining us in beautiful La Jolla!

Your 2013 Joint Meeting Tri-Chairs-

Nita Mailander, Danielle Linden & Robert Johnson





## Speakers

Stephen Abram, MLS

Oceans of Information and the Drowning Health Disciplines End-User

Plenary 1, July 25, 8:45-9:45 AM, East Ballroom



Stephen Abram is a strategy and direction planning consultant for libraries and the information industry as managing principal at Lighthouse Partners, an associate of Dysart & Jones. He is a renowned library trend watcher and innovator and author of *Stephen's Lighthouse* blog, one of the most popular blogs in librarianship. He has been president of the Ontario Library Association, the Canadian Library Association and the Special Libraries Association. He received the 2011 CLA Outstanding Service to Librarianship Award in June 2011. He has held international executive leadership positions at Cengage Learning (Gale), SirsiDynix, Thomson, ProQuest Micromedia, and IHS. He has lead several libraries and served on the advisory boards of six LIS schools. He was listed by *Library Journal* as one of the top 50 people influencing the future of libraries as one of the first LJ "Movers and Shakers." He has been awarded the SLA's John Cotton Dana Award as well as being a Fellow of the SLA. He was Canadian Special Librarian of the Year and Alumni of the Year for the Faculty of Information iSchool at the University of Toronto where he received the 2010 Outstanding Teaching Award. He speaks internationally on innovation, technology, marketing and strategic success in libraries and is the author of hundreds of articles and ALA Editions' bestselling *Out Front with Stephen Abram*.

## Lee Rainie

### E-patients and Their Hunt for Health Information

Plenary 2, July 26, 8:30-9:30 AM, East Ballroom



Lee Rainie is the Director of the Pew Research Center's Internet & American Life Project, a non-profit, non-partisan "fact tank" that studies the social impact of the internet. Lee is a co-author of *Networked: The new social operating system* that was released this spring by MIT Press. He also has co-authored five books about the future of the internet that are based on Project research. Prior to launching the Pew Internet Project, Lee was managing editor of the newsmagazine U.S. News & World Report.

## Marcelo Fiszman, M.D., Ph.D.

### Semantic MEDLINE: An Advanced Information Management

### Application for Biomedicine

Plenary 3, July 26<sup>th</sup>, 1:30-2:30 PM, East Ballroom



Marcelo Fiszman has an M.D. from the State University of Rio de Janeiro and a Ph.D. in biomedical informatics from the University of Utah. He was awarded a postdoctoral fellowship in biomedical informatics at the National Library of Medicine (NLM) and is currently a research scientist there. His work focuses on natural language processing algorithms that exploit symbolic, rule-based techniques for semantic interpretation of biomedical text. He is also interested in using extracted semantic information for automatic abstraction summarization. These efforts underpin Semantic MEDLINE, which is currently under development at NLM. This innovative biomedical information management application combines document retrieval, semantic interpretation, automatic summarization, and knowledge visualization into a single application.

## Papers and Lightning Talks

### Paper Session 1, Ballroom A, July 25, 10:30 am – 12:00 pm

Moderator: Michael Kronenfeld, MLS, MBA, AHIP Distinguished, University Librarian, A.T. Still Memorial Library, A.T. Still University of the Health Sciences, Mesa, AZ.

**The Emerging Role of the Health Sciences Librarians at the University of California, Irvine.** Linda Suk-Ling Murphy, MLIS, Ayala Science Library, University of California, Irvine, CA; Stephen L. Clancy, MLS, Ayala Science Library, University of California, Irvine, CA; and Bethany R. Harris, MSI, Ayala Science Library, University of California, Irvine, CA.

Background: In recent years, libraries have faced transformational changes in user environments, technologies, and information seeking behaviors. Academic health sciences (HS) librarians have been the early adopters of technological innovations to meet research, instruction, and digital information needs.

Objectives: This presentation shares the vital role HS Librarians serve at the University of California, Irvine (UCI) and how the UCI Libraries modernized its service model by implementing creative service provision, supporting collaborative research and instruction, and embracing technological change in the digital era.

Methods: Due to a dramatic decrease in reference desk transactions, we discontinued staffing the Ayala Science Library reference desk. In an effort to reach out to our users at the point of need, librarians are providing virtual reference through 24/7 chat services and digital video conferencing via Google+ Hangout and join.me platforms. The Libraries also utilize Web 2.0 applications (Facebook, Twitter, YouTube, Pinterest, RSS feeds, etc.) to keep users informed and engaged.

Discussion: The HS Librarians are working with the UCI Institute for Clinical and Translational Science to design workshops and an online help guide that will assist researchers in complying with the NIH Public Access Policy. We educate our faculty and researchers in the areas of scholarly communications by introducing open-source resources, bibliometric tools, and bibliographic software that can improve the visibility of their research and publications.

We offer guidance on managing, preserving, and increasing access to researchers' digital data sets via the UC3 (University of California Curation Center) tools and services.

Librarians actively collaborate in instruction and curriculum planning for nursing science and undergraduate medical education (UGME). We assisted with the implementation of the iMedEd Initiative iPad curriculum. We regularly attend the meetings of nursing faculty, the Committee on Education Policy, the Clinical Clerkship Director, and the Nursing Program's annual retreat. EBM/EBP instruction is integrated into several areas of the nursing science program, UGME, graduate, and postgraduate courses. In an effort to create a more engaging and interactive learning environment with the medical students, we recently work with the School of Medicine Technology Group to pilot test two audience response systems (LiveClass Tech and Top Hat) during the Pediatrics and Family Medicine Clerkships EBM orientations.

Conclusions: While there are abundant opportunities for collaboration and innovation, like others, we face many challenges. In this presentation, we will share our experiences and challenges that we have encountered.

**Wearing your IT Shoes: The Liaison Librarian's Role in Emerging Technologies.** Amy J. Chatfield, MLS, Information Services Librarian, Norris Medical Library, University of Southern California, Los Angeles, CA; Lynn Kysh, MLIS, Information Services Librarian, Norris Medical Library, University of Southern California, Los Angeles, CA; Annie Hughes, MSLS, Information Services Librarian, Wilson Dental Library, University of Southern California, Los Angeles, CA.

Objective: Providing formal and informal training on instructional technologies provides an opportunity for librarians to fill this knowledge void, extend their liaison work, and support the greater educational goals of their institutions.

Background: Technology plays an ever-increasing role in academic and professional work.

Faculty and staff are asked to:

- Use Course Management Systems such as Blackboard
- Find and use apps on mobile devices
- Collaborate using citation management programs and document-sharing software

- Include multimedia in lectures and presentation

Learning to use instructional technologies is daunting for many faculty members and the levels of training and support provided by their departments differ widely.

Results: The USC Health Sciences Libraries provide a variety of training models to help faculty and staff use instructional technologies. The Dentistry liaison librarian teaches sessions on the use of Blackboard and mobile technologies; the Pharmacy liaison librarian provides group and individual training on TurningPoint, citation management software, and TurnItIn.com; and the Medicine liaison librarian facilitates technology briefings at monthly faculty meetings and provides individualized training sessions on using mobile devices and incorporating multimedia into presentations.

Conclusions: Librarians keep up-to-date with new and emerging technologies, identify the instructional technology needs of faculty, and promote the instruction and support service they provide in this area. Benefits that faculty and the library gain from this instruction, and lessons learned by librarians for improving instructional technology support are also shared.

**Oceans of Opportunity: The Emerging Research Informationist Role.** Lisa Federer, MLIS, MA, AHIP; Research Informationist, UCLA Louise M. Darling Biomedical Library, Los Angeles, CA.

Objective: This presentation will explore opportunities for librarians to collaborate with research teams through the emerging “research informationist” role.

Background/Methods: Thanks to an NIH/NLM grants, librarians around the country have begun working as embedded informationists with NIH-funded research teams.

Results: Though the grant is still ongoing, initial results have suggested that research informationists provide services that are valued by researchers and have an impact on the final research product.

Conclusions: Though traditional library services have generally focused on the finished product of the research process – the peer-reviewed literature – librarians have expertise that can help researchers create better research output in the form of more useful data. This presentation will focus on core competencies for research informationists, considerations in

beginning a research informationist program, and practical examples of opportunities to collaborate with and assist patrons who perform clinical or basic science research.

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## **Paper Session 2, John Muir Room, July 25, 10:30 am- 12:00 pm**

Moderator: Ellen Aaronson, MLS, AHIP, Medical Librarian, West Hills Hospital & Medical Center, West Hills, CA.

**Librarians & EBP: Teaching Nurses in an Evidence-Based Practice Fellowship.** Michelle Henley, MLS, Coordinator, Instruction & Consultation Services, Barnett Briggs Medical Library, San Francisco General Hospital, San Francisco, CA.

Objective: The Evidence-Based Practice (EBP) Fellowship, sponsored by the University of California, San Francisco, is a series of workshops designed to guide nurses who are developing their EBP roles. Twenty-three nurses from various San Francisco area hospitals, including San Francisco General, participated in the fellowship. This paper will describe the Library's recent involvement in teaching the fellowship and suggest changes for subsequent fellowships.

Background/Methods: During the six month program, fellows were expected to plan and implement a change project that addressed an identified clinical practice problem, based on best available evidence. In December 2012, the Barnett-Briggs Medical Library was asked to teach an introductory and a hands-on session to workshop participants on how to search for this evidence. The introductory provided a very brief description of EBP literature, while the hands on session examined different types of EBP literature, how to find these using PubMed, and how to translate the PICO question format into a search statement in PubMed.

Results: The sessions were well received by the program coordinators and participants, but there were many lessons learned: 1) expand the introductory session so there is more time in the hands-on for actual searching, 2) get feedback from participants on project search needs prior to the hands-on session, 3) seek out participation by the Library at an earlier stage in the fellowship planning, and 4) provide a formal evaluation form to workshop participants after each session.

Conclusions: The Library plans to continue its involvement with the EBP Fellowship and apply these lessons in planning next year's workshops.

**UC Medical Librarian's Contributions to Evidence-Based Health Policy Research &**

**Legislative Decision-Making in California.** Min-Lin Fang, MLIS, Education and Information Consultant, University of California at San Francisco, San Francisco, CA; Bruce Abbott, MLS, Resource Librarian, Blaisdell Medical Library, University of California at Davis, Sacramento, CA; Steve Clancy, MLS, Research Librarian for Health Sciences and Nursing Science, Ayala Science Library/Grunigen Medical Library, University of California at Irvine, CA; Penny Coppernoll-Blach, MLS, Reference Coordinator, Biomedical Library, University of California at San Diego, La Jolla, CA.

Objective: This presentation provides information on how the unique contributions medical librarians at University of California (UC) SF, Davis, Irvine and San Diego can make in support of evidence-based health policy research and health benefits –related legislative decision-making in California.

Background/Methods: California Health Benefits Review Program (CHBRP) was established under the UC Office of the President in 2002 to provide timely, evidence-based analyses of medical effectiveness and the cost and public health impact of proposed health benefit mandates. These analyses assist the Californian State Legislature's decision-making. Medical librarians from UC SF, Davis, Irvine, and SD play an influential role in the CHBRP team, which also includes faculty and researchers with expertise in clinical medicine, public health, health economics and health policy from multiple UC campuses. Medical librarians utilize their searching skills and knowledge of appropriate resources to conduct literature search and compile relevant evidence-based literature for team to conduct systematic analysis.

Results: Each analysis summarizes sound scientific evidence. It is an independent report without bias and does not make any policy recommendation. Most importantly, it helps California legislators make important evidence-based health benefit policy.

Conclusions: UC medical librarians successfully played a significant role in expert searching and information evaluation in support of evidence-based health policy research and legislative

decision making in California. Librarians also gained invaluable working knowledge of the California legislative process and a variety of issues related to health benefits. In addition, it's a very unique accomplishment that the CHBRP team leverages multi-disciplinary expertise from several UC campuses to provide high-quality and independent analyses of health insurance benefit mandates for the State Legislature in California.

**Novel Approach to Community Faculty Outreach: The Charles R. Drew University Health Sciences Library Pilot.** Darlene Parker Kelly, MSLS, Director, Health Sciences Library and Learning Resource Center, Charles R. Drew University, Los Angeles, CA.

**Objective:** The goals of the project were to: (1) teach and promote the use of the National Library of Medicine (NLM) resources, (2) develop a curriculum that will demonstrate the use of NLM's resources, and (3) discuss how NLM's resources can be used by community faculty and their partners.

**Methods:** The study design was exploratory, based on a needs assessment from the group of community participants. Members were interested in becoming faculty but lacked some knowledge of how to find research articles on their topics of interest. The sample size was thirteen, with two of the community participants taking on the role of facilitators and working weekly with the library director. Discussions on how to implement workshops were vetted with the facilitators, and collaboratively decisions were made on how to deliver the information sessions.

**Results:** Participants were not aware of all of the health information resources that were available from NLM. There were a number of thematic responses where participants indicated that the training sessions were extremely beneficial to the understanding of how to conduct research and to search for evidence to support the research.

**Conclusions:** Community faculty demonstrated knowledge and the abilities to use NLM's resources and integrate the use of these resources into their lectures, community engagement activities, and their scholarly communications. A follow-up study is proposed for summer 2013.

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### **Paper Session 3: The Forum, July 25th, 10:30 am – 12:00 pm**

Moderator: Jackie Davis, MLIS, Consumer Health Librarian, Sharp HealthCare, San Diego, CA.

**Navigating the waters of cross-institutional collaboration.** Jin Wu, Emerging Technologies Librarian, Norris Medical Library, University of Southern California, Los Angeles, CA; Megan Curran Rosenbloom, Head of Metadata & Content Management, Norris Medical Library, University of Southern California, Los Angeles, CA.

Objective: To share our experience conducting a technology survey collaboratively across multiple academic institutions.

Background: Librarians have long constructed research instruments like surveys to answer questions that will help them provide better service to their patrons. While there are plenty of resources regarding best practices regarding survey construction, there is not much guidance about how to share survey instruments with other institutions for cross-institutional collaboration.

Results: From constructing the instrument to early testing to strategies for approaching potential collaborators, this paper will focus on best practices for sharing an instrument with other institutions in a way to ensure the best useable data. Lessons from the implementation of a multi-institutional technology survey will be shared, with opportunities given for expansion of collaborations into wider realms and on a longitudinal basis.

Conclusions: When working with multiple institutions, careful planning is required to make sure every participating institution is using the same instrument. Collective data can be used and compared in different ways only when the data is valid.

**Training Library Staff to Provide Excellent Customer Service: Opportunities for Collaboration and Leadership.** Nancy Olmos, MSLS Candidate, Library Assistant; Wilson Dental Library, University of Southern California, Los Angeles, CA.

Objective: The University Libraries required a refresher training on providing excellent customer service. This paper touches on the development of training materials for supervisors, support staff and student library assistants at a smaller health sciences library.

The focus is on opportunities for collaborative work and input from support staff and student library assistants.

**Background/Methods:** The University Libraries provided training sessions for library supervisors. Each library unit, including our health science library held their own training for librarians and support staff. Additionally, the library required support staff to provide training for student library assistants. Supervisors provided the original PowerPoint slides, but encouraged staff to develop their own training materials as they saw fit. Staff included a multimedia presentation and problem-solving discussions for interactive training sessions.

**Results:** By having each group of staff facilitate the next group, it flattened an otherwise hierarchical system and allowed all involved to provide their input in a smaller group setting. Resulting in a greater understanding of: 1. our purpose as a library, 2. how we represent the library, 3. who our patrons are and most importantly a strong emphasis on 4. what great customer service looks like.

**Conclusions:** The opportunity for support staff to develop their “own” training led to an energized environment of creativity and camaraderie. Leadership roles are not always readily available for support staff. This training provided that opportunity, while fostering a collaborative environment between support staff and student library assistants, who generally have very little input on day to day library services.

### **Planning for Waves of Change: Disaster and Emergency Preparedness Health**

**Information in San Diego.** Naomi Broering, MLS, MA, Dean of Libraries, Pacific College of Oriental Medicine, San Diego, CA.

Typically disasters strike when least expected and they surprise everyone! The greatest disaster risks in San Diego, San Francisco, Nevada, and Arizona are wildfires, earthquakes, chemical or radiation hazards, terrorism, and even disease epidemics, including flu. How can we prepare ourselves for such events and how will they affect our libraries? Early in 2012, the Pacific College of Oriental Medicine (PCOM) launched an Emergency Preparedness Community Outreach program in San Diego, funded by the NN/LM PSR. Later that year, the College received an NLM award in collaboration with the SD County PHS which enabled

expansion of cross-training for first responders, librarians and community residents in San Diego County.

**Objective:** The project goals are to encourage emergency preparedness, and share knowledge of NLM disaster information. Specific objectives are: to promote a mutual understanding of information needs of first responders, librarians and the public; to provide cross training and heighten awareness on how to access NLM disaster resources; and to share information needs with librarians who are primary information providers during crises.

**Background/Methods:** The program services were well received and successful from the start. Numerous training mini-conference and workshops have been conducted for both groups and community residents since 2012. Instructional materials developed for distribution to attendees are popular; many take extra handouts for friends and colleagues. Training includes access to the NLM's online disaster, emergency preparedness information websites, and the SD County Public Health Services (SDPHS) online emergency resources available for times of crisis. Access to NLM DIMRC, WISER, MedlinePlus including Mobile Apps is shown on an iPad shown to attendees during training.

**Results:** To date over 24 sessions, 2 major conferences, and 3 health fairs reaching 1,850 attendees have been conducted; more are planned. The advantage of working with the County PHS and support agencies is that it has established a mutual understanding between first responders and information providers (librarians). The project also encourages library-partnering arrangements for backup disaster information services. The NN/LM mutual library assistance toolkit is shared with librarians. Assessment survey data substantiate the project is an immense success.

**Conclusions:** The project reinforces role of medical libraries as critical information providers to the community as well as to emergency workers and health care providers. Value added benefits are that while learning how to access disaster information on MedlinePlus, attendees also learn how to use it for health information topics. The capability of downloading NLM Mobile Apps for wireless information access is invaluable.

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### **Paper Session 4: John Muir Room, July 26, 10:15 am - 11:45 am**

Moderator: Marsha Kmec, BS, MLS, Distinguished AHIP Member, Librarian, Mission Hospital, Mission Viejo, CA.

**Library-Hospitalist Partnership: Working toward Improved Patient Care.** Peggy Tahir, MLIS, MA, Education and Copyright Librarian, Evans Whitaker, MD, MLIS, Education and Information Consultant for Medicine; UCSF Library & Center for Knowledge Management, University of California, San Francisco, CA; Bradley Monash, MD, Hospitalist, University of California Medical Center, San Francisco, CA.

**Objective:** Librarians attend a regularly scheduled case-based hospitalist conference and provide evidence-based resources to assist Hospitalists with difficult cases. A private social networking and collaboration tool is used to record the events of the meeting including search results and links to pertinent papers contributed to facilitate case-based learning.

**Background/Methods:** UCSF Medical Librarians were invited to attend the twice monthly Division of Hospital Medicine Cases and Conundrums Conference. In each meeting 2-4 cases are presented by and to Hospitalist faculty for discussion and input. Occasionally, follow-up reports to past cases are discussed. During the meeting, a deidentified summary of each case is posted to Chatter, a secured collaboration tool similar to Facebook. The librarians contribute real-time literature searching for pertinent high-quality evidence-based medical information to assist with complex diagnostic and therapeutic decision-making discussed during this meeting. At the close of each meeting, unanswered questions are identified by the group. Literature searches are performed and pertinent articles are posted to Chatter. All UCSF hospitalists have access to the secured Chatter feed and are able to read a précis of each case discussion and review pertinent medical literature asynchronously.

**Results:** We believe the immediate and short term feedback provided by pertinent high-quality literature augments the value of the conference to attendees. Attendees also receive CME credit for attending the conferences.

Conclusions: After a one year trial, we will survey hospitalist faculty to ascertain the perceived value of library participation in the conference and the utility of the social networking tool as a means to share the conference proceedings.

**MOOCs and the Health Sciences Librarian.** Saori Wendy Herman, MLIS, AHIP;  
Education/Technology Librarian, Marshall B. Ketchum University, Southern California  
College of Optometry, Fullerton, CA.

Objective: This paper introduces health science librarians to Massive Open Online Courses (MOOCs) by discussing the history, key structure, features, current implementation and potential opportunities for involvement.

Background/Methods: A series of literature searches were conducted in ERIC, Google Scholar, Library Literature & Information Science Index, LISTA and PubMed. All literature published up until 2013 were included with no exclusions on the article type.

Results: From the literature searches, a core set of articles on MOOCs were collected and summarized for this paper.

Conclusion: MOOCs are still in its early stages; as a result, there are a number of issues to resolve before it can fully become a viable alternative to the traditional academic model. This provides a unique opportunity for librarians to market and embed their services as an invaluable part of the MOOC structure. Further discussion on library involvement with MOOCs should be initiated.

**Open Educational Resources: A Rising Wave of Change and Opportunity.** Virginia  
Pannabecker, MA, MA (IRLS), AHIP, Health Sciences Librarian, Phoenix Downtown Campus  
Library, Arizona State University, Phoenix, AZ, Kevin Pardon, MLIS, AHIP, Health Sciences  
Librarian, Phoenix Downtown Campus Library, Arizona State University, Phoenix, AZ.

Objective: To explore currently available Open Educational Resources related to Health Sciences programs to increase available options for free, high quality, online educational materials to support Health Sciences faculty, researchers, and students in online, hybrid, and in-person courses at Arizona State University.

**Background/Methods:** Following the successful Open Access movement, the Open Education movement is expanding free, online access to Open Educational Resources (OERs), beyond research published in scholarly journals. Similar to the Open Access movement, Open Educational resources are of high quality, available for free, online, with minimal or no licensing restrictions. They include, but are not limited to: syllabi and course modules, open textbooks, and massive open online courses (MOOCs). Arizona State University (ASU) has many fully online degree programs from undergraduate to graduate level, as well as supplemental and continuing education certificates. ASU also has many hybrid programs and in-person courses that include online components. Instructors are often searching for online videos or other high quality, online educational materials that they can incorporate in their courses. OERs may provide some useful options. ASU Libraries became involved in Open Education Week in March 2013. To expand on our involvement and increase resource options at ASU, the presenters decided to begin identifying useful OERs for health sciences. To do so, the presenters searched for and evaluated 2-3 sources for OERs each and noted the advantages and/or disadvantages of each, as well as any highly useful specific OERs.

**Results:** The presenters will discuss the advantages and/or disadvantages of evaluated sources for Open Educational Resources and any highly useful specific OERs identified. We will also provide a brief overview of open source tools related to citation management.

**Conclusion:** Come to this presentation to explore the Open Education movement: hear about one research university library system's start with Open Education Week, and get an overview of free, online options for high quality Open Educational Resources in the Health Sciences.

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## Paper Session 5: The Forum, July 26, 10:15 am – 11:45 am

Moderator: Lisa Federer, MLIS, MA, AHIP; Research Informationist, UCLA Louise M. Darling Biomedical Library, Los Angeles, CA.

**Partnering to Bridge Organizational Silos.** Janet Crum, M.L.S., AHIP; Director, Library Services, City of Hope, Duarte, CA; Laura Brown, M.L.S., Clinical Librarian, City of Hope, Duarte, CA.

**Objective:** Collaborate with City of Hope's Human Resources Department to develop a book and film club focused on diversity and inclusion. The larger goal is to use books and films to engage staff throughout the organization in conversations about diversity issues related to the work done at City of Hope.

**Background/Methods:** Last year, City of Hope expanded its Diversity and Inclusion initiative, asking for suggested activities and volunteers to organize diversity-related groups. Sensing an opportunity, librarians suggested a Diversity and Inclusion Book and Film Club. Our partners in HR immediately saw the possibilities, and our initial meeting was filled with enthusiasm and excitement.

**Results:** The result of this partnership was the inaugural One City of Hope, One Story program, a series of events associated with the book, *The Immortal Life of Henrietta Lacks*. This program spanned four months, included hundreds of participants from a variety of clinical, research, and administrative departments, and featured discussion groups, panel presentations, and invited speakers. We also partnered with the Pasadena Public Library to allow the surrounding community to participate in our project.

**Conclusions:** This project demonstrated the power of a compelling story to bring people together across organizational silos and help them develop a deeper, more personal understanding of issues related to diversity, health disparities, and informed consent in biomedical research. It also demonstrated the power of collaboration, allowing the library to reach new audiences and have a significant impact on a key piece of the organization's mission and values.

**Health Information Ambassador Program.** Jackie Davis, MLIS, Consumer Health Librarian, Sharp HealthCare, San Diego, CA.

Objective: To bring quality health information to patients in the hospital; to engage patients in their health choices as well as educate.

Background: The Health Information Ambassador program is a partnership between the Volunteer Department and the Consumer Health Library at Sharp Memorial Hospital in San Diego, CA. The volunteers start their shift with the librarian and then they round in the hospital asking patients and families if they would like any further information about their health concerns. If so, the volunteer fills out the form and returns it to the librarian who locates and prints quality health information written with the consumer in mind. The volunteer then goes back to the patient with the information and also leaves the library's business card thus continuing the relationship beyond discharge.

Results: The program began in 2011 and continues today. There has been significant growth of the program which is captured quantitatively and volunteers "capture" stories each shift giving a qualitative assessment of the program as well. Over 30 different healthcare institutions have contacted the librarian for further information so that they might adapt the program for their setting.

Conclusions: 1. Volunteers are best suited for visiting the patients' rooms as they have the time to listen and offer this service. 2. The patients and families contacted by the volunteers are either eager for more information about their health concerns or are happy to have been asked. Librarians are very interested in finding ways to get information in the hands of the patients and address their needs beyond the walls of the physical library.

**Review of a Comparative Trial of UpToDate and ClinicalKey in the Context of the Evolution of an Academic Health Science's Library Shift to an Evidence-Based Digital Focus.** Michael Kronenfeld, MLS, MBA, AHIP Distinguished, University Librarian, A.T. Still Memorial Library, A.T. Still University of the Health Sciences, Mesa, AZ.



**Objective:** In this paper a comparative trial of UpToDate and Clinical Key will be discussed and data collected from a survey asking faculty and staff to review each product will be presented.

**Background/Methods:** In February of 2012, the AT Still Memorial Library ran a side by side trial of Elsevier's then new ClinicalKey product and Wolters Kluwer's UpToDate. At the conclusion of the trials in March the Library staff did a survey of the faculty and students of the University's two medical schools comparing the two products to assist the Library decision on which to subscribe to.

**Results:** Based on very positive results on both products the Library decided to subscribe to both. The results of the survey and the Library's decision were published as a brief in the April, 2013 issue of JMLA<sup>1</sup>.

**Conclusion:** The significant changes made in the Library's collections made to fund these subscriptions will be presented in the context of how the Library has shifted its focus to an Evidence-Based Medicine approach will be discussed. The final part of this presentation will present information on the response from these changes in the Library's collections and how accurately the survey results reflect the subsequent use of both products.

1. Kronenfeld M, Bay RC, and Coombs, W. Survey of user preferences from a comparative trial of UpToDate and ClinicalKey. JMLA, 2013, 101(2), 151-4. doi: [10.3163/1536-5050.101.2.011](https://doi.org/10.3163/1536-5050.101.2.011)

## **Paper Session 6: Lightning Talks; Ballroom A, July 26, 10:15 am – 11:45**

**am.** Lightning Talks are brief presentations regarding new services or new research.

**Moderator:** Amy J. Chatfield, MLS, Information Services Librarian, Norris Medical Library, University of Southern California, Los Angeles, CA.

**Diabetes Information Outreach to Latino/Hispanic Population of Pomona.** Frances Chu, MSN, MLIS, Associate Director of Reference & Outreach, Harriet K. & Philip Pumerantz Library, Western University of Health Sciences, Pomona, CA.

In 2011, the executive director of Harriet K. & Philip Pumerantz Library received the NN/LM Express Outreach award. Utilizing the award, the library in conjunction with one of the

colleges at Western University of Health Sciences decided to target the population in Pomona to promote MedlinePlus usage at the Pomona Public Library. This presentation will discuss the experiences of the academic librarians with the award and implementing the award from inception to completion including the positive and negative outcomes of the experience with future implications.

**Grant Thinking: New Opportunities Require Rethinking Information Literacies.** Marcia

Henry, Health Sciences Librarian, Oviatt Library, California State University, Northridge, CA.

This lightning talk introduces two recent grants which are exploring partnering opportunities to maximize library outreach to students at California State University Northridge. One grant is a NIH/NLM Outreach grant for the Women's Health Research portal funded to the Oviatt Library, the other is a grant funded to University Counseling by a California agency to promote an online magazine entitled Student Health 101.

**Better Communication, Better Outcomes: Improving HCAHPS Scores.** Andrea Harrow,

MLS, AHIP; Good Samaritan Hospital, Los Angeles, CA.

Hospital Consumer Assessment of Healthcare Providers and Systems (HCAHPS) scores reflecting on "Communication with Doctors" are below national benchmarks at our hospital. Medicare reimbursements are being withheld from hospitals that have poor HCAHPS satisfaction scores. Hospital administration is developing a number of strategies to address the problem through educational interventions and published reminders and materials. The medical librarian has been tapped to assist with the project by re-educating nursing staff about available multilingual patient education materials, coordinating CME, and educating staff in language/literacy issues. This brief talk will include a literature review of whether physician-patient communication affects patient outcomes. And also, do patient satisfaction scores correspond with improved patient safety/patient outcomes?

**A Link in the Chain: Measuring Hospital Libraries' Contribution to Care Quality.** Ana M.

Macías, MLIS, MPH, AHIP, Manager, Library Services Sacramento and Central Valley Areas, Kaiser Permanente, Sacramento, CA; Other contributors to this project: Rebecca Bayrer, Suzanne Beattie, Elizabeth Lucas, Dawn Melberg, Eve Melton.

This lightning talk will update a poster given at the 2011 NCNMLG/MLGSCA Joint Meeting, “Under Pressure: Making the Case for Hospital Librarians.” The present presentation discusses the ongoing implementation of a survey project to demonstrate hospital librarians’ value to the organization and their measurable support of its mission.

**How (Not) to Move a Library: Changes in the Library and the Job.** Mina Davenport, Professional Services Medical Librarian, Health Sciences Library, Children’s Hospital & Research Center Oakland, Oakland, CA.

The Health Sciences Library was in the Outpatient Center from April 1994 through Jan 2009. The 3,700 square foot space was designed specifically for the library. The 13,000 volume collection, comprised of approximately 4,000 book titles and 350 journal titles, plus other print and non-print materials, was wholly contained within the library space. The presentation discusses the experience of moving the 3,700 square foot library to a 1,000 foot space in the main hospital and includes changes in library usage, both internal and external; the unexpected changes in the librarian’s job; the reasons for some of the difficulties; and what went right. One positive aspect of the move is increased use of the physical library. The emotional impact of the whole experience, and the change in the job was a surprise.

**Lightning Tips and Tricks for Bringing Some Flash to Your Library’s Exhibits.** Megan Curran Rosenbloom, Head of Metadata & Content Management, Norris Medical Library, University of Southern California, Los Angeles, CA.

Many medical libraries have unique special collections or services that might go unnoticed by patrons. However many libraries have physical areas perfect for conveying these messages which go unchanged for years (or maybe even sit empty) because creating exhibits are perceived to be time-consuming and requiring special skills and materials. Good exhibits can help draw attention to a library’s treasures, services, and teach historical or practical lessons while enhancing a library aesthetically. In small institutions with fixed budgets, how can librarians put together impressive exhibits with little time and money? This talk will give some step-by-step instructions for identifying, researching, and mounting collections for display, as well as some technological tricks for making informative and eye catching exhibits for your library on a budget.

**Personal Statement & CV Workshops for Prospective Residents.** Annie M. Hughes, MSLS, Information Services Librarian, Wilson Dental Library, University of Southern California, Los Angeles, CA.

In 2011, several senior students at the Ostrow School of Dentistry of USC informally approached the librarian at the Wilson Dental Library and asked for help editing their personal statements for application to advanced specialty or residency programs. While there is a writing center on campus, providing this service enhances the library's visibility and value, and in 2012, the requests for help with statements and CVs increased and the realization that there is a necessity for this sort of service at our School became clear. This year the librarian developed a workshop on personal statement writing and CV creation, offered one-on-one consultations as well as a created a LibGuide devoted to resources on this topic.

**The Importance of Disaster Planning for Libraries...It Can Happen Here.** Janice M. Young, M.Ed., MLS, Medical Librarian, VA San Diego Healthcare System, San Diego, CA.

In the past twenty years, the forces of Mother Nature have caused catastrophic and costly damages in many regions of the country that has resulted in destructive and debilitating losses to libraries. Spanning a twenty-seven year career working as a professional civilian librarian and military Cryptologic Technician Administrator managing a classified materials library, I have had the great fortunes to be in the right places at all the wrong times. Having personally experience Hurricane Elena, (Florida-September 1985), Typhoon Iniki (Hawaii-September 1992), Northridge Earthquake (California-January 1994) and the Waldo Canyon Fire (Colorado-June 2012), it is a vital necessity for libraries to have a Standard Operating Procedure (SOP) playbook for natural disasters or general mishaps for those unexpected moments in life.

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## Posters

### Ballroom B, July 25, 1:30-3:00 pm

**1. Partnering on HIV/AIDS: Education, Awareness and Social Media.** Naomi C. Broering, Dean of Libraries; Gregory A. Chauncey, Consumer Health Instructor & Program Mgr, Stacy Gomes, VP, Academic Affairs; Jack Miller, President, Administration, Pacific College of Oriental Medicine, San Diego, CA.

The Pacific College of Oriental Medicine (PCOM) Library's partnership project, with ten (10) major San Diego (SD) community organizations, was funded by NLM (September 2012 to September 2013) to provide access training on HIV/AIDS information from NLM, NIH and DHHS agencies. The partners are SD County Public Health Service HIV, STD Branch, SD LGBT Center, Christies' Place, Being Alive, the libraries of SD Public, SD County and Chula Vista, First Lutheran Church, African Methodist Episcopal (AME) Churches, La Jolla Community Center, and PCOM's Clinic with affiliated UCSD Owens clinic.

Project goals are to improve delivery of HIV AIDS health care, education and awareness of NLM's quality health information by reaching-out to the afflicted, their families and health practitioners, and to introduce new HIV social media technologies to a diverse San Diego population.

The objectives are to: 1. Raise awareness of multiple Web2.0 technologies on HIV AIDS, including new NLM mobile capabilities, apps, social media, webinars, and online tutorials. 2. Provide instruction on how to access information on HIV AIDS from NLM's MedlinePlus, Pub Med, AIDS Info and related sources. 3. Conduct workshops at partner sites for San Diego's diverse population.

Conclusions: This ongoing collaborative effort offers superb outreach opportunities for use of NLM's HIV/AIDS information resources by a large multicultural community and health practitioners that serve the afflicted. Over 20 workshops and a major conference exhibit have reached 1,843 attendees. More workshops are planned during the project period. The community also benefits from the PCOM Library's web page resources, staff expertise and instructional materials.

## **2. Sharing Disaster Health Information and Emergency Preparedness in San Diego.**

Naomi C. Broering, Dean of Libraries; Gregory A. Chauncey, Consumer Health Program Mgr, Library; Stacy Gomes, VP, Academic Affairs; Jack Miller, President; Pacific College of Oriental Medicine, San Diego, CA.

This poster depicts collaborative activities, events and training conducted by the Pacific College of Oriental Medicine Library (PCOM), and the Public Health Services, Health & Human Services Agency, County of San Diego (SDPHS) to share disaster health and emergency preparedness information from the National Library of Medicine throughout San Diego. The PCOM library initiated an emergency preparedness outreach project funded by NNLM, PSR in May 2012 to conduct six community mini-conferences. It received a second award in September 2012 from NLM on disaster health information which helped broaden the services beyond original expectations. Participants include the SDPHS, CERT volunteers, medical workers, SD SLA, MLG and Public library groups and community users.

Project goals are: to improve awareness, access, and use of the NLM disaster health information resources needed by first responders, and to provide community librarians with disaster and emergency preparedness information for community users.

Objectives are to: 1. Provide health information sharing and access training workshops for SDPHS disaster and emergency first responders on NLM's disaster resources; 2. Conduct cross-training and awareness of the roles of emergency responders, health care support groups and librarians to share insights of each other's efforts, and include interested library users; 3. Feature NLM's disaster and SDPHS's emergency resources on PCOM's webpage to support training workshops.

Conclusions: The workshops cover NLM's Disaster Information Management Research Ctr (DIMRC), WISER, NLM mobile and MedlinePlus resources. Project achievements exceed original expectations (over 20 workshops, 2 conferences, and 3 fairs). Plans are to hold more workshops and respond to requests from libraries and community centers. The magnitude of this partnership is significant. It benefits the SDPHS services to 3.2 million SD County residents.

**3. Riding the Wave: Grant opportunity expands outreach programs, library collections, promotes active learning at California State University, Northridge.** Marcia Henry, Health Sciences Librarian; Anna Fidgeon, Digital Learning Initiatives Librarian; Lynn Lampert, Chair Reference & Instructional Services/ Gender & Women's Studies Librarian; California State University Northridge, Northridge, CA.

Oviatt Library, California State University, Northridge wrote a successful grant proposal to the NIH/NLM Office of Outreach Services early January 2013. The title of our project is "Women's Health Resources and Gender Research Differences: Outreach at California State University Northridge" and it must be completed by September 15, 2013. This short, intense project proposed to do the following: create digital learning objects (DLOs) to promote both the Women's Health Research portal website at <http://whr.nlm.nih.gov> and the free online sex differences courses at <http://sexandgendercourse.od.nih.gov> catalog all the databases and monographs purchased by the grant money with metadata acknowledging its funding source, speak to classes, departments and student organizations using 10 iPad minis purchased with grant money, and use blogs and various social networking communications for further outreach. This grant offers us the opportunity to break away from traditional lecturer-in-front-of-the-class sessions to being mobile in and out of the classroom. Librarians can roam the classroom with iPad minis to share NIH resources and instantly get feedback from the pre-and post-surveys. Additionally, the iPad minis can be brought to campus events and co-curricular activities, reaching an even wider audience. The poster will present the variety of outreach venues used (blog posts, Twitter, Google+, department, classes and student organization visits), offer sample of catalog records' metadata for items purchased, will present the digital learning objects created as well as offer hands on opportunities to interact with the DLO's and their pre and post tests for active learning.

**4. Thinking Green While Promoting Health Literacy: Using a Refurbished Computer as Motivation to Attend a Health Information Computer Class.** Rebecca A. Birr, Library Director; April Aguinaga, Medical Librarian; Health Sciences Library; Maricopa Integrated

Health System, Phoenix, AZ; Kathryn Nakagawa, Associate Professor, School of Social Transformation, Arizona State University, Tempe, AZ.

**Objective:** Through a National Library of Medicine AIDS Community Outreach Project grant, we created a program to provide a two part course that teaches skills to perform internet searches as well as locating reliable health information. The motivation of a refurbished computer is utilized to encourage completion of both courses.

**Methods:** A two part course was developed to educate the HIV/AIDS community with a focus on women and youth served by our hospital's Ryan White Part D Program, called the Community Strength Project. Tutorial 1 focuses on the fundamentals of internet skills and creating an email account. Tutorial 2 further builds those skills to locate reliable health information on the internet. Both tutorials are in English and Spanish. These tutorials are used as lesson plans in a hands-on course taught at the Family Learning Centers. Upon completion of both courses, the student is provided a refurbished computer. Students are given a pre and post test as well as a three month follow-up. Questions include basic demographics, internet use, types of information searched for, and use of the refurbished computer. This poster shares lessons learned from the project as well as data collected.

**5. Promoting the NLM/NIH Women's Health Resources Portal to Campus Users and Community Partners.** Ahlam A. Saleh, Information Services Librarian, Liaison, College of Medicine; Annabelle V. Nuñez, Information Services Librarian, Liaison, College of Public Health; Brooke L. Billman, AZHIN Librarian; Yamila M. El-Khayat, Outreach Services Librarian; Jeanette L. Ryan, Deputy Director; University of Arizona Health Sciences Library, Tucson, AZ.

The Arizona Health Sciences Library (AHSL) is engaged in a project that involves promoting the use of the Women's Health Resources (WHR) Portal developed by the National Library of Medicine in collaboration with the Office of Research on Women's Health (ORWH) of the National Institutes of Health to the University of Arizona (UA) campus community and to selected community agencies/organizations. AHSL conducted a needs assessment of UA researchers and clinical faculty working in women's health issues. The assessment involved



surveying faculty/staff, graduate students and health professionals to determine what women's health resources are currently being used, what barriers exist in using these resources, and to understand what training strategies are preferred by various user types. Instructional modules were created based on the results of the needs assessments and customized as needed for a variety of audiences. A separate module was developed for the E-promotores (community health workers) program. An inventory of women's health and sex and gender research materials currently held by the library is underway and there are plans to work with faculty to identify important new resources to add to the collection. In addition, a LibGuide was developed to supplement the WHR portal with local and regional resources. Pre-tests and post-tests will be used to evaluate success, as well as use statistics from the LibGuide.

**6. Community, Families, and Health Literacy in the Public Library.** Paula Maez, Librarian, Pima County Public Library, Tucson, AZ; Kara Mills, Intern/Graduate Student, School of Information Resources and Library Science at the University of Arizona, Tucson, Arizona

In partnership with and funding from the National Library of Medicine, the Pima County Public Library's Health Literacy Initiative Project has been created to support the library's health literacy initiative and Health Information Literacy team in developing a toolkit to build a capacity for women's health literacy awareness. The toolkit is to include sustainable programming, partnerships, and resources for library community engagement. The library's purpose is to make an impact on the community as a whole – because women are commonly the health care providers and decisions makers, women and their families have been specifically targeted. The library's health literacy initiative was sparked when the Pima County Public Library was given the lead on helping to address the issue of the lack of health education and literacy of Pima County Residents. This poster will describe the development, challenges, current stage of, and future plans of the project.

**7. Harnessing the Waves of Change: Identifying Opportunities for Instruction in a New Academic Program.** Claire Sharifi, Reference Librarian, Liaison to the School of Nursing and Health Professions Gleeson Library, University of San Francisco, San Francisco, CA.

New academic programs present unique opportunities and challenges for the integration of information literacy instruction. This poster discusses the creation of an information literacy instruction plan for a new Masters in Public Health (MPH) Program at the University of San Francisco (USF). The course integrated instruction plan addresses the MPH Program goals and objectives, as well as the Association of College and Research Libraries Information Literacy Competency Standards for Higher Education. In order to provide comprehensive, just-in-time instruction, while avoiding redundant sessions, all lessons are associated with specific class assignments and scheduled strategically throughout the six semester program. Prior to the implementation of this plan, library instruction was provided in response to requests from faculty members, which resulted in the first cohort of MPH students receiving redundant instruction, and the second cohort not receiving enough instruction.

Instruction is delivered in a variety of formats, including asynchronous instruction via screencasts and online assessments (first semester); in-person instruction in the library (third and fourth semester); and assigned one-on-one appointments with a librarian (sixth semester). The instructional screencasts introduce students to information literacy basics such as subject headings, Boolean operators, and introduction to library databases. The majority of screencasts were created in-house by USF librarians. Traditional classroom instruction is associated with research projects in the public health program planning course, environmental health course, and health policy course. Students are required to meet with the liaison librarian during the semester in which they complete their Capstone Project in order to address any research or information literacy skills deficits.

**8. What's In a Name?: the difference between a systematic review and a literature review and why it matters.** Lynn Kysh, Information Services Librarian; Norris Medical Library, University of Southern California, Los Angeles, CA.

A systematic review is a type of research methodology in its own right and plays an essential role in evidence-based practice. Ranked as one of the highest authoritative sources in health information, the systematic review synthesizes existing research through concise and clearly stated research methods with the goal to minimize bias.

But systematic reviews are often misunderstood. Students, faculty, and health professionals often use the term systematic reviews interchangeably with literature reviews or review articles and often lump them together with meta-analyses. The consequences of this misperception of systematic review are potentially severe; not only can this error lead to poorly executed systematic reviews, but also an inability to properly assess a systematic review before applying the information in evidence-based practice.

The goal of this poster is to highlight the key differences between a systematic review and a standard literature review. It will also include a discussion of the relationship between a systematic review and the statistical process of a meta-analysis. This information can be used to help health science librarians meet information literacy goals by teaching library users these key differences and emphasize the role that systematic reviews play in evidence-based practice, and ultimately lead to healthier patients.

**9. Reading the Tides: Identifying the Disparities between Student Confidence and Information Literacy Competence.** Valeria E. Molteni, Academic Liaison Librarian; Emily K. Chan, Academic Liaison Librarian; Dr. Martin Luther King, Jr. Library, San José State University, San José, CA.

Developing information literacy skills in undergraduate students is an ongoing and dynamic process. Awareness of student backgrounds is a major factor that can influence instructional techniques and pedagogy. With this in mind, a research project was developed to better understand a student population. During Fall 2012, a convenience sample of undergraduate Health Professions students were surveyed during library instructional sessions.

Demographic information, confidence in performing information literacy-related tasks, and mastery of information literacy questions were collected.

This poster will highlight the differences between students' self-reported mastery levels and their actual quiz results. Which demographic elements are correlated with students' levels of self-confidence? Does the sample reflect a population with unproven/unrealistic expectations regarding information literacy skills? Taking these aspects into account, how can librarians modify information literacy sessions to address these gaps? What are possible implications for medical and health science librarians who will support these individuals once they become professionals and enter the health sciences fields?

With a sample population of 239 surveyed undergraduate Health Professions students, this study will offer some insight and information about future health professionals and their needs and gaps in information competency. It is imperative that medical, health science, and clinical librarians understand some of the underlying assumptions that their users may bring with respect to their information competency skills.

**10. Librarian and Magnet, Magnet and Librarian, Mutual Benefit.** Linda Counts, Librarian; Sharp Grossmont, La Mesa, CA.

Sharp Grossmont achieved Magnet status in 2006. The librarian has supported the program as an active member of the Nursing Research council, Magnet application process, with educational support, and research classes. The nursing staff has used the library to obtain advanced degrees, ongoing process improvement projects, and have attended library research classes. The librarian has a presence on the nursing council webpage and recently began supporting a nurse evidence based research consortium representing five San Diego hospitals. The librarian's support and involvement has resulted in a 200% increase in library use and expansion of the patron base and library visibility.

**11. Supporting Evidence-Based Practice at UCSF and Beyond: The Library's Role.** Peggy Tahir, Education & Copyright Librarian; Evans Whitaker, Education and Information Consultant for Medicine; Min-Lin Fang, Education and Information Consultant for Nursing;

UCSF Library & Center for Knowledge Management, University of California, San Francisco, CA.

Evidence-based practice (EBP) is increasingly important in this era of cost-cutting in healthcare, effectiveness research, genomic medicine, advanced imaging techniques, and clinical and translational science. UCSF has schools of Dentistry, Medicine, Nursing, and Pharmacy, a joint graduate program in Physical Therapy (with San Francisco State University), and a Medical Center with multiple hospital locations. This poster showcases the role UCSF librarians play in supporting and promoting EBP. The library uses LibGuides to provide basic source materials on EBP, and EBP educational sessions are integrated directly into courses in the Schools. The concepts of EBP underlie an Information Retrieval and Management Learning Module presented to first year medical students; medical, dental, nursing and physical therapy students also receive in-person Evidence-Based Medicine classes. UCSF Librarians also teach courses on applying EBP concepts and conducting literature searches for systematic reviews to clinicians, managers, and researchers at the UCSF Medical Center and affiliated hospitals. By teaching the nurses how to efficiently find evidence-based nursing information, the Library played a critical role in helping the UCSF Medical Center nurses achieve the prestigious Magnet designation for excellence in nursing, which was awarded by the American Nurses Credentialing Center last year. The Librarians offer personal consultations for researchers conducting systematic reviews, and teach a course on systematic reviews for JBI, an evidence-based nursing database. One librarian is notably involved in a UC multi-campus program where she conducts comprehensive literature searches for the California Health Benefits Review Program to support evidence-based health policy decision making.

**12. The Nurse Informationist: Innovative Structures to Empower Nurses to Impact Practice and Patient Outcomes.** Adele Dobry, Nursing Informationist; Louise M. Darling  
Biomedical Library, University of California, Los Angeles, Los Angeles, CA.

Introduction: Staff nurses have an information need for valid research to support and create relevant policies and guidelines. One novel resource developed to meet their information needs is that of a nursing informationist. This role provides support, education and in-depth

research assistance by incorporating active participation into research classes, unit specific research sessions, and individual research consultations. Through these processes the nurse is encouraged to be innovative and think critically about policies and guidelines. The informationist also participates in monthly Clinical Practice Council (CPC) meetings collaborating with nurses to develop search strategies and review results. The informationist, in collaboration with the CPC, provides a forum to allow for the infusion of evidence based practice knowledge through group work, computer use, library resources, and consulting with other institutions and professional organizations. The purpose of this project was to identify the most common needs and requests nurses have while developing policies and guidelines.

Results: Three major nursing research needs were identified: learning how to access the Library website and Nursing Research Guide, choosing appropriate databases, and constructing searches within these databases. Nurses also benefit from learning skills such as saving searches, creating search alerts, and sharing citations within EndNote Web.

Summary: The direct impact on patient care through assisting nurses in the research and development process of guidelines makes being a nursing informationist rewarding. By learning to use these resources effectively, nurses can find valid research to support guidelines and do so in an efficient manner.

### **13. Consolidating Print Journals Across NCAL Kaiser Permanente Libraries – An Opportunity for Change.** Ana M. Macias, Manager Library Services, Sacramento and Central Valley Areas, Sacramento, CA.

The Northern California (NCAL) Kaiser Permanente Health Sciences Libraries consolidated their journal print collections in 2012. The consolidation eliminated print journals duplicated across 18 Medical Center libraries enabled the repurposing of existing library space and created a streamlined process for ordering and receiving Interlibrary Loans through the use of one DOCLINE account.

The renovation of an existing repository in 2010 and 2011 nearly doubled the storage space capacity of the facility, laying the groundwork for the consolidation of print journals across NCAL in 2012.

NCAL librarians developed criteria for print retention, scope of coverage, usage and collection analysis, space availability and acquisitions in late 2010. The consolidation process took nearly two years to complete. Once titles were identified for retention and/or elimination, the movement of hundreds of print journals from eighteen libraries throughout NCAL Medical Centers began. Progress for this specific project was tracked through the use of a LibGuide, which was updated regularly.

The repurposed library spaces have sparked a great interest, created a more modern look, and with the addition of Wifi access have become popular places for medical center staff. The consolidation of print journals has saved professional time and has enabled the Kaiser Permanente librarians to actively participate in more professional level work – regional research projects, medical center rounds and leveraging technology by creating online tools supporting the end user. The journal print consolidation in NCAL has facilitated the creation of a single and efficient document delivery system used by 18 libraries across NCAL Kaiser Permanente.

**14. Increasing Access to Electronic Journals by Consolidating Print Resources across Multiple Locations: One Organization's Journey.** Mary E. White, Director, Drug Information Library; Kaiser Permanente Drug Information Services, Downey, CA; Zoe Pettway Unno, Manager, Academic Affairs, Library Services; Kaiser Permanente Medical Library, Harbor City, CA.

Kaiser Permanente is a large health maintenance organization located in nine states throughout the United States. The Kaiser Permanente Health Sciences Libraries are located within the organization's medical centers in the California Regions and the Northwest Region. There are a total of 38 health sciences libraries within the Kaiser Permanente system nationwide. Originally, the libraries housed individualized print collections which frequently included duplicate titles. The libraries are linked via an online cataloged and organization's intranet called the Clinical Library, which initially hosted a small selection of shared electronic content.

The Libraries' administrative structure was quite different in each of the Regions. Some of the librarians reported through the hospital administration hierarchy, while others reported through the health plan structures. Each of the libraries had a separate budget for books, journals and library supplies. The Clinical Library was responsible for electronic journal/books and database purchases.

Senior leadership approved a proposal in 2011 to create a national online Library in an effort to more efficiently deal with rising costs for electronic content as well as diminishing budgets. The Librarians were tasked with moving as much journal print content to online by year end 2012. This poster will describe the steps and organizational buy-in necessary to complete the transition of over 2500 print titles to electronic content. In 2013, the Kaiser Permanente library system now subscribes to only 80 print journals and over 2000 electronic titles.

**15. Demystifying NIH Public Access Policy – How the Library Can Help Researchers.** Lisa Federer, Research Informationist; UCLA Louise M. Darling Biomedical Library, Los Angeles, CA.

The National Institutes of Health announced that they would begin delaying funding to researchers who are not in compliance with the Public Access Policy. The Policy requires that all peer-reviewed articles published after April 7, 2008 arising from NIH funding be deposited in PubMed Central. However, many researchers aren't sure how to comply with the Policy, and may not even be aware that they are not in compliance. The more stringent enforcement of the Policy provides an opportunity for libraries to form new partnerships with researchers and provide valuable assistance. This poster will discuss common misconceptions, frequently asked questions, and ways that librarians can provide support for researchers.

**16. Supporting Open Access @ UC Davis Library.** Amy Studer, Health & Life Science Librarian; Health Sciences Libraries, University of California, Davis, Davis, CA.

The idea of open access to scholarship is growing in importance with funding agencies, government officials, university faculty, and administrators. For example,

- The University of California Academic Senate is currently debating a proposed policy to make most scholarly journal articles authored by Senate faculty available for free;



- Various funding agencies (such as the NIH) are requiring open access to study results as a condition for funding; and,
- The Fair Access to Science and Technology Research Act (FASTR), which would require open access to peer-reviewed manuscripts of articles reporting the results of federally-funded research, has been introduced into the US Congress.

This poster describes how the University Library at UC Davis is offering support and advocacy for open access. Examples of strategies include:

- Providing assistance for open access journal author's fees;
- Assisting scholars with identifying and evaluating potential open access journals for future publication;
- Sponsoring open access events for the university community;
- Offering professional development activities for library staff related to open access;
- Developing subject guides that address various aspects of open access; and,
- Pursuing soft marketing approaches for open access

**17. Desk Tracker Yields Successful Return on Investment.** Kathleen Carlson, Education Librarian; Jacque Doyle, Head Librarian; University of Arizona College of Medicine Phoenix, Phoenix, AZ.

Our poster is on the use of Compendium Library Services, Desk Tracker. This online software can help eliminate tick sheets and yields successful return on investment. Desk Tracker can help librarians create the reports needed to improve staffing, and show the amount of time librarians spend on research questions as opposed to directional questions. The software allows librarians to customize their own questions. For example, what types of interaction librarians have between their users, the length of the transactions, and the many types of patrons who frequent their library. At the University Of Arizona College of Medicine Phoenix we have been using Desk Tracker for one year and at any time we can create reports or access data needed that we can take to the UA College of Medicine administration to help justify the Phoenix Biomedical Campus library needs. Currently there are 16 student workers and three professional librarians including the Northern Arizona University (NAU) librarian whose users are students in the Physician Assistant and Physical Therapy programs. Four

entry points have been created to Desk Tracker. There is one entry for all 16 students and individual entries for the head librarian, education librarian and NAU librarian.

### **18. One Wave at a Time: Embracing Change to Increase the Efficiency of Library**

**Services.** Nancy Olmos, Library Assistant; Wilson Dental Library, Ostrow School of Dentistry of USC, Los Angeles, CA and MSLS Candidate, University of North Texas, Los Angeles Cohort.

**Objectives:** To document how the library has benefited from a move towards more modernized and streamlined processes for library registrations, room reservations, learning center bookings, overdue notices and date due slip printing.

**Background/Methods:** Over the last five years the library has made some changes towards a more paperless approach for day to day tasks. A push towards default email notification for overdue notices occurred in 2008. With the re-launch of the library website in 2010, new electronic forms were made available for library registrations and course reserve requests. That same year we also moved to an all electronic Table of Contents Service (e-TOC). 2012 saw the biggest push, with a new room reservation system, electronic form for learning center requests, and receipt printer for date due slips.

**Results:** Patrons can easily access forms from any computer with internet access. They have more information at their fingertips and are provided with the ability to utilize those tools to request the services they need. The move towards electronic forms requires retraining of staff and patrons alike, but ultimately leads to expedited services and less paper wasted.

**Conclusions:** Small changes over a five year period have greatly and positively impacted library services for patrons and library staff without causing disruption or problems.

### **19. Digitizing Nursing Capstone Projects – How to Host Your Own Institution’s Content.**

Nita Mailander, Director of Library Services, Fleming Library, Grand Canyon University, Phoenix, AZ.

In looking for a solution to housing institutional and University authored materials, digital vendor platforms and hosted content solutions were explored. This poster presentation

includes how OCLC's ContentDM hosting service was used to support the digitization of nursing education capstone projects. The College of Nursing and the Library established a dialogue to explore how to transition from paper submissions of capstone projects to digital submissions and storage. Nursing students submit their projects digitally in the course learning management software and then, after college level reviews, the projects are retrieved and uploaded by the Library. Hosting institutional authored content in the Library serves multiple purposes, including improved access and usability of content, transparency of coursework requirements, and promotion of scholarship and library solutions for the housing of institutional materials. The Library catalog highlights institutional authored content using facets on the left-hand side navigation, including University authored dissertations, nursing capstones and theatre productions. Hosted solutions for digital content management are key resources and tools that libraries can offer as solutions to support institutional authored content and provide access to content that may not be available via other platforms. Digital content management resources allow libraries to be in the business of creating new content and scholarship, thereby adding value to their institutions.

**20. DIY Library Website: A Response to the Unique Needs of a Vocational Allied Health College.** Kelli Hines, Librarian, Casa Loma College, Hawthorne, CA; Deborah Farber, Librarian; Casa Loma College, Van Nuys, CA.

Nursing and allied health students have unique information needs, and most vendor products are either too basic or specialized to meet them—and too expensive for small schools with limited budgets. The original library website for Casa Loma College, built by an outside vendor, was difficult to use and did not provide the study skills support or program-specific materials our non-traditional students needed. Students struggled with finding medical information and citing sources.

We saw an opportunity to create a website tailored to our students' unique needs. We gathered data from three years of library surveys, usage statistics, and conversations with faculty, staff, and students. We critiqued our current site, listed all the things we would do differently, and sketched what we wanted. We tried to work with the vendor to modify our current site, but their representatives were unresponsive. We conducted research into

alternatives and built a sample Joomla site with a 30-day trial. When we presented our proposal to college administrators, the sample site's ease of navigation and cost savings over our former website were key selling points.

We structured the website to provide easy access to basic math and writing support, reliable health sites, program resources, career resources, database tutorials, and library information. After the site was complete, we conducted workshops demonstrating the site. Use of our library website rose significantly and students and faculty expressed satisfaction with the resources available.

**21. Repurpose Content with Podcasts.** Janet L. Hobbs, Manager, Medical Library; Cedars-Sinai Medical Center, Los Angeles, CA.

The poster will detail how our library is using technology (podcasting) to broaden our coverage of academic lectures. Our library collaborates with the Cedars-Sinai Heart Institute to capture academic lectures. We record and translate the lectures into podcasts which can be viewed at a time and place convenient to the end user. The poster will illustrate the role of the library in this process and explore relational issues such as copyright and cataloging.

**22. How Do Google, Google Scholar, and Other Google Tools Help Health Professionals Navigate the Oceans of Information?** Virginia Pannabecker, Health Sciences Librarian; Kevin Pardon, Health Sciences Librarian; Phoenix Downtown Campus Library, Arizona State University, Phoenix, AZ.

Just how effective are Google and Google Scholar for Health Sciences research, and how are Health Professionals currently using these and other Google tools? We begin to address these questions with a review of the literature. Our poster will present results of searches in PubMed, CINAHL, Cochrane, PsycINFO, Web of Science, and Google Scholar for journal articles and reports that discuss usage of Google, Google Scholar, and other Google tools for Health Sciences Research, and/or their use by Health Professionals. Our poster will provide an overview of these tools and report on four outcomes: 1) We will provide a summary of the number of results that demonstrated use of a Google tool in some way for Health Sciences

research, including how such tools were used. 2) We will take the first 100 results from our search of Google in each database and review in-depth the results that address usage of Google Scholar for EBP searching as their main topic and provide a summary of findings, including reported best practices and strategies for using Google Scholar (or Google if used) for evidence-based practice (EBP) research. 3) We will take 5 EBP searches conducted with students during the 2013/14 academic year (where we did not use Google Scholar) and apply one or more of the search strategies suggested in readings for using Google Scholar. We will report on this use of suggested strategies for Google Scholar searching. 4) We will summarize recommendations or possibilities suggested for further research for optimal use of Google, Google Scholar, and other Google tools by Health Professionals and in Health Sciences Research.

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# Continuing Education

## Course Descriptions and Instructors

### **Evidence Based Practice Follow-Up: Part II**

Wednesday, July 24, 8 am-12 pm, Price Conference Center

This course is designed to give learners additional practice with critical appraisal skills through an understanding of validity issues related to reducing bias in clinical studies. Using an interactive journal club format, learners will review and discuss the criteria for determining internal validity of therapy and diagnostic studies and qualitative research. After completing this course, learners will be better able to identify the criteria for a good study; to recognize how this impacts searching for the evidence; and to understand how this knowledge helps the library support evidence-based practice within their own institutions. Teaching methods will include discussion, case studies, group exercises, and practice in appraising articles.

Instructor:

**Connie Schardt, MLS.** Connie is the Associate Director for Research & Education at the Medical Center Library at Duke University. She has a degree in Art History from UC Berkeley and an MLS from San Jose State University. At the Medical Center Library her main focus is to support the teaching of Evidence-Based Practice. Some of her



activities include: Course Co-Director (with Jane Gagliardi, MD) for the EBM Course offered for academic credit to MS3 and MS4 students; teaching a distance education course (EBM and the Medical Librarian) for the School of Information and Library Science at the University of North Carolina at Chapel Hill; serving as co-director of Teaching and Leading EBM: A Workshop for Teachers and Champions of Evidence-Based Medicine, an annual weeklong workshop for clinicians held at Duke University since 2003; Co-Director of the Australian Evidence Based Practice Librarian's Institute (2011 – 2013); and maintaining the EBM Tutorial,

a web-based tutorial used by health professionals across the country to introduce the concepts of evidence-based medicine.

## **Public Health Information on the Web**

Wednesday, July 24, 8 am- 12 pm, UC San Diego Biomedical Library building

This class presents a general overview of key electronic information resources in the field of public health. The crucial role health information serves in public health will be discussed. Resources will be presented on a wide array of topics including: health education and promotion, evidence-based practice and statistics and data sets. Case studies will be used in class exercises to reinforce learning. This class is designed for information professionals and public health workers interested in increasing their knowledge of the many information resources available on the internet. Participants will be able to:

- Discuss the role of information in the public health environment
- Identify resources to support health education and promotional programs and activities
- Retrieve information in support of evidence-based practice
- Obtain data sets and statistics relevant to public health on a state, local and national level.

Instructor:

**Kay Deeney, MLS, AHIP.** Kay is currently the Educational Services Coordinator at the NN/LM Pacific Southwest Region. She received her MLS from Rutgers University, New Brunswick, NJ. Kay Deeney teaches classes on health information resources from the National Library of Medicine such as PubMed and MedlinePlus. Kay has extensive experience in internet health information resources and has been active in promoting access to health information for Native Americans and Hispanics. Kay has taught courses at the University of Arizona School of Information Resources and Library Science on consumer health resources for diverse communities. She has also taught in the UCLA School of Public Health. She is interested in distance learning and incorporating technology into teaching.



## **App Therapy: Mobile Technology and Health Sciences Libraries**

Wednesday, July 24, 1-5 pm, Price Conference Center

Still trying to figure out how playing Angry Birds on your smart phone is going to impact health sciences libraries? Do you still think of your cell phone as a phone? Even if you don't have a smart phone this course may be just what you need to cut through the hype and balderdash. There is already consensus among technology experts that "...more users will likely connect to the Internet via mobile devices than desktop PCs within 5 years" (2009, The Mobile Internet Report). This course will provide participants with an understanding of the current mobile environment and how library services can evolve to meet increasing demand. At the end of this course you will have:

- An understanding of the types and function of mobile technologies
- Knowledge of how apps work and the impact on library resources and services
- Awareness of the issues related to mobile site creation for libraries
- The ability to cut through the hype of mobile and appreciation for the real impact of mobile devices in healthcare.

Instructors:

**Bart Ragon, MLS:** Bart is the Associate Director for Knowledge Integration, Research, and Technology at the Claude Moore Health Sciences Library at the University of Virginia. In this role, he is responsible for providing leadership in identifying, evaluating, selecting, and implementing new information technologies. He manages both the public computing environment as well as the library's web site. Bart speaks regularly on topics concerning the social networking, mobile technologies, web application development, and technology planning in academic health sciences libraries. He received his master of Library





and Information Science from the University of South Carolina and is currently a doctoral student in Higher Education at the University of Virginia.

**Gabe Rios, MLS** is the deputy director at the University of Alabama at Birmingham, Lister Hill Library of the Health Sciences. Gabe has worked with emerging technologies since the late 90s. He has co-taught technology-related classes at regional and national meetings for over 10 years. Gabe provides leadership and vision for budget and planning, public services, content, information technology, Web presence, education programs, liaison programs, and outreach. Gabe has served on as a member of MLA's Social Networking Software Taskforce (now the MLA Technology Advisory Committee) and local technology-related groups such as Alabama Social Media Association and the Internet Professional Society of Alabama. Gabe continues his support of emerging technologies by facilitating the use of technology to meet users where they are.



### **Finding Drug Information Online: The DI Center Approach**

Wednesday, July 24, 1-5 pm, UC San Diego Biomedical Library building

Health care organizations frequently staff Drug Information (DI) centers with licensed pharmacists who answer drug questions for clinicians. DI centers use a formal step-wise approach to interview clinicians and categorize drug information questions. These categories are also used to organize drug information reference sources. This class will describe DI center reference interactions and strategies and demonstrate how these processes can be exceptionally well-applied to librarianship. The drug approval process in the United States and the information resources created in this process will also be described. Finally, the class will apply the DI center approach and introduce resources to answer questions about frequently-encountered drug information categories: adverse effects of drugs, herbal products, and pregnancy and lactation. The course will consist of lectures and hands-on exercises. Following

the course, attendees will be able to categorize DI questions, select drug information resources, and search resources to answer drug questions.

Instructors:

**Mary White, MLS:** Mary is the Director of the Drug Information Library at Kaiser Permanente National Pharmacy Services. She has been in the role since 2003. Prior to this, she worked at Kaiser Permanente Medical Center Bellflower where she managed the Library, Physician Education and Cancer Programs. She has been a member of MLGSCA and MLA since 1984. Mary received her MSLS from the University of Southern California and her Bachelor's Degree in History from California State University, Fullerton. Mary currently serves as the Medical Library Group of Southern California and Arizona (MLGSCA) President. She previously served as the Chair of the MLGSCA Government Relations Committee. She has presented at various MLGSCA and MLA conferences.



**Amy J. Chatfield, MLS:** Amy received her MLS from Wayne State University (Detroit, MI) in 2006. She worked at the Louise M. Darling Biomedical Library at UCLA from 2006-2010, when she joined the University of Southern California's Norris Medical Library. At both institutions, Amy served as a reference and instruction librarian. At USC, she is the liaison librarian for the School of Pharmacy, and provides support and instruction to faculty, staff, and students in the Pharm D, residency, and graduate degree programs. In 2012-2013, Amy served as Chair-Elect for MLA's Pharmacy and Drug Information Section, and is the chair of PDI's Research Guide Subcommittee, which created and maintains PharmGuide, an online directory of free, high-quality drug information resources.



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## Roundtable Topics

Note: topics are subject to change based on attendee interest

- Applying for grants
- Budget cuts and problem solving
- Digitizing content
- Discovery platforms
- Embedded librarians
- E-Science and data curation
- iPads in the clinical setting
- iPads in the curriculum
- Library re-design
- Librarians and Magnet designation
- Mentoring staff
- Teaching EBM

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Nita Mailander

Robert Johnson

Bryan Nugent, MSLIS, Librarian, Health

Sciences Library, Banner Good Samaritan

Medical Center

### Continuing Education

Co-chairs:

Lisa Marks, MLS, AHIP

Kathleen Carlson, MLS, AHIP

AHSL at the Phoenix Biomedical Campus

University of Arizona College of Medicine

Phoenix, Phoenix, AZ

Sherrill Olsen, MLSIS, MA, AHIP, Manager,

Health Sciences Library, Huntington Hospital

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Chair: Mary Wickline, MLIS, M.Ed., UC San

Diego Library

Mary wishes to thank the volunteers who aided  
the Facilities chair.

### Evaluation Committee

Co-chairs:

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Medical Librarian, West Hills Hospital &

Medical Center, West Hills, CA

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Southwest College of Naturopathic Medicine

Tempe, AZ

Kathy Zeblisky, MLS, AHIP

Medical Library Manager, Phoenix Children's

Hospital, Phoenix, AZ

### Exhibits

Chair: Michael Kronenfeld, MLS, MBA, AHIP

Distinguished. A.T. Still Memorial Library, A.T.

Still University of the Health Sciences

Elisa Cortez, MILS

Assistant Professor and Chair, Access

Services, Loma Linda University/University

Libraries, Loma Linda, CA

Daniel Burke, National Account Manager,

Medical, McGraw-Hill Professional

## Hospitality

### Co-chairs:

Naomi C. Broering, MLS, MA, AHIP, FMLA  
Dean of Libraries, Pacific College of Oriental  
Medicine

Paul Bielman, MLIS, AHIP  
Manager, Library Services, Kaiser Permanente

Member: Grace Johnston, BS, MBA  
(Anticipated completion November 2013)  
Assistant Librarian Kaiser Fontana, Kaiser  
Permanente

## Papers

Chair: Annie M. Hughes, MSLS  
Information Services Librarian, Wilson Dental  
Library, University of Southern California, Los  
Angeles, CA.

Laura Brown, MLS, Clinical Librarian, City of  
Hope, Duarte, CA.

Jackie Davis, MLIS, Consumer Health  
Librarian, Sharp HealthCare, San Diego, CA.

## Posters

### Co-chairs:

Rebecca Birr, MSLIS, AHIP  
Maricopa Integrated Health System  
Phoenix, AZ

Kathy Zeblisky, MLS, AHIP

Phoenix Children's Hospital  
Phoenix, AZ

Members: Raquel Abad, MLIS  
University of California Davis  
Sacramento, CA

Laura Stubblefield, MLS, AHIP  
Sharp Healthcare  
San Diego, CA

## Publicity/Printing

Chair: Amy J. Chatfield, MLS  
Information Services Librarian, Norris Medical  
Library, University of Southern California, Los  
Angeles, CA

Beverly MacLeod, Ph.D, MLS  
Manager, Health Sciences Library  
Kaiser Foundation Hospital – Antioch Medical  
Center, Antioch, CA

Phillip Garcia  
Reference Services Coordinator, Grunigen  
Medical Library, University of California-Irvine,  
Irvine, CA

## Registration

### Co-chairs:

Andrea Harrow, MLS, AHIP  
Good Samaritan Hospital, Los Angeles, CA

Belén Thornfield, MLIS  
West Coast University, Anaheim, CA

Member: Sondhaya Sritongsook, MLIS, AHIP  
Scripps Mercy Hospital, San Diego, CA

## Round Table Sharing

Chair: Marsha Kmec, MLS  
Librarian, Mission Hospital  
Mission Viejo, CA

Mary E. White, MLS  
Director, Drug Information Library  
Kaiser Permanente Medical Offices  
National Pharmacy Services/Drug Information  
Services  
Downey, CA

Wendy Yoshioka, MLIS, AHIP  
Education/Technology Librarian  
Southern California College of Optometry  
Fullerton, CA

Ellen Aaronson, MLS, AHIP  
Medical Librarian  
West Hills Hospital and Medical Center  
West Hills, CA

## Speakers

Chair: Lisa Federer, MLIS, MA, AHIP  
UCLA Louise M. Darling Biomedical Library  
University of California-Los Angeles  
Los Angeles, CA

Raquel Abad, MLIS  
Blaisdell Medical Library

University of California-Davis, Sacramento, CA

Linda Suk-Ling Murphy, MLIS  
Science Library Reference Department  
University of California-Irvine, Libraries, Irvine,  
CA

## Web Site

Chair: Jin Wu, MLIS  
Norris Medical Library, University of Southern  
California, Los Angeles, CA

Andrea Lynch, MLIS  
Lee Graff Medical & Scientific Library  
City of Hope, Duarte, CA

## Meeting Evaluation

Give us your feedback on the  
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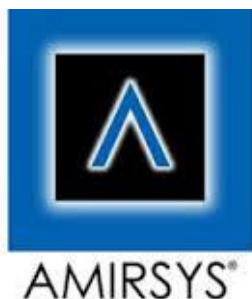
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## Sponsors

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## Exhibitor Directory



**Amirsys, Inc., Booth 105**

<http://www.amirsys.com/>

Contact: John Sedensky, 801-485-6500



INFORMATION SERVICES

**EBSCO, Booth 301**

<http://www.ebsco.com/>

Contact: Greg Padilla, 310-322-5000, x1585



**Baker & Taylor YPB Library Services**

<http://www.ybp.com/>

Contact: Nicki Carter, [ncarter@ybp.com](mailto:ncarter@ybp.com), 800-258-3774



**Elsevier, Booth 205**

<http://www.elsevier.com/>

Contact: Tom Smith, [tho.smith@elsevier.com](mailto:tho.smith@elsevier.com), 800-545-2522



**Basch Subscriptions, Inc.**

<http://www.basch.com/>

Contact: Stan Terry, 603-229-0662



**Elsevier-ClinicalKey, Booth 305**

<http://www.clinicalkey.com/>

Contact: Linh Ngu, [l.ngu@elsevier.com](mailto:l.ngu@elsevier.com), 888-615-4500





**Jove, Booth 504**

<http://www.jove.com/>

Contact: Madeline Caulfield,

[madeline@jove.com](mailto:madeline@jove.com), 617-945-9051



**McGraw-Hill Education, Booth 404**

<http://www.mheducation.com/>



<http://www.karger.com/>



**The Medical Letter, Booth 505**

<http://www.medicalletter.org>

Contact: Sean O'Dogherty,

[sean@medicalletter.org](mailto:sean@medicalletter.org), 510-872-1005



**Matthews Book Company, Booth 103**

<http://www.matthewsbooks.com/>

Contact: Rob Kanne, [robk@mattmccoy.com](mailto:robk@mattmccoy.com),

800-633-2665



**Medical Library Association, Booth 304**

<http://www.mlahq.org>

Contact: Carla Funk, [info@mlahq.org](mailto:info@mlahq.org), 312-419-9094



**National Network of Libraries of Medicine**

**Pacific Southwest Region, Booth 204**

<http://www.nlm.gov/psr/>

Contact: Marco Tamase,

[marco@library.ucla.edu](mailto:marco@library.ucla.edu), 310-206-5633



**Proquest, Booth 602**

<http://www.proquest.com/>

Contact: Lisa Alent, [lisa.alent@proquest.com](mailto:lisa.alent@proquest.com),

734-761-4700



**Rittenhouse, Booth 202**

<http://www.rittenhouse.com>

Contact: Wendy Bahnsen,

[wendy.bahnsen@rittenhouse.com](mailto:wendy.bahnsen@rittenhouse.com), 800-345-

6425



**Sage, Booth 401**

<http://www.sagepub.com>

Contact: Lisa LaMont,

[lisa.lamont@sagepub.com](mailto:lisa.lamont@sagepub.com), 800-818-7243



**SCELC Statewide California Electronic**

**Library Consortium, Booth 501**

<http://scelc.org/>

Contact: Rick Burke, [rburke@scelc.org](mailto:rburke@scelc.org), 310-

728-6793



**Springer, Booth 503**

<http://www.springer.com>



**StatRef!, Booth 502**

<http://www.statref.com/>

Contact: Ali Abbass, 800-901-5494



**SWETS, Booth 405**

<http://www.swets.com/>

Contact: Robert Karmelich,

[rkarmelich@us.swets.com](mailto:rkarmelich@us.swets.com), 856-312-2690



**Taylor & Francis Group, Booth 603**

<http://www.taylorandfrancis.com/>

Contact: Elyse Profera,

[elyse.profera@taylorandfrancis.com](mailto:elyse.profera@taylorandfrancis.com), 800-634-7064



**Thieme, Booth 102**

<http://www.thieme.com/>

Contact: Fernando Neyra,

[fernando.neyra@thieme.com](mailto:fernando.neyra@thieme.com), 800-782-3488



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**Truven Health, Booth 402**

<http://www.truvenhealth.com/>

Contact: Nancy McLain,

[nancy.mclain@truvenhealth.com](mailto:nancy.mclain@truvenhealth.com)



CONFIDENCE AT YOUR FINGERTIPS

**Unbound Medicine, Booth 201**

<http://www.unboundmedicine.com/>

Contact: Stephanie Cousounis, 617-945-9051



**Exhibitor: Wolters Kluwer Ovid, Booth 303**

<http://www.ovid.com>

Contact: Tina Frye,

[tina.frye@wolterskluwer.com](mailto:tina.frye@wolterskluwer.com), 800-950-2035



**Wolters Kluwer LWW, Booth 203**

<http://www.lww.com/>

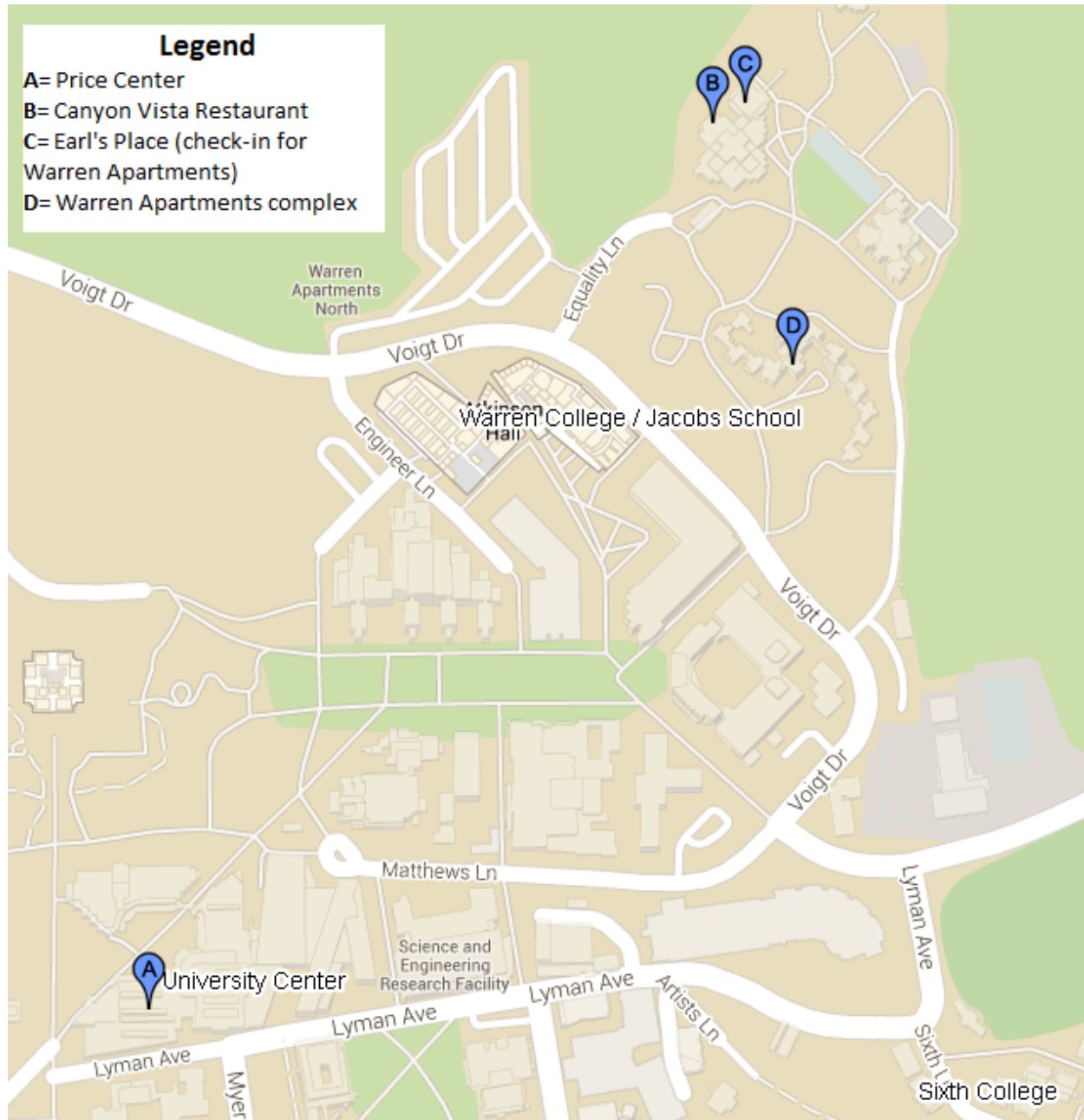
Contact: Paul Gallagher,

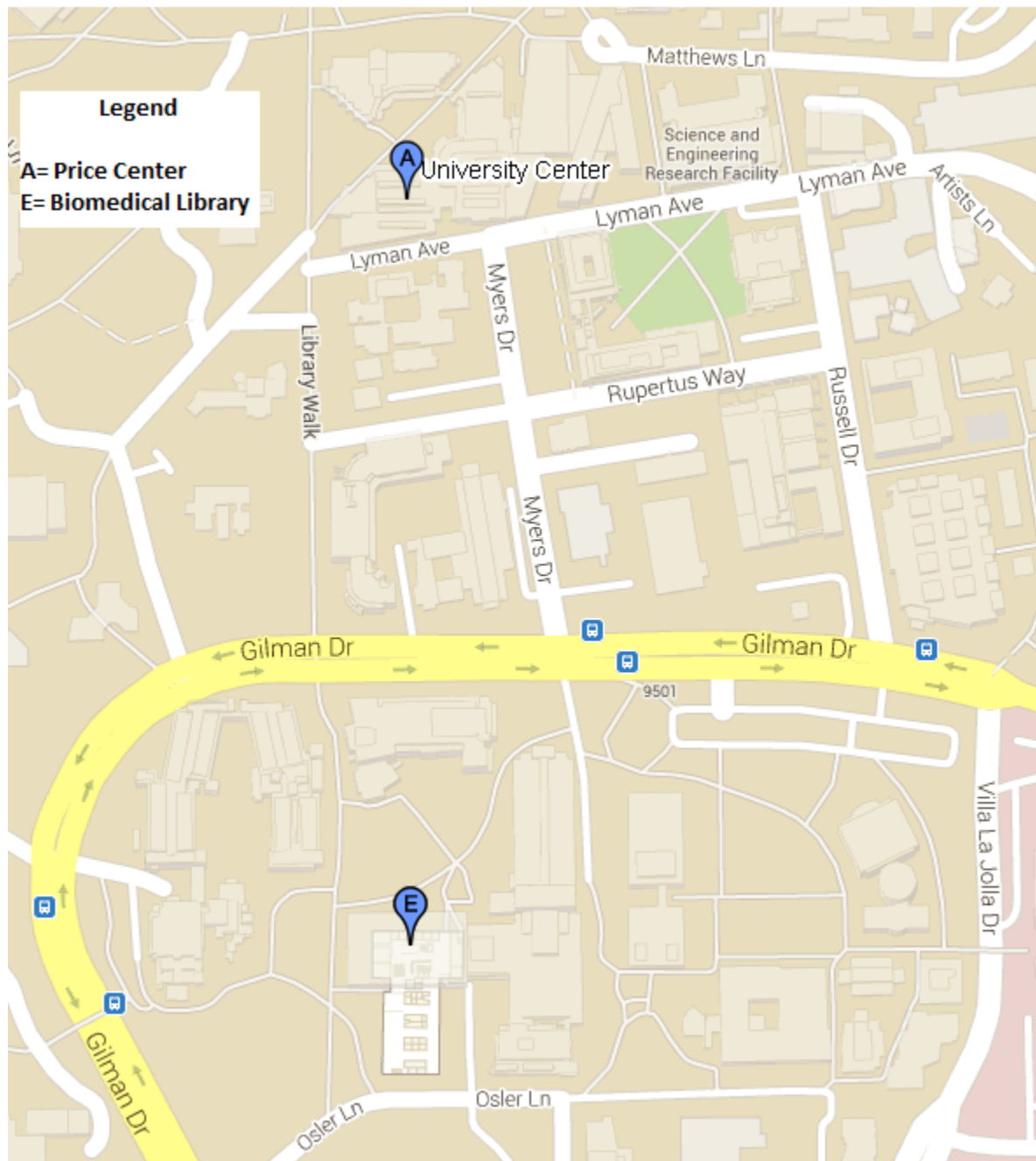
[paul.gallagher@wolterskluwer.com](mailto:paul.gallagher@wolterskluwer.com), 800-638-303

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## Maps

University of California, San Diego campus





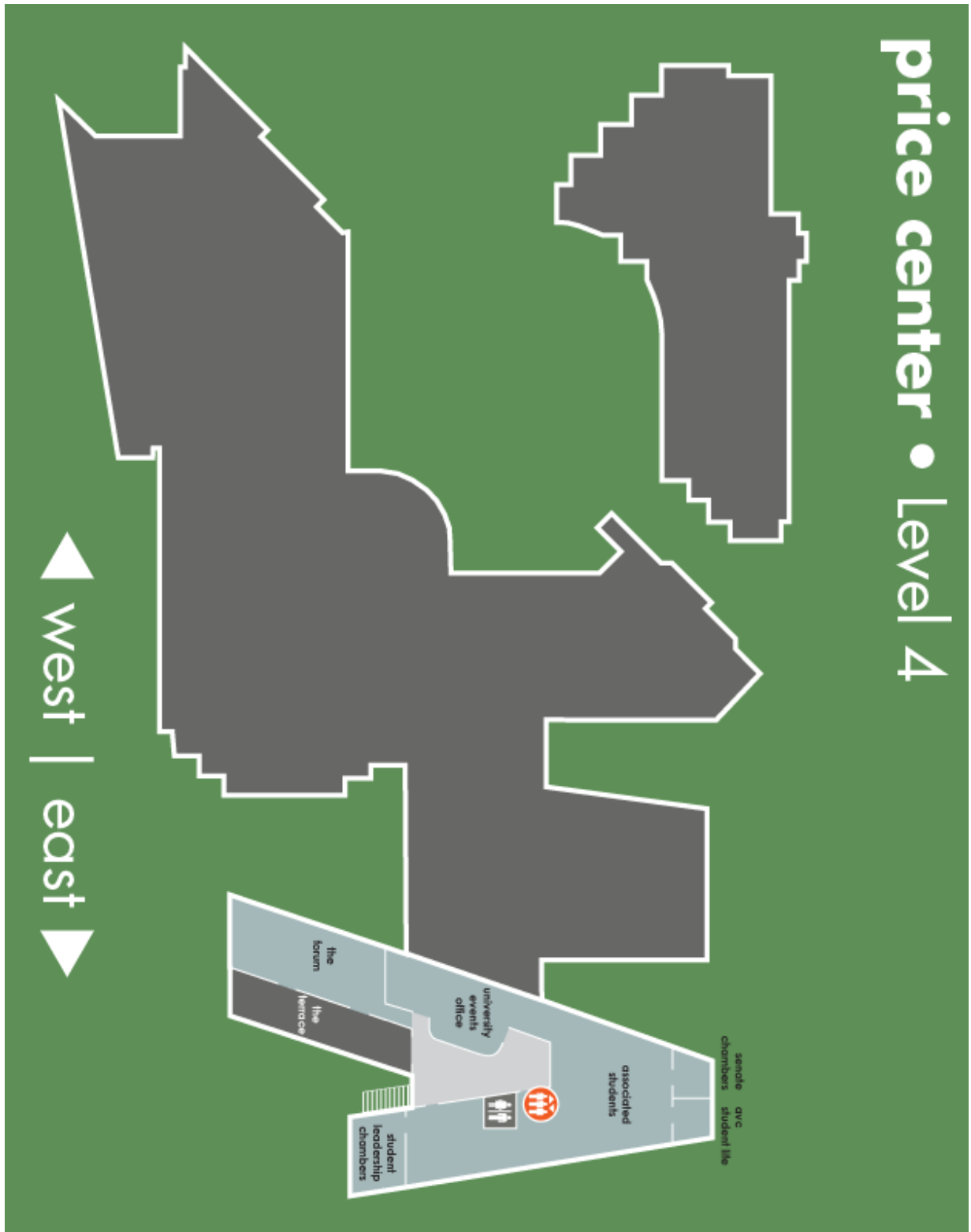




# price center • Level 2







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<https://www.surveymonkey.com/s/2013jointmeetingeval>

## Registration Information

The registration and hospitality desk will be located on the second floor of the Price Center, outside the East Ballroom. It will be staffed:

- Wednesday July 24 from 7-9 am and 11 am-7 pm
- Thursday July 25 from 7 am-6 pm
- Friday July 26 from 7 am-6 pm

As a courtesy for those attending Continuing Education courses in the UC San Diego Biomedical Library building, a second registration location will operate in the UC San Diego Biomedical Library building classroom immediately prior to the Continuing Education courses.

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# Medical Library Group of Southern CA&AZ Profit & Loss Detail

## All Transactions

	<u>Clr</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
<b>Travel and Meetings</b>				
<b>Honorarium</b>				
		MLGSCA JM2013	1,000.00	1,000.00
		MLGSCA JM2013	400.00	1,400.00
		MLGSCA JM2013	200.00	1,600.00
		MLGSCA JM2013	200.00	1,800.00
Total Honorarium			<u>1,800.00</u>	<u>1,800.00</u>
<b>Travel</b>				
		MLGSCA JM2013	487.70	487.70
		MLGSCA JM2013	786.28	1,273.98
		MLGSCA JM2013	38.00	1,311.98
		MLGSCA JM2013	773.80	2,085.78
		MLGSCA JM2013	872.10	2,957.88
		MLGSCA JM2013	734.37	3,692.25
		MLGSCA JM2013	1,305.86	4,998.11
		MLGSCA JM2013	177.29	5,175.40
Total Travel			<u>5,175.40</u>	<u>5,175.40</u>
<b>Travel and Meetings - Other</b>				
		MLGSCA JM2013	185.60	185.60
Total Travel and Meetings - Other			<u>185.60</u>	<u>185.60</u>
Total Travel and Meetings			<u>7,161.00</u>	<u>7,161.00</u>
Total Expense			<u>58,862.06</u>	<u>58,862.06</u>
Net Ordinary Income			<u>10,478.36</u>	<u>10,478.36</u>
<b>Net Income</b>			<u><u>10,478.36</u></u>	<u><u>10,478.36</u></u>