

THE WATERMARK

Newsletter of the Association of Librarians in the
History of the Health Sciences

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Summer, 1991

GETTING STARTED

by Lisabeth M. Holloway

Presented at the 16th annual meeting

ALHHS

Baltimore, 1990

Glen Jenkins has suggested that, now that we are 16 years old, this might be a good time to look back briefly at our beginnings. Our organizing meeting took place in Philadelphia on April 30, 1975, at the College of Physicians. That meeting grew out of an informal breakfast for librarians in Charleston the year before, called on the spur of the moment by Janet Koudelka of Johns Hopkins. Librarians had been attending AAHM meetings for some years, but without any formal contact with each other and very little sense of professional identity. So the 27 librarians who had breakfast in Charleston were very receptive to the suggestion that meetings for librarians only should be a regular feature of AAHM conventions, and that we might even develop some form of regular communication.

Now MLA did allow medical history librarians an identity of sorts -- they were permitted a luncheon, or sometimes a dinner, with a speaker -- but that was about all. For one thing, about this time MLA was preoccupied with the information explosion, and the computer revolution, and it had a sense of mission. That mission was to advance and secure favorable status for libraries and especially librarians in contemporary medical communications, and there was very little interest, if any, in the librarianship of medicine past. MLA didn't accept historical papers, declined to program concurrent sessions on special topics, and the Bulletin published very few historical articles. So at MLA also the medical history librarian felt pretty much out of things.

There were some of us, however, who had a more particular grudge against MLA. About four years before, we had got in our heads the idea of compiling an indexed directory of medical history collections, including those in unlikely places. We had devised a plan, consulted several well-qualified medical historians, constructed questionnaires, done a few dry runs, and generally felt rather optimistic. We hoped that MLA would publish the result, and so through the Medical History Section, we put the matter before the appropriate MLA committees. It took about three years of confusion and heavy corre-

spondence -- Nancy Zinn will remember -- before MLA said no to everything, even the use of MLA stationery for cover letters for the questionnaires. (If they had said no at the beginning, ALHHS might be 18 years old this spring, instead of 16.) They even refused to let us have a newsletter.

So, when the AAHM was scheduled to meet in 1975 in Philadelphia, it seemed right to seize the moment. Doris Thibodeau, as Janet Koudelka's deputy, wrote invitations to those who attended the Charleston breakfast; I circularized another list concocted from AAHM and MLA directories. The 28 persons present toured the American Philosophical Society, the Pennsylvania Hospital and the College of Physicians, and we had a business meeting, chaired by me, Doris having declined, with Robin as Secretary pro tem. A motion was passed, forming an independent group of librarians in the history of the health sciences. Prior discussion established the focus: no affiliation with, or financial dependency on, or conflict with, MLA or AAHM; meetings at the discretion of the officers; publication of a newsletter; as little structure and expenses as low as possible. Three days later interested persons met to form a Steering Committee: Nancy Zinn, Janet Koudelka, Doris Thibodeau, Jonathan Erlen, Ruth Mann, Robin Overmier, Helen Crawford and myself. The first issue of *The Watermark* appeared in October of 1976. *Watermark* gave us our first opportunity to publish our own papers. In 1977 we met in Madison, Wisconsin, and our first election, with Nancy Zinn as President, took place that year.

Our original objective, at least in my view, and I concede that it may have been somewhat colored by past events, was to provide medical history librarians a means of personal and written communication entirely under their own jurisdiction, without supervision or benevolent paternalism of anybody else -- in short, to give us a room of our own.

Over the past 16 years, conditions have changed in some degree. Threatened by these stirrings of independence and possibilities of defection of this group and other larger ones, MLA came to allow concurrent sessions on specialized topics, and to relax some of its other rules. AAHM has now for several years programmed a luncheon session under ALHHS control, and put a librarian on its Council. Some other less tangible,

more individual advances in recognition may also occur to each of us. ALHHS and Watermark can claim a share in this improvement.

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ETHICAL ISSUES AND SPECIAL COLLECTIONS

A Workshop
Inci A. Bowman, Coordinator

"Ethical Issues and Special Collections," a workshop organized by the Program Committee, was presented at the ALHHS annual meeting on May 1, 1991, in Cleveland, Ohio. Coordinated by Inci Bowman, the workshop allowed participants to focus on ethical concerns relating to the administration of special collections. Forty ALHHS members registered for the workshop, which provided a forum for discussion on such issues as access to collections, appraising, personal collecting and research, preservation, and security. As announced prior to the meeting, there were no lecturers

and no attempt was made to teach "the right answer."

Participants, divided into three groups, discussed case studies (see following) which had been mailed to them prior to the workshop. Judith Overmier, Jonathon Erlen, and Edwin Glazer served as facilitators for the workshop. At the end of the group discussions, the participants convened to hear the summaries presented by the facilitators. This format allowed members to benefit from the views expressed or solutions proposed by other groups.

The workshop helped the participants focus on ethically relevant issues and potential conflicts that arise during the course of our professional work. Those individuals expecting to get "the right answer" to some of the questions raised were perhaps disappointed. Finding "the right solution" often depends on personal beliefs, standards for professional conduct, and regulations at the employing institution. While personal collecting is discouraged by most professional standards, for example, accepting payment for a published work may not be unethical if the institutional regulations allow it. Awareness of the codes of professional ethics and the institutional guidelines is the best tool we have in solving ethical dilemmas and conflicts of interest.

The presentation of "Ethical Issues and Special Collections" workshop at the ALHHS meeting was very timely. Three weeks after our meeting in Cleveland, the American Association of Museums (AAM) adopted a new "Code of Ethics for Museums." Accordingly, member museums of the AAM will be asked to subscribe to the Code by January 1992, and each institution will have its own code of ethics in place before January 1997. The Society of American Archivists also has revised its Code of Ethics, which will be discussed in an open forum at the next meeting in September. These developments in the area of professional ethics, indeed, are of interest to ALHHS members, and will eventually affect our professional work.

CASE STUDIES

Please read the following hypothetical case studies carefully. When formulating a response, be imaginative in examining all possible factors involved. Answers such as "I'd refer this to my supervisor" will not be accepted. In groups of 12-15, participants will discuss the case studies and exchange views on institutional policies and guidelines. Each group will have time to discuss about three case studies. Come prepared and hear how your colleagues handle these ethical dilemmas.

1. A medical researcher, whom you met when he was at your institution and utilized the library extensively, calls you long distance to ask for your assistance in compiling a bibliography. He knows that you are the best person to do the job. He is facing a deadline and offers you a fee

(payable to you or another person you designate) to do the necessary online and manual searching after hours. His topic is closely related to the dissertation topic of a graduate student, who has been consulting you on and off for a year. You are, therefore, familiar with the literature and it would not be difficult for you to put together a bibliography. Your "significant other" will be away this weekend, and you need the money to attend the MLA meeting in San Francisco. Would you accept the offer?

2. You are working on a dissertation. In your research after hours, you have utilized books, articles, and pamphlets as well as some manuscript material from unprocessed collections. A researcher asks for information that you know to be in some of the materials you have studied after hours. In fact, this information is crucial to one of the key chapters of your dissertation, which will not be completed for several years. The researcher would publish the information immediately, thus rendering a portion of your thesis a re-hash of her article. Do you give away the information about your sources?

3. You are negotiating with the widow of a physician for the acquisition of her late husband's papers. Because he was an important figure, you see that his papers would have a market value of at least \$12,000. The widow seems flattered by your institution's interest in her husband. If you act quickly, you will probably get the manuscript collection donated to your institution. What do you do?

4. The records of the Knox County Medical Society, including the membership files, have been transferred to the Medical Archives on the condition that access to the records be restricted. Would you grant access to a lawyer, who is preparing a case and wanting to see certain files? Would you grant access to a professor from a nearby university, who is studying local medical history?

5. One of the precious anatomical drawings in your collection is damaged to the extent that portions of it are missing. A conservator claims to be able to restore the drawing in such a way that it will be barely noticeable

what parts have been filled in. Since you plan to exhibit it and reproduce a catalogue, do you authorize this conservator to proceed with the treatment proposed? If such damage to a document were not "natural" but "man-made" (e.g. the accidental spilling of ink), does this change your decision?

6. You are responsible for the acquisition of rare books and illustrative materials for your institution. Among the items offered recently there is a hand-colored engraving, which personally appeals to you. You decide for various reasons (duplicate, not quite within the selection policy, conservation concerns, etc.) that it is not of interest to your institution. Would you buy it for your personal collection?

7. You are the new head of your library's special collections. The cataloger, who has been in the department for a number of years, likes to decorate his work area with duplicate posters, notices, and photographs found in newly acquired collections. He also combs through records approved for destruction to find old stamps, letterhead designs, and pamphlets for his private collection. How would you handle the situation?

8. A foreign government claims that certain letters of a famous physician in your collection were removed from its country some time ago without an export permit. Since these are important documents, a request is made of you to return these items. How would you advise your administration to deal with this request?

9. A dealer is offered a rare and desirable book by a party unknown to him. In examining the book he notices what appear to be expunged library markings. Even though the dealer is suspicious, he agrees to buy the book for \$500.00. The dealer attempts to stall for time by asking the seller to leave the book with him for a few days so he can research it. The seller refuses, saying he needs a decision and payment at once. The dealer, afraid that the book will never be seen again, reluctantly agrees and pays the seller. The following day the dealer checks the NUC, finds only three locations cited, and writes to each of the



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libraries asking if their copy is missing. Sure enough, ten days later XYZ University phones and says their copy is indeed missing, and enough details about the binding, etc. are passed along to the dealer to indicate without a doubt it is XYZ University's copy. What are the obligations, legal and ethical, of the dealer and the library?

10. The librarian sees a book he needs in a dealer's catalogue and orders it at the catalogue price of \$800.00. The book is sent, accessioned, and the dealer is paid. Six weeks later the librarian sees another copy in apparently similar condition in another dealer's catalogue for \$300.00. He immediately calls the first dealer and reports this to him and asks if he can return the book, inasmuch as he can now buy one for so much less money. What are the ethical considerations involved here?

11. In the disposal of library duplicates, it has been the library's custom to have an annual book sale open to faculty, students, dealers, and the general public. In order to price the books reasonably and consistently and to avoid any gross undervaluations, the library enlists the aid of a dealer with whom they regularly do business. In exchange for the dealer's time and expertise in pricing the books, she is given the opportunity to buy any 20 books before the sale begins. Although there is obviously a potential conflict of interests here, is the advantage to the library worth the trade-off? Would the dealer take advantage of the situation, or would she bend over backwards to insure paying a fair price for the books she chooses? What other ethical considerations are likely to arise in the disposal of valuable duplicates?

Acknowledgement

The case studies presented above have been adapted from a session (Living with Your Conscience at the End of the Day: Ethical Issues and the Archivist) presented at the 34th Annual Meeting of the Society of American Archivists, Seattle, WA, on September 2, 1990. Case studies 9-11 have been prepared by Edwin V. Glaser.

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Association of Librarians in the History of the Health Sciences Annual Business Meeting Allen Library, Cleveland, Ohio May 1, 1991

Glen Jenkins welcomed everyone to Cleveland for the 16th annual meeting of the Association. She introduced Carol Tomer from the Cleveland Clinic Foundation and Nancy Erdey with the University Hospitals. Carol Tomer gave an overview of the Clinic's archive which was opened in 1981. They divide their services into three areas -- reference services with particular attention to providing a longitudinal view of each topic researched, supervision of use of the Clinic's logo and the art belonging to the Clinic, and internal projects such as indexing minutes of meetings and maintaining personnel records.

Nancy Erdey gave a brief history of the University Hospitals and an overview of the archive which was established in 1968. The archive has some administrative records from the 1870's for individual hospitals with the bulk of the records dating from the merging of the several hospitals in 1925. In addition to the institutional records, the archive has manuscripts from Stanley Ferguson (hospital administrator), Claude Beck (cardiovascular surgery), C.I. Thomas (corneal transplant), and Benjamin Spock (child development). Two current projects involve an inventory of the institutions' art and artifacts and a history of their admitting policies.

Phil Teigen, President for ALHHS, then greeted everyone and asked for new members and first time attendees to introduce themselves. This group included Nancy Eckermen (Indianapolis), Susan Case (Kansas City), Susan Rishworth (Washington, D.C.), Francesca Morgan (Bethesda, Md.), Carol Tomer (Cleveland) and Nancy Erdey (Cleveland).

Elizabeth White, Secretary/Treasurer, then asked for approval of the minutes of last year's meeting as printed in *The Watermark*, Summer, 1990. The motion

was made, seconded, and passed without revisions to the printed minutes. She then gave a financial report for the Association. ALHHS maintains a Money Market account and a general savings account, both in a federally insured credit union. The general savings account is used to receive dues or payments and to purchase money orders to pay our bills. ALHHS has not maintained a checking account because of the large monthly fees assessed by Houston's banking institutions. The Money Market account has \$5,038.79 (May 1, 1991) and the checking account has \$3,968.45 (May 1, 1991). The savings account will have considerably less later this summer when the new directory of members is distributed, the annual meeting expenses are paid, and the editor is reimbursed for several issues of *The Watermark*. The Money Market account was opened this year when the Steering Committee and an ad hoc committee started discussing the possibility of ALHHS giving awards for service and/or publications.

Ms. White then gave a report on the membership. There are 147 names on the Association's mailing list. There are 99 voting members, 29 non-voting members, six institutional subscriptions, one complimentary subscription for the Wellcome Institute for the History of Medicine, and twelve former members who have not paid their dues. Some of the individuals who have not renewed will pay at the annual meeting; afterwards those whose dues are not paid will be removed from the Association's list.

Judith Overmier gave a report on the Directory of Health Sciences Collections. She and Nancy Zinn are compiling the directory and preparing a long, detailed report to accompany the directory on the development and state of these historical resources. They are signing

the contract with the Medical Library Association and Scarecrow Press this week. In 1990, ALHHS gave them funds to start their data collection and to offset the cost of postage for this project.

Elizabeth White then reported that a new membership directory will be mailed within a few weeks. The directory will include the By-Laws, and historical record of the officers, and a current list of members with telephone, FAX, and electronic mail addresses, if known, for each member.

Judith Overmier, editor for *The Watermark*, reported that four issues had been sent to the members this year. The average cost for an issue is \$379.75 with an average of eight advertisements in each issue. Thus, the income per issue, \$360 (\$45 per ad), nearly pays for the newsletter. Dr. Overmier also announced that she has resigned as editor of *Incipit*, the newsletter for the History of the Health Sciences Section of the Medical Library Association (MLA/HHSS). The two newsletters will no longer be mailed together and this should save the ALHHS some money on the postage. Dorothy Whitcomb, who was the first editor for *Incipit*, said she might be willing to assume responsibility for the newsletter again. Lucretia McClure moved that the two newsletters be merged. This was seconded and then amended to read that the MLA/HHSS be invited to merge the two newsletters. This motion passed. John Erlen asked what percent of overlap there is in the membership. There was some discussion that the overlap may be that 50 of the MLA/HHSS members are members of ALHHS. Susan Alon and Kathy Donahue asked questions about how the merger would work and the editorial policies of *Incipit*. Dr. Overmier felt that rather than a true merger MLA/HHSS would not have funds to support a full newsletter.

Nigel Phillips

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Lucretia McClure and John Parascandola, the incoming Chair for MLA/HHSS, agreed to take this invitation to the MLA/HHSS business meeting in San Francisco in June.

Phil Teigen announced the results of the Spring election. The President-Elect is Ed Morman (Baltimore), Edwina Walls (Little Rock) is Secretary-Treasurer, the Editor is Judith Overmier (Norman, OK), and Inci Bowman (Galveston) is a member of the Steering Committee.

Phil Teigen then summarized a report from the Ad Hoc Committee on Awards. The Committee members were Lucretia McClure, Joanne Phillips, Barbara Rootenberg, and Barbara Irwin, Chair. Two awards have been suggested: one for outstanding service to the profession and one for an outstanding publication in medical history. Dr. Teigen will appoint two committees to work this year on the details for each award. Critical areas for discussion will include setting criteria for each award, the type of award (plaque, cash, travel to meeting), the dollar amount needed, an endowment or funding for the award, the nomination process, and publicity for the establishment of the award. Judith Overmier suggested that decisions about the awards or announcements be placed in *The Watermark*.

Phil Teigen presented a report from the Ad Hoc Name Change Committee and distributed sheets of paper with the name recommended by the Committee and several alternate suggestions. Committee members were Ed Glaser, Mary Teloh, Barbara Niss, and Ed Morman, Chair. "Medical History Documentation Association" is the name recommended by the Committee for our organization. The topic was then opened for general discussion because Dr. Teigen did not want a vote on the committee report, but rather to get ideas and reactions from the members attending the meeting. Nancy Zinn and Joan Klein both felt that we should not retreat to the more restrictive word, "medicine," and that our name should reflect the fact that we are the only group interested in documentation of all the health sciences. Ed Morman said the Committee realized there would be a discussion examining "medicine" vs. "health sciences" but the fact is that the group is interested in health services as well as the sciences. A suggestion was made that in the interest of saving time, all the membership should be polled by mail with a non-binding straw vote on their preference for a name. Phil Teigen agreed to this and mail ballots will be sent this summer after further discussion by the Steering Committee. In addition to the Committee's recommendation, the ballot may include five other names -- Association of Librarians and Archivists in the History of Medicine, Association for the Documentation of the History of Medicine, Archivists and Librarians in the History of the Health Sciences, and the John Shaw Billings Society.

Seven Committees will be working this year for the Association -- an Ad Hoc Committee for a Publica-

tion Award, an Ad Hoc Committee for the Service Award, an Ad Hoc Committee for the ALHHS Archive, an Ad Hoc Committee for the ALHHS Constitution, the Nominating Committee, the Program Committee, and a Publication Committee. Anyone wanting to serve on a committee should get in touch with Phil Teigen at the National Library of Medicine (Tel. 301-496-5405).

John Erlen moved that ALHHS recognize Glen Jenkins, the Local Arrangements Committee, and the staff of the Allen Library and Ditttrick Museum for all their work in organizing this meeting and extend our thanks to them for their hospitality. This motion was seconded and passed unanimously. Billie Broadus then moved to adjourn, Nancy Zinn seconded and the sixteenth annual meeting came to a close.

ALHHS Financial Summary for 1991

May 1, 1991

Revenues	Money Market	Savings
Jan. 1, 1991	\$3,570.13	\$2,020.96
Jan. Dividends	19.04	27.38
Jan. Deposit	155.00	
Feb. Dividends	34.24	
Feb. Deposits	335.00	445.00
Mar. Dividends	20.38	28.11
Mar. Deposits	605.00	905.00
April Deposits	300.00	542.00
	<hr/> \$5,038.79	<hr/> \$3,968.45

Expenses

Feb. Withdrawal (Postage & Labels)	\$ 45.55
Feb. Withdrawal (<i>Watermark</i> - Winter Issue)	403.19
April Withdrawal (Postage)	9.12
	<hr/> \$ 457.86

Current Assets	\$5,038.79	\$3,510.59
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Encumbered Funds

Directory of Members (Approved 1990)	\$400-500
<i>Watermark</i> (Spring, 1991)	\$328.03
1991 Mtg. Luncheon and expenses	???

Footnote to the Combined Meeting 1991

Thanks for coming to Cleveland. It was wonderful to have you here. Here are some attendance statistics that strongly suggest the health and vigor of ALHHS:

Combined MeMa-ALHHS Luncheon - 67 persons

Welcome at the Watermark - 42

Ethical Issues - 44

Picker Tour - 20

Library Tour - 32

Hazards - 28

Glen Jenkins



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BOOKS

A charming title page was prepared for the exhibit area in Cleveland. It serves well to introduce the list of participating antiquarian book exhibitors, to whom we wish to give thanks, and the summary of the librarian's table organized by Chris Hoolihan, who thereby has earned our gratitude also.

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The Librarian's Table

as told by its organizer Chris Hoolihan

It was suggested last Fall that the ALHHS have its own literature table at the American Association for the History of Medicine's annual meeting in Cleveland that Spring. A number of us thought this would present an ideal opportunity to make both the Association and our individual collections better known to the general membership of AAHM.

Every medical history collection in the United States and Canada was solicited to provide descriptive brochures, exhibit catalogs, etc. which might be displayed and distributed at the meeting, and to send one or two photographs of facilities to provide a visual background to the exhibit.

Twenty-three libraries responded by sending printed materials for the literature table; nineteen libraries sent photographs. The exhibit was a definite success. Stocks of materials on display had to be constantly replenished, and the photographs of our various libraries drew much attention. It is safe to say that both our image as a group and awareness of our individual collections were enhanced by the Cleveland exhibit.

This is probably not an event we would want to sponsor annually. In the distribution of literature we may have saturated the medical-historical community for a year or two. An exhibit of this nature also requires someone who can not only solicit materials, but hold them for several months, transport them to the site of the meeting, and set up the exhibit. This might not be practicable for meetings in places like Seattle, where there are few (if any) Association members in close enough proximity. This is certainly an activity we should consider for AAHM in 1993 or 1994, however.

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CRITICAL ISSUES IN THE PRESERVATION OF HOSPITAL ARCHIVES: AN INTERNATIONAL PERSPECTIVE

Barbara Craig, Archivist of York University; John Parascandoa, Chief of the History of Medicine Division of the National Library of Medicine; and Nancy McCall, Archivist of The Johns Hopkins Medical Institutions conducted a luncheon workshop on hospital archives at the AAHM Annual Meeting in Cleveland on 3 May 1991. Sponsored by the American Association for the History of Medicine's Committee on Archives and Manuscripts, this workshop served as a sequel to the 1988 NLM/AAHM Conference on Documenting Modern Medicine.

The primary purpose of the workshop was to share information about the status of hospital archives in four countries (Australia, Canada, England and the United States). A secondary purpose was to consider ways the AAHM through its Committee on Archives and Manuscripts can contribute to national and international efforts for the preservation of hospital archives.

Twentieth Century hospital archives were selected as the focus of the workshop because they are in effect microcosms of modern medicine. In this era of abundant information in which hard choices are having to be made regarding the retention and destruction of records, hospital records should be given high priority for preservation because they contain such a broad---almost inclusive---range of documentation pertaining to the practice, teaching and research agenda of modern medicine.

John Parascandola presented a summation of the NLM/AAHM Conference while Barbara Craig and Nancy McCall discussed current activities and ongoing projects in the field of hospital archives in Australia, Canada, England and the United States. In preparation for the workshop Barbara Craig and Nancy McCall had written and telephoned and even met with archivists from Australia, Canada, England and the United States to discuss the status of hospital archives in their respective countries.

Barbara Craig reported on discussions with the following individuals from Canada and England: Richard Samways, Principle Assistant Archivist of the Greater London Record Office; Janet Foster, Archivist to the AIDS Project at London Institute of Tropical Medicine; Julia Sheppard, Archivist of the Contemporary Medical Archives Centre at the Wellcome Institute of the History of Medicine; and Carolyn Heald, Health Records Archivist of the Archives of Ontario.

Nancy McCall reported on discussions with the following individuals from Australia and the United States: Irene Kearsey, Medical Record Advisor, Health Department of Victoria; Joan Krizack, Archivist of the Massachusetts Eye and Ear Infirmary; Ann Mitchell, Records Manager and University Archivist at Monash University (formerly Sydney Hospital Historian); and Nancy Zinn, Head of Special Collections at the University of California at San Francisco.

The discussions with archivists from these four different countries revealed patterns of similarities in the management, preservation and use of twentieth century hospital records.

MANAGEMENT

Government regulations and professional health care standards play a major role in the creation of hospital records, but a minor role in the final disposition of records. Complicating the lack of policy regarding the final disposition of records is the scarcity of archival repositories with the health care systems of these countries. A further problem in all four countries is the reluctance of general archival repositories to take on hospital records because of their volume, the highly technical nature of their content and the restrictions they carry on access. The archival management of hospital records entails a significant investment in not only storage space, but also staffing. The question of staffing archives of hospital records in these countries is particularly complex because of the lack of archival training programs with specialization in medical archives. In order to acquire the specialized knowledge required for the archival management of hospital records, even the most well-trained archivist must set forth on a self-directed course of remedial education. Few archival repositories can afford to have staff re-training programs in order to accommodate the accession of hospital records.

While the archival profession in these countries expects more direction and support from their respective medical communities on the final disposition of hospital records, the medical communities in these countries expect the archival profession to set guidelines for the retention, preservation and use of hospital records. The medical communities must assume a larger role in the archival management of hospital records. What is needed is more interaction between these two professional communities.

Generally speaking, the archival profession must engage in more research about the nature of modern records and revise the curriculum of training programs to meet the new and growing needs of the information age. In addition, the archival profession should institute specialized training programs for hospital archivists. On the other hand, health professionals need to assume greater responsibility for the fate of hospital records. They must begin to take effective steps to reduce the redundancy and proliferation of records that are generated within the health care systems of their respective countries. In addition they should explore ways by which the data and information in hospital records can be better utilized for administrative purposes.

In order to reach a resolution about the fate of twentieth century hospital records in these four countries, a rapprochement must be made between the archival and health care professions. Until good working relationships are established between these two professions, positive changes cannot be effected in the archival management of hospital records.

PRESERVATION

In all four countries, the preservation issues associated with twentieth century hospital records are almost virtually the same. The first and most overwhelming problem is the volume of records on paper. Even in this "high-tech" era of medicine, the paper record is still the most predominate form of record in hospitals. Paper is also still the most preferred form of back-up for electronic records at hospitals.

Paper conservators in all four countries must devote more efforts toward mass preservation measures rather than item level preservation. Paper conservators, as well as archivists, must adapt their procedures to accommodate the volume of late twentieth century records.

Storing a paper record in its original format is still considerably cheaper than converting the record to a miniaturized format through micrographics. Microfilming is usually only financially feasible when done on a prospective basis. Computerization likewise is usually only financially feasible when done on a prospective basis.

Hospitals in all four countries have been slow to automate record-keeping systems. Other industries such as banking and the airlines have made much greater progress toward electronic conversion of record keeping

systems. Privacy issues and the reluctance of medical professionals to use computers have inhibited the widespread introduction of computerization. In the United States—the land of free enterprise—hospital billing systems were the first areas of hospital record-keeping to automate. Only recently have clinical systems begun to automate. As more hospital records are being computerized, new preservation challenges are arising. After considerable investigation into the preservation of computerized records, archivists at Johns Hopkins Medical Institutions, recognizing the obvious difficulties entailed in the preservation of computer hardware and software, have concluded that the only feasible process would be to preserve the data and information in computerized records through a regular process of “refreshment”. As computer hardware and software systems become obsolete, the data and information in the computerized record should be converted to a current and viable system.

USE

In all four countries the potential research uses of hospital archives are ever expanding especially as more clinical and research records are being designated for preservation and made available for study. Until recently, the use of hospital archives has been confined primarily to historians. Hospital archives in the past have included mostly administrative records which in turn have been utilized primarily by historians and social scientists. As hospital archives include more clinical and scientific records in their holdings, the user population is also changing. In addition to the new breed of medical historian (the MD-PhD), physicians and scientists are also beginning to make use of the clinical and research data in hospital archives. The clinical and scientific data and information in hospital records constitute a rich continuum of medical knowledge which can be of value to a number of retrospective research endeavors. As the health professions place greater emphasis on areas such as genetic research, the importance of preserving patient records is underscored.

Handouts from the archivists who had contributed to the workshop program supplemented the oral presentations. The handouts included the following reports:

*NLM/AAHM Conference on Documenting Modern Medicine by Peter Hirtle and John Parascandola (*The Watermark*, v. XII, no. 4, Summer, 1989). This report provides an excellent summation of the joint NLM/AAHM conference as well as a list of background readings for the conference. The background readings are major sources for studying the documentation of twentieth century science and medicine.

*Critical Issues in the Preservation of Medical Records: An Australian Perspective. This was a joint report prepared by Ann Mitchell, Records Manager and

University Archivist of Monash University with contributions by Irene Kearsey, Medical Record Adviser of the Health Department of Victoria and Barbara Reed, Director of Records Archives and Information Management at Ptu Ltd in Sydney. This is a comprehensive and detailed report about the current status of medical records in Australia. Frank and to-the-point, this report is a seminal document on the management, preservation and use of medical records in Australia.

*A Report on Documenting the U.S. Healthcare System: Analysis, Assessment, and Plan. Directed by Joan Krizack of the Archives of the Massachusetts Eye and Ear Infirmary in Boston, the purpose of this project is to provide a context for the appraisal of records in the health care fields. The final product of the project will be a book. Joan Krizack is editing the book in addition to writing several chapters. Other chapter authors include the following contributors: Paul Anderson, James Carson, Peter Hirtle, James Kopp, Nancy McCall and Lisa Mix. The report provides an excellent synopsis of the project that Joan Krizack has developed and is directing.

*The National Health Service Health Circular HC(89) 20—Preservation, Retention, and Destruction of Records—Responsibilities of Health Authorities under the Public Records Acts.

*Agenda of speakers and titles of papers for The Society for the Social History of Medicine and Health Authorities Archivist Group Day Conference (19 April 1991).

Copies of these reports are available for nominal photocopying and postage charges. Requests for photocopies should be directed to Nancy McCall at the following address:

Medical Archives
The Johns Hopkins University School of Medicine
Hunterian, G-1
725 North Wolfe Street
Baltimore, MD 21205

Charges for photocopying and mailing the packet of handouts are \$5.00. Please make cheques payable to The Johns Hopkins University.

Barbara Craig and Nancy McCall conducted a survey of participants of the workshop. The results of the survey indicate that the participants would welcome another workshop on hospital archives at the next AAHM annual meeting. Barbara Craig and Nancy McCall are using the survey responses to guide preparation for a future workshop program.

The workshop coordinators are particularly grateful to the superb efforts of the contributors. While unable to come to Cleveland in person, those contributors from Australia, Canada, England and the United States yet managed to communicate with workshop participants with summaries of significant activities and projects relevant to the preservation of hospital archives in their respective countries.

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MEETING OF THE AAHM COMMITTEE ON ARCHIVES AND MANUSCRIPTS

The AAHM Committee on Archives and Manuscripts met in Cleveland on 4 May 1991. Committee members attending the meeting included the following: John Lanzalotti, Adele Lerner, Nancy McCall and Judith Overmier. Committee members unable to attend the meeting included the following: Joan Krizack, John O'Donnell and Robert Powell. Because John O'Donnell was unable to come to Cleveland, he asked Thomas Horrocks to represent him at the meeting. Nancy Zinn requested to attend the meeting as a representative of the Association of Librarians in the History of the Health Sciences. Nancy McCall, Secretary of the Committee, chaired the meeting.

The agenda for the meeting included a review of the President's charge to the Committee and reports on the Hospital Archives Workshop, the status of the AAHM Archives and the proposed guide to archives and manuscripts collections in the history of medicine.

The members present agreed to endorse President John Burnham's charge to the Committee. The charge is as follows:

- Explore the need for, and feasibility of, developing a guide to archival collections in the history of medicine in the United States and Canada.

- Explore cooperative arrangements on a national level for ensuring that significant medical manuscript materials are preserved and made available for research in the history of medicine.

- Review and report to the President, Council and AAHM membership on the standing arrangements for the continuing deposit, cataloging and availability at the College of Physicians of Philadelphia of correspondence, reports and other documentation of the American Association for the History of Medicine.

- Report to the President and Council on the need for establishing a Committee on Archives and Manuscripts as a standing committee of the Association.

The reports represented activities that Committee members had undertaken in response to the President's charge.

- Judith Overmier reported on the guide to special collections, including archives and manuscripts collections, in the history of the health sciences that she and Nancy Zinn are undertaking. She discussed plans for research and the scope of the intended book. Committee members commended "Robin" and Nancy on their initiative and agreed to help them with this much needed project.

- Nancy McCall reported on the Hospital Archives Workshop that she, Barbara Craig and John Parascandola had conducted on the previous day. The focus of the workshop was the preservation of hospital archives in Australia, Canada, England and the United States. Because the Hospital Archives workshop had been directed toward archivists and historians with considerable experience in the health fields, Adele Lerner recommended that a more basic "hands-on" workshop for archivists beginning in the health fields be considered for next year's meeting. Committee members agreed with Adele Lerner's suggestion and recommended that Nancy McCall contact the Society of American Archivists to inquire if the education division of the Society would conduct an introductory archival workshop at the 1992 annual meeting in Seattle. Because of the number of librarians who are also undertaking archival and manuscript responsibilities, Nancy Zinn advised that Nancy McCall contact the Association of Librarians in the History of the Health Sciences to see if this group would be interested in co-sponsoring this workshop. Nancy McCall agreed to discuss the proposed workshop with Philip Teigen, President of the Association of Librarians in the History of the Health Sciences.

- Thomas Horrocks reported on the status of the AAHM Archives which is housed at the College of Physicians and managed under his supervision. The AAHM Archives now span thirty-five cubic feet. Fourteen (14) cubic feet are processed. Thomas Horrocks recommended that in order to deal with the AAHM Archives more effectively, administrative linkages must be made between the College of Physicians and the American Association for the History of Medicine. Thomas Horrocks' specific suggestions were as follows:

- The formation of a committee to oversee communication between the AAHM and the College of Physicians. The AAHM Committee on Archives and Manuscripts would be the most appropriate committee to channel communication between the Association and the College of Physicians.

- Policies regarding future accessions, processing, access and use of the AAHM Archives must be developed jointly by the AAHM and The College of Physicians.

-Policies regarding the AAHM Archives must be communicated to officers of the AAHM in order to assure that records of the Association are properly maintained and routinely transferred to the College of Physicians.

-The AAHM should consider contributing funding for not only retrospective processing of the AAHM Archives, but also prospective processing. Special attention should be given to processing needs in view of the Association's plans for the preparation of a history.

-The AAHM and the College of Physicians should explore the possibility of obtaining grant funding for the processing and cataloging of the current holdings.

-The AAHM should appoint an archivist of the Association. In order to assure effective archival administration and management, the individual named as archivist should also be on the staff of the College of Physicians.

The Committee endorsed Thomas Horrocks' recommendations and agreed to submit these directly to the President.

To be eligible for consideration, papers must meet the following criteria: authors must be health sciences librarians, papers must treat some aspect of the history of medicine or allied sciences, papers may be under consideration for publication at the time of submission, but cannot have been published. Standards for judging include 1) bibliographic research, 2) quality of experimental design or of arguments developed to support a particular hypothesis, 3) contribution to the study of the history of the health sciences, 4) originality, 5) style. The recipient receives a cash award of \$100 and a certificate at the Association's Annual Meeting.

The original manuscript plus 5 copies may be submitted to the Awards Committee Chair at any time during the year; however, September 1 is the annual deadline for papers to be considered for the award to be presented at the MLA Annual Meeting the following spring. To obtain more information about this award, contact Mary Ann Hoffman, 1991-92 Awards Committee Chair, Fordham Health Sciences Library, Wright State University, P.O. Box 927, Dayton, Ohio, 45401-0927, (513) 873-2395, FAX (513) 879-2675.


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May 30, 1991

From the President's Desk:

Our annual meeting in Cleveland was a great success. In practical and aesthetic terms, the handsome Allen Memorial Medical Library was an ideal place to meet. Then, Glen Jenkins and the local arrangements committee made everyone feel welcome and at ease. A large percentage of our membership came and their energy and enthusiasm made this one of the liveliest meetings in my memory. Much of the value of the meeting was produced by the Program Committee (chaired by Inci Bowman), which not only presented an important subject—ethical issues and dilemmas of curatorship—but organized the program in such a way that members were individually involved in a thorough and rewarding way.

The specific details of the meeting are recorded in the Minutes of the Secretary published elsewhere in this issue of the *Watermark*. In addition to that I have a number of announcements and some information for which we did not have time at our business meeting.

1. ALHHS Exhibit at the AAHM Meeting

Chris Hoolihan organized an exhibit of pamphlets, informational brochures, and photographs from history of health science libraries. The idea for this exhibit (contributed by Barbara Niss) was received with great enthusiasm by our members, who contributed a lot of materials, and by many attendees at the AAHM meeting who took the free materials home. Especially successful were the pictures of the libraries and archives we work in and which decorated the wall behind the exhibit.

2. Luncheon Session

For the first time in several years, we did not sponsor a luncheon workshop at the AAHM meeting. We need to start thinking about resuming this practice at the 1992 meeting in Seattle. I am sure that there are many ideas floating around that would appeal to historians, and I hope that there are members of the ALHHS who could take on the organizing task. Please let me know before September 1 if you have ideas and/or the willingness to do plan a luncheon session.

3. ALHHS Archives

Dorothy Whitcomb has been looking after our archives, but now that she has retired we need to find a permanent home for them. (Until we do so she has agreed to continue to care for them.) Recent issues of the *Watermark* have carried a notice asking for proposals from those collections that can offer a permanent home for them. Several proposals have been submitted, and I expect more to come, but I have not yet set up a process whereby the final choice will be made. I will do this over the summer and issue one more announcement later this year so that by our meeting in 1992 we should have a

permanent home. This effort has gone slower than I thought, but the matter turned out to be more complicated than I thought.

As I said in the Fall, 1990, issue of the *Watermark*, much of the work of the ALHHS is done by committee. For this reason I would like to end this column by thanking the many committee members and chairmen who kept the Association going this past year. In particular, I want to thank Beth White who has now completed four years as Secretary-Treasurer. More than anyone else she has provided continuity to the ALHHS Steering Committee and, in addition, performed the more mundane but no less essential tasks, such as collecting dues, handling bank accounts, keeping the computerized membership list up to date, to mention only a few. Not least of all, she has generously shared her experience with this particular President and prevented him from making more mistakes than he otherwise would have.

Phil Teigen

Phil Teigen, President
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The Watermark is issued quarterly to members of this Association and subscribers. ALHHS officers are President: Phil Teigen, Deputy Chief of the History of Medicine Division, National Library of Medicine, 8600 Rockville Pike, Bethesda, Maryland, 20894; Secretary-Treasurer: Edwina Walls, 910 N. Martin, Little Rock, Arkansas, 72205-4122; Editor: Judith Overmier, School of Library and Information Studies, 401 West Brooks, Room 123, University of Oklahoma, Norman, OK 73019. Submission deadlines: May 30, August 29, November 30, February 28.

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