



# **ALHHS Procedures Manual**

## **Table of Contents**

Timetable for ALHHS Decision-Making and Activities p. 3-4.

### **ELECTED OFFICERS** p. 5-9.

President

Immediate Past-President

President-Elect

Secretary

Treasurer

Members-at-Large

### **APPOINTED OFFICERS** p. 9-15.

Local Arrangements Chair

Newsletter Editor

Program Committee Chair

Nominating Committee Chair

Directory Editor

Website Editor

Archivist

Listserv moderator

## **Table of Contents, cont.**

### **AWARDS AND RECOGNITION COMMITTEES p. 15-23.**

Publication Award p. 15-18

Publication Award-Description of Award

Publication Award Chair

Publication Award-Nominations Procedure

Publication Award-Press Release

Lisabeth M. Holloway Award p. 18-20

Lisabeth M. Holloway Award-Description of Award

Lisabeth M. Holloway Award Chair

Lisabeth M. Holloway Award-Nominations Procedure

Lisabeth M. Holloway Award-Press Release

ALHHS Recognition of Merit Award p.20-22

ALHHS Recognition of Merit- Description of Award

ALHHS Recognition of Merit Chair

ALHHS Recognition of Merit - Nominations Procedure

ALHHS Recognition of Merit- Press Release

### **Procedures for ordering Award (Tiffany Paperweight) p. 23**

Committee Rosters p. 24-25

	<p><b>Timetable for ALHHS Decision-Making and Activities</b></p> <p><b>NOTE:</b> These dates are advisory, depending on the timing of the annual meeting, the <i>Watermark</i> editorship, etc.</p>
May	<ul style="list-style-type: none"> <li>• President appoints Nominating, Program, and Awards and Recognition committee chairs for following year. President appoints Local Arrangements chair for following year. (Often informally asks for volunteers at annual meeting, follows up with a notice on the listserv, and then does appointments.)</li> <li>• <i>Watermark</i> editor sends call for items for Summer issue.</li> <li>• Annual meeting, unless it is in April</li> </ul>
June	<ul style="list-style-type: none"> <li>• Secretary submits minutes from Steering Committee Meeting and Business Meeting to <i>Watermark</i> Editor (Late May, early June)</li> <li>• Website editor updates web pages to reflect changes in officers and committee membership</li> <li>• Summer issue of <i>The Watermark</i> published late June or in July</li> </ul>
July	<ul style="list-style-type: none"> <li>• In even years Directory Editor compiles membership directory. Next one will be published in 2012. (Appointment for 2014 Directory Editor should be made in 2013).</li> </ul>
August	<ul style="list-style-type: none"> <li>• Membership directory mailed in even years</li> <li>• <i>Watermark</i> editor sends call for items for Fall issue.</li> <li>• Local Arrangements chair touches base with AAHM Local Arrangements re hotel rooms for annual meeting.</li> </ul>
September	<ul style="list-style-type: none"> <li>• The chair of the Awards and Recognition Committee puts a notice in the fall issue of <i>The Watermark</i> and on the listserv, describing the awards and asking for nominations.</li> <li>• Program chair should solicit volunteers for Program Committee.</li> </ul>
October	<ul style="list-style-type: none"> <li>• Fall issue of <i>The Watermark</i> published</li> <li>• Program Chair determines a budget for the program, in consultation with the Treasurer.</li> <li>• Program Committee decides on Program for annual meeting and begins to solicit speakers, etc.</li> <li>• President approves budget for annual meeting program</li> </ul>
November	<ul style="list-style-type: none"> <li>• Treasurer sends renewal notice to members via listserv</li> <li>• Treasurer sends advertisers in <i>The Watermark</i> an invoice for upcoming calendar year</li> <li>• Nominating Committee issues a call for nominations for Officers in the winter issue of <i>The Watermark</i> and on the listserv</li> <li>• <i>Watermark</i> editor sends call for items for Winter issue.</li> </ul>
December	<ul style="list-style-type: none"> <li>• Chairs of Awards and Recognition Committee (s) and Nominations Committee issue call for nominations on the ALHHS Listserv</li> <li>• Local Arrangement chair begins to work closely with officers, Program committee and website editor on details for meeting. Local Arrangements chair submits short piece for <i>Watermark</i> promoting site of the annual meeting</li> </ul>

January	<ul style="list-style-type: none"> <li>• Program Committee Chair submits preliminary piece for <i>Watermark</i></li> <li>• Winter issue of <i>The Watermark</i> published</li> <li>• Nominating Committee submits slate of candidates to the Steering Committee 12 weeks prior to the annual meeting</li> <li>• Deadline for award nominations</li> <li>• Treasurer sends second renewal notice to delinquent members</li> <li>• Local Arrangement chair continues to work closely with officers, Program committee and website editor on details for meeting.</li> </ul>
February	<ul style="list-style-type: none"> <li>• Local arrangements chair alerts membership to annual meeting registration information, via listserv. Registration and meeting material is posted on web site.</li> <li>• Nominating Committee sends ballot to membership, by nine weeks prior to the annual meeting; recent elections have been conducted with Survey Monkey, with individual messages sent to each member in good standing.</li> <li>• <i>Watermark</i> editor sends call for items for Spring issue.</li> <li>• Local Arrangements Chair submits follow-up article for <i>Watermark</i> promoting site of the annual meeting</li> <li>• Treasurer, with authorization from the President, arranges for a professional audit of the ALHHS books.</li> <li>• Award and Recognition Committee(s) submits names of Award recipients (if any) to Steering Committee (this is done in February if meeting is early in Spring)</li> <li>• If there is an award being given, the Treasurer orders the Tiffany award in February or March (see p. 24)</li> <li>• President asks officers, committee chairs, etc. for reports to be presented at annual meeting</li> </ul>
March	<ul style="list-style-type: none"> <li>• Treasurer purges membership roster of all non-renewing members, and passes this information on to the listserv administrator and to the Secretary.</li> <li>• Listserv administrator removes non-renewing members from the listserv</li> <li>• Officers, committee chairs, etc. should have reports ready for annual meeting-they are presented at the meeting, and a copy goes to Secretary for inclusion in <i>The Watermark</i></li> <li>• Deadline for voting for Officers, as determined by Nominating Committee</li> <li>• Incoming Officers should be notified of their status in time for them to make arrangements to attend the Annual Meeting</li> <li>• Registration deadline for annual meeting (unless meeting is in May, then registration deadline is in April)</li> </ul>
April	<ul style="list-style-type: none"> <li>• Nominating Committee Chair announces new officers</li> <li>• Spring issue of <i>The Watermark</i> published prior to annual meeting</li> <li>• Award Committee prepares text to go with Tiffany paperweight, to be given at annual meeting.</li> </ul>

# ELECTED OFFICERS

## President

### I. Election

The President of the Archivists and Librarians in the History of the Health Sciences (ALHHS) is elected by the membership of the organization and takes office at close of the annual meeting of the year following the one in which (s)he was elected. S(H)e serves a term of two years, following one year as President-Elect.

### II. Duties

The President of the ALHHS is responsible for the day-to-day operations of the organization.

### III. Responsibilities

1. Presides over the annual business meeting, the Steering Committee meeting, and the annual program.
2. Appoints standing and ad hoc committees, with the consent of the Steering Committee.
3. Determines the long range objectives of the organization, in concert with the Immediate Past-President (first year of office) or the President-Elect (second year of office).
4. Directs the organization in formulating policies and programs that will further its goals and objectives.
5. Provides a regular column for *The Watermark*.
6. Develops the agenda for the annual business meeting and the Steering Committee meeting; with the cooperation of the Local Arrangements Chair and the Program Chair, sets the time and place of the meeting.
7. Serves as an ex-officio member of all standing committees.
8. Acknowledges in writing the service of officers and committee chairs at the completion of their term of office.
9. Orients the President-Elect in the conduct of the duties of the President.
10. Provides the Website Editor with the organizational information required to keep the website up-to-date.
11. Serves as the voice of the organization, as needed, and leads the membership in the period between meetings.
12. Presents a Presidential report at the annual Meeting.

## **Immediate Past-President**

### **I. Background**

The Immediate Past-President serves for one year following the end of his/her presidential term. His/her term ends at the close of the annual meeting, as the new President begins.

### **II. Duties**

The Immediate Past-President shall assist in the orientation of the President and perform the duties and exercise the functions of the President during the President's absence or inability to act during the *first year* of the President's term of office.

### **III. Responsibilities**

1. Performs the duties of the President in the absence of the President, during the President's *first* year of office.
2. Mentors the President as necessary in the duties, responsibilities and time table of the Presidential office.
3. Acts as sounding board as necessary as President determines long-range planning for the organization.
4. Conducts biennial review of the Procedures Manual and proposes bylaw changes if necessary.

## **President-Elect**

### **I. Election**

The President-Elect of the ALHHS is elected by the membership of the organization and takes office at close of the annual meeting of the year in which (s)he is elected. The President-Elect serves one year as President-Elect followed by two years as President.

### **II. Duties**

The President-Elect is responsible for the operations of the organization in the absence of the President, if during the *second* year of the President's term.

### **III. Responsibilities**

1. Performs the duties of the President in the absence of the President, during the President's *second* year of office.
2. Works closely with the President to learn the duties of the President.

3. Works closely with the President to determine long-range planning for the organization.

## **Secretary**

### I. Election

The Secretary of ALHHS is elected by the membership of the organization for a two-year term. The Secretary shall be elected in even years. No member may serve more than two consecutive terms as Secretary. The Secretary takes office at the close of the annual meeting of the year in which (s)he is elected.

### II. Duties

The Secretary shall keep the correspondence and records of the Association, take minutes of the Steering Committee meeting and annual business meeting, record votes and decisions, and supervise the updating of the membership directory.

### III. Responsibilities

1. Oversees the preparation of the membership Directory, appoints Directory editor, and provides membership data in electronic form to the editor of the Directory. Also provides mailing labels to the editor for distribution of the membership Directory.
2. Takes minutes at both the annual business meeting and at the annual meeting of the Steering Committee and then submits them for publication in *The Watermark*.
3. Coordinates with ALHHS archivist to establish and enforce a consistent records management policy.
4. Presents a report on the membership status of the Association at the Annual meeting and at the Steering Committee meeting. Report will also be published in *The Watermark*.

## **Treasurer**

### I. Election

The Treasurer of ALHHS is elected by the membership of the organization for a two-year term. The Treasurer shall be elected in odd years. No member may serve more than two consecutive terms as Treasurer. The Treasurer takes office at the close of the annual meeting of the year in which (s)he is elected.

### II. Duties

The Treasurer shall receive dues and pay the Association's bills. A statement of accounts shall be submitted to the Steering Committee nine (9) weeks prior to the Annual Meeting.

### III. Responsibilities

1. Establishes a checking account for the funds of the organization. Deposits all checks submitted to the organization to this account.
2. Pays all bills for the organization, and keeps track of all accounts, including checking account and certificate of deposit.
3. Sends out yearly invoices to Watermark advertisers.
4. E-mails a renewal form to all members to solicit annual dues, usually around the beginning of November, with the first deadline set early in January. Sends follow-up letters to members who have not paid dues by February. Notifies Secretary and listserv owner of new members and non-renewing members.
5. Maintains the membership database by entering all new and updated member information as it is received and deleting information about non-renewing members.
6. Submits a list of new members and their email addresses to the moderator of the ALHHS listserv.
7. Maintains up-to-date address information for all ALHHS members, and forwards that information to those responsible for mailings such as election ballots, annual meeting information, and the membership Directory.
8. Orders and pays for Tiffany paperweight award(s) (if awarded) for distribution to awardees at the annual meeting.
9. Two months before the annual meeting, with authorization from the President, arranges for a professional auditor to prepare a report on the state of ALHHS's finances.
10. Receives the registration forms and monies for the annual meeting. Works in concert with the Local Arrangements chair for any monies that need to be paid for restaurant, lunch etc. Works with Program Chair to ensure program expenses such as honoraria and reimbursements are paid.
11. Presents a report on the financial status of the Association at the Annual meeting and at the Steering Committee meeting. The financial status is augmented by the Auditor's report. Report will also be published in *The Watermark*.

## **Members-at-Large**

### I. Election

Each Member-at-Large of the ALHHS Steering Committee is elected by the membership of the organization. Two are chosen each year to serve a two-year



term of office. The Member-at-Large takes office at the close of the annual meeting of the year in which (s)he is elected.

## II. Duties

The four Members-at-Large are responsible for assisting the President in the conduct of the business of the organization.

## III. Responsibilities

1. Attend the annual Steering Committee meeting and the annual business meeting of the Association.
2. Work with the President, Immediate Past-President and President-Elect to determine long-range planning for the organization.
3. Serve, as needed, on specific ad hoc committees or task forces.

# **APPOINTED OFFICERS**

## **Local Arrangements Chair**

### I. Appointment

The Local Arrangements Chair is appointed by the President. Ideally the person selected should be located in or in close proximity to the Annual meeting city.

### II. Duties

Local Arrangements involve planning and implementation of meeting registration, the social events preceding the annual meeting program, and tours of local medical history repositories or historic sites. Guidelines for local arrangers, called the Blue Book, is available online as part of the Annual Meeting link: <http://www.alhhs.org>

### III. Responsibilities

1. Coordinates with American Association for the History of Medicine (AAHM) Local Arrangements Chair to arrange meeting venue, hotel accommodations, transportation details, and any other meeting details which involve interaction with AAHM.
2. Coordinates with Medical Museums Association (MeMA) regarding hotel, transportation, food and other meeting details, as they concurrently meet when ALHHS meets.
3. Coordinates with the ALHHS President, Treasurer, and Program Committee Chair in preparing the schedule and determining the registration fees.
4. Reserves meeting space for annual meeting and program, Steering Committee meeting, and social events.
5. Hires transportation services, if needed.

6. Arranges for any audiovisual needs of speakers, in consultation with the Program Chair.
7. Orders any meals included in registration costs; determines site and negotiates fees for social events.
8. In consultation with the President, the Treasurer, and the Program Committee Chair, determines meeting registration fees, which should support meeting expenses (including registration packet materials and postage, meals included in registration, tour transportation and admission fees) and for social events (cost of meals, room, bartender, and transportation, if necessary).
9. Submits registration material (meeting registration form, hotel registration, program, maps, directions) to the website editor about eight weeks prior to the annual meeting. Sends an e-mail to listserv alerting the membership to the materials online. Members print registration form and send in, with check, to the Treasurer.
10. A cutoff registration date two to three weeks prior to the annual meeting should be stated in the documentation.
11. Produces name badges for attendees of the annual meeting (gets list of attendees from Treasurer).
11. Coordinates with Treasurer to ensure that all bills (especially for the restaurant) relating to the meeting are paid.
12. Presents a report on the planning of the meeting at the annual meeting and at the Steering Committee meeting.

## **The Newsletter Editor**

### I. Appointment

The editor(s) of *The Watermark* is appointed by the President, for a term determined by the Steering Committee, based on nominations or volunteers from the membership.

### II. Duties

*The Watermark*, the newsletter of the ALHHS, includes articles, regularly featured columns, and announcements of interest to the members of the organization. It is issued four times per year, usually in January, April, July, and October; the editor sets deadlines for submitting material as necessary to meet the publishing schedule. *The Watermark* is electronically available to approximately 200 subscribers (members) as soon as possible after the deadline.

### III. Responsibilities

1. Solicits articles.
2. Appoints a member to handle advertising for the publication.

3. Sends out reminders regarding the production deadline to regular columnists and to occasional columnists, including reports from the President, Secretary and Treasurer.
4. Compiles and edits material. Special issues include the Summer Issue which includes minutes from the recent annual meeting and the Winter issue, which features information about the upcoming annual meeting.
5. Prepares electronic version and sends it to the Website editor.
6. Sends out notice on ALHHS Listserv when the new issue is available.
7. Coordinates mailing of print copies with the Secretary for those members without internet access.
8. Reminds the Archivist to print three copies from the pdf, for the Archives.
9. Presents a report on the status of the Watermark at the annual meeting and at the Steering Committee meeting.

## **Program Committee Chair**

### I. Appointment

The Program Committee Chair is appointed by the President for the next year as soon as possible following the close of the annual meeting.

### II. Duties

The Program Committee plans and arranges all aspects of the program for the annual meeting.

### III. Responsibilities

1. Appoints, in consultation with the President, at least 2 committee members.
2. Issues a call for suggestions for the upcoming year's meeting in the Fall online issue of *The Watermark* and on the ALHHS listserv.
3. Decides on programming, in consultation with the Local Arrangements Committee.
4. In consultation with the President and Treasurer, determines budget for the program if necessary. The budget should include expenses such as honoraria or travel reimbursements for invited speakers if appropriate. The President shall approve the program budget. (Note: The program budget will not include local arrangement expenses such as room fees, transportation or meals for those attending the meeting.)
5. If relevant, issues a "Call for Papers" in *The Watermark*, the ALHHS listserv and other relevant media.
6. Evaluates, using criteria developed by the committee, any submissions for contributed papers.
7. Contacts selected invited speaker(s), and arranges for their participation in the annual meeting program.
8. Provides information on audiovisual requirements to the Local Arrangements Chair.

9. Arranges for an appropriate “thank you” note and/or gift for invited speaker(s).
10. Presents a report about the Program Committee’s work at the annual meeting and at the Steering Committee meeting.

## **Nominating Committee Chair**

### I. Appointment

The Nominating Committee Chair is appointed by the President from among members who have not served on this committee in any capacity during the previous year. No member of the Nominating Committee may serve consecutive years.

### II. Duties

The Nominating Committee develops a slate of candidates once a year for the open elected offices within the organization. Offices include President Elect, Secretary, Treasurer, and four Members-at-large, as their terms designate.

### III. Responsibilities

1. Appoints, in consultation with the President, an appropriate number of committee members.
2. Issues a call for nominations in the Winter online issue of *The Watermark* and on the ALHHS listserv.
3. Determines appropriate candidate(s) for each of the offices. As a general rule, elections are non-competitive.
4. Contacts prospective candidates and receives written consent from each to be placed on the ballot.
5. Presents the proposed slate to the Steering Committee at least 12 weeks prior to the annual meeting.
6. Creates ballots, presenting candidates for office as well as any proposed bylaw changes, which are distributed to members in good standing, at least 9 weeks prior to the annual meeting. The ballot should also provide for write-in nominations.
7. Collects all returned ballots, and determines the outcome of the election.
8. Reports election results to the Steering Committee.
9. Notifies incoming officers in time for them to make arrangements to attend the annual meeting
10. Provides a report of the results to the editor for inclusion in *The Watermark*.
11. Discards ballots after the annual meeting
12. Presents a report about the Nominating Committee’s work and election results at the annual meeting and at the Steering Committee meeting.

## **Directory Editor**

### **I. Appointment**

A Directory editor is appointed in even-numbered years by the President on recommendation from the Secretary.

### **II. Duties**

The Directory editor produces an updated membership Directory for the organization in even-numbered years, during the summer following the annual meeting.

1. Appoints committee members as needed to assist.
2. Contacts the Treasurer after the deadline for membership renewal for electronic copy of the membership roster. Sends a message to the ALHHS listserv, asking members to send any updated contact information.
3. Includes in the Directory the name, address, telephone number, fax number and email address of all members in good standing. Also includes organizational information: revised bylaws, procedure manual, current and previous officers, past and future dates and locations of the annual meeting.
4. Selects cover art and creates a title page for the Directory.
5. Consults with Treasurer about the numbers needed and arranges to get mailing labels
6. Arranges for production of the Directory in paper or electronic format with an appropriate binding.
7. Distributes Directory to the membership.
8. Sends three copies of the Directory to the Archivist
9. Sends extra copies of the Directory to the Secretary for distribution to new members.
10. Submits bills associated with reproduction and distribution costs to the Treasurer for reimbursement.
11. Presents a report about the Directory editor's work at the annual meeting and at the Steering Committee meeting.

## **Website Editor**

### **I. Appointment**

The Website editor is appointed by the President.

### **II. Duties**

The Website editor is responsible for maintenance of the ALHHS web pages at <http://www.alhhs.org>

### **III. Responsibilities**

1. Appoints committee members as needed.

2. Appoints a member to handle maintenance of the listserv.
3. Updates the web pages with new material, regarding the organization's officers, bylaws, and annual meeting registration material, as needed.
4. Mounts a complete copy of *The Watermark* on the web site.
5. Checks the web pages on a regular basis to ensure the pages are current and do not link to dead sites.
6. Presents a report on the work of the Website editor at the annual meeting and at the Steering Committee meeting.

## **Archivist**

### **I. Appointment**

The President appoints the Archivist with the advice and consent of the Steering Committee.

### **II. Duties**

The Archivist is responsible for the acquisition, maintenance, and organization of all ALHHS records.

### **III. Responsibilities**

1. Coordinates with Secretary to establish and enforce a consistent records management policy.
2. Contacts officers of the organization and arranges an orderly transfer of documents to the archives.
3. Organizes records of the organization.
4. Assists members and qualified researchers in accessing the records of the organization for legitimate research projects.
5. Prints three copies of the Watermark, from the pdf, for the Archives.
6. Presents a report on the status of the archives at the annual meeting and at the Steering Committee meeting.

## **Listserv Moderator**

### **I. Appointment**

The Website editor appoints the Listserv Moderator with the advice and consent of the Steering Committee.

### **II. Duties**

The Listserv Moderator is responsible for administering the listserv for members of ALHHS.

### III. Responsibilities

1. Works with Treasurer to make sure membership is up-to-date. Takes delinquent members off the listserv. Adds new members to the listserv.
2. As of 2011, the listserv moderator is also the website editor, and hosts both the listserv and the website at his institution and transferred the listserv archives to his institution- two things to consider if the Listserv Moderator changes.

## **Awards and Recognition Committee**

The Awards and Recognitions Committee will be responsible for determining the recipients of all grants and honors bestowed by the organization. Pages 15-23 detail the particular Awards and Recognitions. The President appoints the Chair of the Awards and Recognition Committee. At the President's discretion, a separate chair may be appointed for the Publication Award Committee.

### **Publication Award**

#### **Description of Award**

The Archivists and Librarians in the History of Health Sciences **Publication Award** is given each year to any ALHHS member(s) who published within three years of the award date a significant article, catalog, book, or electronic resource related to the history of the health care sciences or a work on the bibliography, librarianship, and/or curatorship of historical collections in one or more of the health care sciences. Works may be renominated for consideration within the three-year period but not beyond. Nominated authors need to be members in good standing at the time the award is given, but in no case can an active nominee be a member of the Publication Award committee nor can any active committee member propose a nominee. Books from any academic or trade publisher are eligible for nomination as are articles from journals, trade or private periodicals of recognized standing, as well as online resources produced predominantly by ALHHS members.

It is part of the implicit charge of every Publication Award Committee to establish a precise definition of "significant" as well as to assess the character and nature of the publication under consideration, although obvious considerations such as the quality of writing, contribution to the field, and relevance to the profession should be consistent benchmarks of excellence. In cases of multiple authorship

only the first two authors named on the piece can be considered for the award unless the nominee represents the only ALHHS member in the list of joint authorship. At no time can more than two authors be the recipient of the award. If no worthy candidate(s) for the award are found none shall be given in that year.

The 2012 Committee presented 2 Publication Awards: Best Print Publication (monograph or article); Best Online Resource

Previous recipients of the Publication Award are

Jeremy Norman (1994)  
Joan Klein and Jodi Koste (1998)  
Christopher Hoolihan (2002)  
Michael Flannery (2006)  
James Edmonson (2011)  
Stephen Greenberg and Patricia Gallagher (2011)  
Ellen More and Elizabeth Fee (2012)  
Christopher Lyons (2012)

## **Publication Award Chair**

### I. Appointment

The Publication Award Chair is appointed by the President.

### II. Responsibilities

1. Appoints, in consultation with the President, at least 2 committee members who cannot be active nominees for the award.
2. Issues a call for nominations via *The Watermark*, the ALHHS listserv, and any other medium deemed appropriate (see Press Release, p. 18).
3. Responds to queries about the awards procedure.
4. Accepts nominations on behalf of the committee.
7. Evaluates, with the assistance of the committee, all nominations using the awards criteria (see Nominations Procedure, below).
8. Announces the name of the winner(s) to the Steering Committee at least 8 weeks prior to the annual meeting for ratification. If no appropriate nomination(s) are received, no award is presented.
9. Coordinates with Treasurer for Purchase of Award (see p. 24); gives information about awardees and text for the paperweight to the Treasurer.
10. Presents the award (engraved Tiffany paperweight) with appropriate remarks to the winner(s) at the annual meeting.
11. Prepares a subsequent press release announcing the award for the Summer issue of *The Watermark*, the ALHHS listserv, and any other medium in which the call for nominations was announced.
12. Sends relevant documents to the archives.



## **Nominations Procedure for the Publication Award**

A nominator identifies a work for consideration. Self-nominations are encouraged. Each nomination should be accompanied by a brief cover letter identifying the work being nominated, the author(s) of that work, and an address at which the designated nominee(s) can be contacted. Only the first two authors named on the work can be considered for the award unless the nominee is the only ALHHS member in the list of joint authorship. Three copies of each nominated work should be submitted to the chair of the awards committee.

All items submitted will be evaluated on the following criteria:

Published within 3 years of the award date.

Author(s) must be ALHHS member(s) in good standing.

Book, catalog, article, or electronic resource related to the history of the health care sciences or works on the bibliography, librarianship and/or curatorship of historical collections in the health care sciences.

Books published by academic or trade publishers.

Articles published in journals, trade or private periodicals of recognized standing.  
Online resources produced predominantly by ALHHS members.

Benchmarks of excellence: Quality and style of writing, contribution to the field, and relevance to the profession.

A nominee cannot be a member of the Committee nor can a Committee member nominate. Renominations are allowed if the publication date falls within the three year period. If no worthy nominations are received, no award will be given.

The winner will be announced at the annual meeting of ALHHS in and presented with an engraved crystal paperweight; however, the winner is not required to be present.

## **Sample Press Release/Announcement for the Publication Award**

The Archivists and Librarians in the History of Health Sciences (ALHHS) is seeking nominations for the Publication Award. Books, significant articles, catalogs, bibliographies, and electronic resources related to the history of the health care sciences and works on the bibliography, librarianship, and/or curatorship of historical collections in the health care sciences are eligible for consideration. Works must have been published within three years of the award date. Nominated authors must be ALHHS members in good standing.

The Publication Award will be presented at the annual meeting in  
on \_\_\_\_\_

The deadline for nominations (self-nominations are encouraged) is \_\_\_\_ .

To receive complete information on the nominating process, please contact:  
\_\_\_\_\_

## **Lisabeth M. Holloway Award**

### **Description of Award**

This distinguished service award for members of the Archivists and Librarians in the History of the Health Sciences, **Lisabeth M. Holloway Award**, was named in honor of Lisabeth M. Holloway who was a founder and who served as president Pro Tem in 1975, and was for many years the editor of *The Watermark*. The award recognizes significant contributions through leadership and service to ALHHS and the profession.

Previous recipients of the **Lisabeth M. Holloway Award** are:

Estelle Brodman (1993)  
Nancy Whitten Zinn (1997)  
Judith (Robin) Overmier (2000)  
Lucretia McClure (2003)  
Philip Teigen (2011)

### **Lisabeth M. Holloway Award Chair**

#### I. Appointment

The Chair of the Lisabeth M. Holloway Award Committee is appointed by the President.

#### II. Description of Award

The Lisabeth M. Holloway Award recognizes significant contributions through leadership and service to ALHHS and the profession. A call for nominations is issued annually. If worthy nominations are not received, no award is presented.

#### III. Responsibilities

1. Appoints, in consultation with the President, at least 2 committee members. Committee members must not be applicants for the award.
2. Issues a call for nominations via *The Watermark*, the ALHHS listserv, and any other medium deemed appropriate (see Press Release, p. 20.).
3. Responds to queries about the awards procedures.
4. Accepts nominations on behalf of the committee.
5. Evaluates, with the assistance of the committee, all nominations using the awards criteria (see Nominations Procedure, p. 20.).
6. Announces the name of the winner to the Association Steering Committee at least 8 weeks prior to the annual meeting, for ratification. If no appropriate nomination(s) are received, no award is presented.
7. Coordinates with Treasurer for Purchase of Award (see p. 24); sends Treasurer information about awardee and text for paperweight.
8. Presents the award (engraved crystal paperweight) with appropriate remarks to the winner at the annual meeting.
9. Prepares a subsequent press release announcing the award for the Summer issue of *The Watermark*, the ALHHS listserv, and any other medium in which the call for nominations was announced.
10. Sends relevant documents to the archives.

### **Nominations Procedure for the Lisabeth M. Holloway Award**

Nominations should be submitted as a one to two page letter describing the nominee's outstanding professional achievements and the impact of his/her contributions on ALHHS and the profession. A current curriculum vitae as well as letter(s) of support (a limit of 2) are not required but provide helpful additional information to the Award Committee. The Committee may also seek additional information on a nominee from the nominator or other sources as needed.

Criteria for evaluation:

Membership in ALHHS

ALHHS office(s) held

ALHHS committee(s) chaired or served on

Outstanding service to one's institution

Contributions to the profession, i.e., history of health science librarianship/archival administration.

A nominee cannot be a member of the Committee nor can a Committee member nominate. If no worthy nominations are received, no award will be given.

The winner will be announced at the annual meeting of ALHHS in and presented with a Tiffany paperweight; however, the winner is not required to be present.

## **Sample Press Release/Announcement for the Lisabeth M. Holloway Award**

The Archivists and Librarians in the History of the Health Sciences (ALHHS) is seeking nominations for the Holloway Award. Named in honor of Lisabeth M. Holloway who was a founder of the organization and who served as President Pro Tem in 1975, and was for many years the editor of *The Watermark*, this award recognizes significant contributions through leadership and service to ALHHS and the profession and is essentially a service award for members.

The Lisabeth M. Holloway Award will be presented at the annual meeting in on \_\_\_\_\_

The deadline for nominations (self-nominations are encouraged) is \_\_\_\_ .

To receive complete information on the nominating process, please contact:  
\_\_\_\_\_

## **ALHHS Recognition of Merit**

### **Description of Award**

The **Recognition of Merit** distinguished service award for members and non-members of the Archivists and Librarians in the History of the Health Sciences recognizes individuals who make gifts of an extraordinary nature to health sciences libraries.

Previous recipients of the Recognition of Merit Award are:

William Helfand (2003)

Genevieve Miller (2007)

Erich Meyerhoff (2010)

## **ALHHS Recognition of Merit Chair**

### **I. Appointment**

The Chair of the ALHHS Recognition of Merit is appointed by the President.

### **II. Description of Award**

The Recognition of Merit recognizes either members or non-members of the Organization who make gifts of an extraordinary nature to health sciences libraries. The Recognition of Merit is also given to non-ALHHS members to honor longtime service. A call for nominations is issued annually. If no worthy nominations are received, no award is presented.

### III. Responsibilities

1. Appoints, in consultation with the President, at least 2 committee members. Committee members must not be applicants for the award.
2. Issues a call for nominations via *The Watermark*, the ALHHS listserv, and any other medium deemed appropriate (see Press Release, p. 23).
3. Responds to queries about the awards procedures.
4. Accepts nominations on behalf of the committee.
5. Evaluates, with the assistance of the committee, all nominations using the awards criteria (see Nominations Procedure, below).
6. Announces the name of the winner to the Association Steering Committee at least 8 weeks prior to the annual meeting, for ratification. If no appropriate nomination(s) are received, no award is presented.
7. Coordinates with Treasurer for Purchase of Award (see p. 24); sends information about awardees and text for the paperweight to the Treasurer.
8. Presents the award (Tiffany paperweight) with appropriate remarks to the winner at the annual meeting.
9. Prepares a subsequent press release announcing the award for the Summer issue of *The Watermark*, the ALHHS listserv, and any other medium in which the call for nominations was announced.
10. Sends relevant documents to the archives.

### **Nominations Procedure for the Recognition of Merit**

Nominations should be submitted as a one to two page letter describing the nominee's outstanding professional achievements and the impact of his/her contributions on ALHHS and the profession. A current curriculum vitae as well as letter(s) of support (a limit of 2) are not required but provide helpful additional information to the Award Committee. The Committee may also seek additional information on a nominee from the nominator or other sources as needed.

Criteria for evaluation:

Outstanding service to one's institution  
Contributions to the profession, i.e., history of health science librarianship/archival administration.

A nominee cannot be a member of the Committee nor can a Committee member nominate. If no worthy nominations are received, no award will be given.

**Sample Press Release/Announcement for the ALHHS Recognition of Merit**

The Archivists and Librarians in the History of the Health Sciences (ALHHS) is seeking nominations for the Recognition of Merit. This award recognizes either members or non-members of the Organization who make gifts of an extraordinary nature to health sciences libraries

Please submit a one to two page letter describing the nominee's outstanding professional achievements. The Committee may seek additional information as needed.

Nominations for The Recognition of Merit are due by \_\_\_\_\_. The winner will be announced at the annual meeting of ALHHS in \_\_\_\_\_ and presented with an engraved crystal paperweight; however, the winner is not required to be present.

Submit nominations and any accompanying materials to: \_\_\_\_\_

To receive complete information on the nominating process, please contact:

\_\_\_\_\_

## Ordering Procedures for Awards in the form of Tiffany Paperweight

Current Tiffany's contact: Kalicia Nesbeth. [Kalicia.Nesbeth@Tiffany.com](mailto:Kalicia.Nesbeth@Tiffany.com) 212-605-4569. Though the contact person may change, the contact number remains the same.

Crystal paperweight item #: 22150928 (round, flattened on the bottom, about 4" in circumference). The name of the award, the year, and the name of the recipient will be etched on this paperweight.

ALHHS Logo image # on file in the etching department of Tiffany's: Pick Ticket# 1277738100

### Procedure

Determine to whom the finished product will be mailed for transport to the annual meeting. (This can be 1. An Awards Committee Member 2. Another officer or 3. The Local Arrangements Chair in the location of the meeting). Get his/her latest date by which she/he must receive it to carry it to the annual meeting.

For a May annual meeting, call **Tiffany contact** in late February or early March to place the order and get the ball rolling (call earlier if it's an April meeting).

Give contact:

- the item number and the pick ticket (logo image) number so the piece can be lined up. At the same time,
- ask for the exact cost, including etching and shipping fees (for this you will need to know to whom it will be shipped, so have that lined up); let contact know ALHHS is tax exempt so sales tax isn't added and that ALHHS Treasurer will either send a check or call with the credit card information as soon as the price is ascertained. Obtain Tiffany contact name and mailing address, which should be sent to the ALHHS treasurer.
- Provide Tiffany contact the date by which the person carrying it to the annual meeting needs to have the finished product in hand.
- Specify the name of the award and the year; best to follow this up with an email to make sure the spelling is understood and correct.
- For Tiffany's to start production, they must be paid, so when you have the exact costs, send that info to the ALHHS treasurer and ask her/him to mail a check (or call with credit card number) and copy of ALHHS's tax-exempt info sheet to Tiffany's contact right away.

As soon as you have the name of the award recipient, email that information to Tiffany contact. Also, email contact the name and shipping address where the finished product should be sent by the previously agreed upon date. You will probably have further correspondence by phone or email with the Tiffany contact but these instructions will get you to that point.

## **Committee Rosters (If anyone can fill in the blanks, please do.)**

### Nominating Committee:

2012: Micaela Sullivan-Fowler, Joan Echtenkamp Klein, Jodi Koste, Elaine Challacombe

2011: Howard Rootenberg

2010: Patricia Gallagher, Suzanne Porter

2009: Joan Klein, Cynthia Kahn, Steve Novak

2008:

2007: Elaine Challacombe, Judy Chelnick, Jodi Koste

2006:

2005:

2004:

2003:

2002: Carol Clausen, Susan Case, Nonnie Klein

2001: Joan Klein, Katharine Donahue, Jack Eckert

2000: Mary Teloh, Phil Teigen, Elisabeth Ihrig, Beth White

1999: Tom Horrocks, Lucretia McClure, Christopher Hoolihan

1998: Stephen Greenberg, Phil Teigen

1997: Mary Teloh, Billie Broadus, Katharine Donahue

1996:

1995:

1994 : Sherill Redmon

### Holloway Award Committee

2011: Michael North

2000: Suzanne Porter, Michael Flannery, Charles Greifenstein, Lilla Vekerdy

1997: Phil Teigen, Mary Teloh, Lilli Sentz

1993: Barbara Irwin, Mary Ann Hoffman, Jeff Weber

### Publication Award Committee

2012: Lisa Mix, Howard Rootenberg, Elaine Challacombe

2011: Michael North

2006: Lisa Mix, Tim Pennycuff, Paul Theerman.

2002: Barbara Van Brimmer

1998: Mary Teloh, Toby Appel, Katharine Donahue, Suzanne Porter, D.J. Canale

1994: Christopher Hoolihan

### Recognition of Merit Award Committee

2010: Christine Ruggere, Joan Klein, Jack Eckert

2007: Christine Ruggere

### Local Arrangements

2012: Nancy McCall

2011: Charles Griefenstein

2010: Renee Ziemer



2009: Jennifer Nieves  
2008: Christopher Hoolihan  
2007: Christopher Lyons  
2006: Micaela Sullivan-Fowler  
2005: Tim Pennycuff  
2004: Micaela Sullivan-Fowler  
2003:  
2002: Nancy Hulston, Angela Curran  
2001: Jane Brown  
2000: Stephen Greenberg  
1999: Lois Fischer Black, Lois Densky-Wolff  
1998: Lilli Sentz  
1997: Joan Klein, Jodi Koste  
1996: Lilli Sentz  
1995: Jonathon Erlen  
1994:  
1993: Sherrill Redmon

#### Archivist

2000- Jodi Koste  
1994- Phyllis Kaufmann

#### Program Committee

2012: Patricia Gallagher, Holly Herro  
2011: Elaine Challacombe  
2010: Holly Herro, James Curley, Stephen Greenberg  
2009: Patricia Gallagher, Stephen Greenberg, Jeff Wehmeyer, Suzanne Porter  
2008: Stephen Novak, Toby Appel, Russell Johnson, Arlene Shaner  
2007: Brooke Fox, Russell Johnson, Suzanne Porter, Tim Pennycuff  
2006:  
2005: Patricia Gallagher, Stephen Greenberg  
2004:  
2003:  
2002: Christine Ruggere  
2001: Lilla Vekerdy  
2000: Tom Horrocks  
1999: Barbara Van Brimmer, Patrick Sim  
1998:  
1997:  
1996: Suzanne Porter