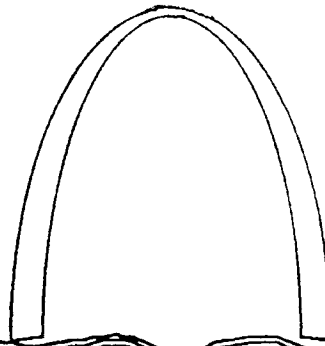


THE
SLATE



SLA

ST. LOUIS METROPOLITAN AREA CHAPTER
Special Libraries Association

Volume 63 Number 1

December 2003

PRESIDENT'S MESSAGE

Greetings!

One of the things that I enjoy about the holidays is entertaining family and friends, which includes hosting my family's Thanksgiving dinner. This year, I'm going to tackle my second turkey. (That paints a funny picture doesn't it - someone "taking down" a frozen turkey in their kitchen!)

I enjoy preparing a Thanksgiving gathering, or any gathering for that matter, for friends and family because it allows me to give my family and friends the good food (I hope!) and company that they anticipate. As I contemplated what to write, all I could think about was this Thanksgiving dinner that I need to prepare. I then started drawing parallels between meal preparation and our profession. Similar to catering a gathering, librarians cater to customers all year long. We pass along knowledge and information and package it in a way that is appealing and helpful to the customer. I see parallels between delivering information and planning a dinner. If your guests don't like cranberries, you wouldn't serve them; you tailor the meal to your guests' preferences. Similarly, whether you're presenting research tips to students or a presentation to senior management, you tailor the "meal" to the audience. The "meal" is based on your background research and whatever you might already know about your audience. For example, if my sister brings a new boyfriend to dinner, I need to research what food he likes and dislikes, that is, if I care to impress him. Not only does the food (or content) need to be delicious, but the presentation should also be enticing. If you've done your research and prepared a meal filled with foods that your family enjoys and serve it in matching dishes, then they may not notice that a few of the yeast rolls are a bit charred on the bottom; it is the same when teaching students or clients about research or our services. Maybe that's why I enjoy putting together the Thanksgiving dinner for my family; I enjoy presenting a well-received and appreciated meal.

As a side note, I might inadvertently be making myself out to be quite a chef. Nothing could be further from the truth. I really only prepare two large meals each year for the extended family, and it takes me a while. My mom, however, who has been preparing these meals for years seems to just whip them up effortlessly. Similarly, we are valued professionals because we prepare and deliver the desired "meal" to customers every day, and are efficient in the use of our time, money and resources. Because we are so good at finding the information, customers may think our work is effortless, until they try to do it themselves. This is when we gladly show them which recipe books to use, where to buy the ingredients, and how to put it all together to make a delectable meal.

I wish everyone a very happy holiday season, and hope to see you at the **Fifth** Annual Holiday Happening at Anheuser Busch on December 8.

Cheers!

Erin



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CAREER FAIR MAY 4-5, 2004

"Investing in Our World-Class Workforce" is the theme of next year's Career Awareness Fair at the America's Center from 8:00 am to 2:00 p.m. beginning Tuesday, May 4th through Wednesday, May 5th. This will be the 21st Annual Career Awareness Fair organized by the St. Louis Public School's Career Education Office.

Over the years more than 100,000 city and county eight graders have had the opportunity to interact with and learn from business and trades persons. The St. Louis Chapter of the Special Libraries Association is seeking volunteers to help with the booth design and to work 2-hour periods in the exhibit booth.

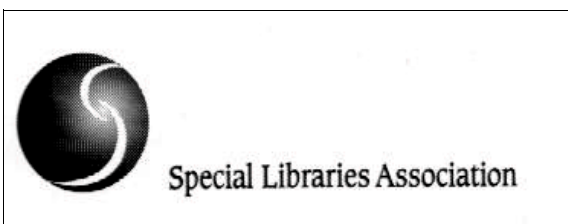
The Career Awareness Fair reinforces the state educational standards measured by the Missouri Assessment Program (MAP). While students will be

asking a variety of questions, their focus will be:

- How role models use academic skills on the job;
- What role models like about their jobs;
- The necessary education or training for each career field.

If you can help with this effort, please give Stephanie Tolson a call at (636) 922-8512 or email stol-son@stchas.edu. The time slots for working the booth are 8-10 a.m., 10-noon, and noon-2:30 p.m. Step up to the plate and be a career role model.

P.S. IT'S FUN!!!



Special Libraries Association

CID TRANSFERS COLLECTION TO BECKER MEDICAL LIBRARY

St. Louis, Nov., 2003 — Washington University Bernard Becker Medical Library and Central Institute for the Deaf (CID) have announced the transfer of CID's professional education library — the CID Speech, Hearing and Education Library — to the Becker Medical Library. The announcement was made by Paul Schoening, director of the Becker Medical Library and Robin Feder, director of CID.

The CID collection is being moved to the Becker Library at 660 South Euclid. The physical move began in October and will continue through December 2003. The transfer took place in conjunction with Washington University School of Medicine assuming ownership of CID's hearing research, adult clinic and graduate programs as part of a recent agreement creating "CID at Washington University School of Medicine."

CID, including its oral school and outreach programs for the deaf, remains financially separate from the University. CID continues to provide faculty and practica for the University's graduate programs in deaf education, audiology and speech and hear-

ing sciences, newly named the Program in Audiology and Communication Sciences (formerly the Department of Speech and Hearing, based at CID). The CID Speech, Hearing and Education Library will continue to serve students, faculty and staff in this program.

The CID Speech, Hearing and Education Library was founded in 1931 and houses a premier collection of materials devoted to deafness, deaf education, audiology, language development, acoustics, digital instrumentation, neurology and otolaryngology. The library also contains student dissertations, theses and independent study reports dating from 1925 and archival material dating from the 19th century. "The CID Library is one of the most comprehensive scholarly collections on deafness and related fields," said Paul Schoening.

The former librarian for the CID Speech, Hearing and Education Library, Cathy Sarli, MLS, is assisting with the transfer and will continue as librarian for Bernard Becker Medical Library. Sarli is a 1966 graduate of the CID oral school for deaf children.

The 5th Annual SLA Holiday Happening will be on Monday, December 8 at Anheuser - Busch. We hope to see you there!

On December 10, the Chapter will present SLA's virtual seminar "The Visible Librarian: Asserting Your Value Through Marketing and Advocacy" with Judith Siess hosted by Kristin Schieffer at Edward Jones.



Elaine Viets

Elaine Viets, former columnist for the *St. Louis Post Dispatch*, will read from and sign her new mystery, *Murder Between the Covers*, set in a bookstore, on Tuesday, January 13, at Guo Bin Restaurant, 8600 Delmar.

MARK YOUR CALENDARS !!

Priscilla Schultz and Bridget MacMillan from Lexis-Nexis will present a program on getting organized in your life and work on Tuesday, March 9th.

And in May 2004, we will have a visit from SLA President-Elect, Ethel Salonen. She will speak at our annual business meeting and award ceremony.

Keep an eye on the chapter web site for more information, maps to event locations and announcements. Click on <http://www.sla.org/chapter/cst/>.

NOTA BENE!!!

(Translation: Take Note)

Editor's note: Linda made these notes for herself when asked by a job seeker for an informational interview and offered to share them with us. Excellent points, well worth keeping in mind at any stage of your career!

- Special Libraries come in all configurations from a more standard physical format representing that of a branch of a public library to no physical format (a library run from someone's cube to a totally virtual library).
- Align yourself with your institution's goals. Seek ways to support your institution's products, programs, and/or services through the Library. Make sure you have a working knowledge of what your institution produces/makes/does.
- Being the enabler of access to your organization's internal information is helpful and increases your value to the organization. Find ways to support your institution by providing information-related services that you have been asked to provide which are outside the scope of traditional library services and that no one else is providing.
- If you get too many things to do, outsource and manage these supplier contracts carefully with an emphasis on partnerships. Too much work is better than not enough.
- Understand how to run a business. Get a fundamental grasp of finance, accounting, strategic planning, distribution, logistics, marketing, advertising, promotion, inventory control, etc. We do all of these things in some form or fashion but call them other things in the library world. It is imperative to be able to speak the language of business when talking about your facility. Make sure you are conversant with Microsoft Office while you're at it.
- Consider it a given that you will know your craft. Know it well and do your best to stay up-to-date with the profession. However, you can always source information as needed. Remember that is your specialty.
- **Relationships you develop with other people can make or break your career.** Focus on collaboration and nurturing; avoid the combative. Network all the time.
- Relax and enjoy. This is the most interesting and fun job you will ever have. Our profession has been identified as a "HOT JOB FOR 2003-2004" but we've always known it was a "cool" job.

Linda S. Recklein, Mgr. LIS, Nestlé Purina PetCare Company



**ST. LOUIS METROPOLITAN AREA CHAPTER
SPECIAL LIBRARIES ASSOCIATION
AWARDS NOMINATION FORM**

The St. Louis Metropolitan Area Chapter of the Special Libraries Association recognizes its outstanding members with two awards.

The **Elizabeth Owens Award** honors a member for distinguished service to the chapter and library profession. The criteria for receiving this award are as follows:

1. This award is conferred upon a member once during his or her SLA membership.
2. Award is limited to one member per year.
3. The award is not necessarily presented each year.
4. Nominee must be a dues paying member for at least 5 years.
5. Nominee has maintained SLA membership for 10 years or more.

The **Leadership Award** recognizes a member whose ability to lead and inspire others has furthered the Chapter's goals and objectives.

1. This award is conferred upon a member once during his or her SLA membership.
2. Award is limited to one member per year.
3. The award is not necessarily presented each year.
4. Nominee must be a dues paying member of the St. Louis Metropolitan Area Chapter.
5. Nominee has maintained SLA membership for at least 5 years or more.
6. Nominee must have served as an officer or chairperson of the Chapter's various committees.

This form below is provided for you to complete and submit to the Awards Committee. Feel free to submit extra pages if necessary. Please read the criteria for nominations. Nominations must be submitted to Judy Harris by December 31, 2003 at the latest. Please contact Judy if you'd like any assistance with the nomination form.

Name of nominee: _____

Nominated for:

- _____ Elizabeth Owens Award
- _____ Leadership Award

Nominee has been a member of the Chapter since: 19_____

Chapter Achievements: _____

Offices/Committee Assignments held: _____

Special contributions to the Chapter: _____

**Submit completed form
by December 31 to:**

Judy Harris
Bryan Cave LLP
211 N. Broadway
St. Louis, MO 63102
jlharris@BryanCave.com

These are a Few of My Favorite Things... Selections for Professional Reading

Katharine Hayes

As the holiday season approaches, we are reminded of the old familiar song, "My Favorite Things." We all have our favorite things; some we may share, others are unique to each of us. I'm not talking about "raindrops on roses and whiskers on kittens," though. Rather I'm talking about my favorite professional journals and newsletters that stack up and beg to be read each month. In the interests of sharing with you, in this season of sharing, here are a few of *my* favorite things, in no particular order.

- Searcher – a monthly print periodical. www.searcher.com \$\$
 Informative articles on searching topics and techniques
 Monthly columns written by noted experts
 Timely news items about databases, vendors, tips
- Information Advisor – monthly electronic newsletter. www.informationadvisor.com \$\$
 8-10 pages of highly informative info on new databases, techniques, systems
 Offers extremely useful comparison charts of various services/databases
 Up-to-the minute trends
- Gary Price Resource Shelf – weekly electronic newsletter. www.resourceshelf.com free
 Short summary each Thursday highlights his weblog
 The place to get the newest info on publications, systems, databases,
 News on people, vendors, trends – Gary never sleeps!
- Online – bi-monthly venerable stand-by print publication www.infoday.com \$\$
 Excellent industry, systems news
 Top notch articles
 Regular columns written by information experts
- Cyberskeptics Guide to Internet Research – 10 times/yr. print publication. \$\$
 Articles on Internet sites of interest to researchers
 Short summaries of legal, gov, medical, business, news web sites
- Free Pint – semi-monthly electronic newsletter – www.freepint.com free
 Billed as online community of information searchers
 UK slant on information industry
 Info industry articles, job announcements (UK)
- Informed Librarian – monthly alert to new issue on web – www.informedlibrarian.com free registration
 Billed as monthly compilation of the most recent tables of contents from over 275 valuable domestic and foreign library and information-related journals, e-journals, magazines, e-magazines, newsletters and e-newsletters.
- Information Outlook – monthly print pub – www.informationoutlook.sla.org free w/ SLA membership
 Association news
 Excellent articles about information profession
 Issues devoted to single themes, i.e. metrics, value, knowledge, etc.
- Bulletin of Business and Finance Division, SLA – 3/yr print pub – www.slabf.org free w/SLA division membership
 Division information: board minutes, treasurer's report, awards
 Excellent business information articles, many with notes and references
- Knowledge@Wharton, bi-weekly email alert with links to full text articles. <http://knowledge.wharton.upenn.edu> free
 Excellent business articles from Wharton Business School, U Penn
- HBS Working Knowledge Weekly Newsletter, email alert with link to full text articles. <http://hbswk.hbs.edu/>. Free
 Another excellent source of business articles from Harvard Business School
 Includes book suggestions from librarians at Harvard's Baker Library

(Continued on page 7)

Here are a few others I look at occasionally:
 UI Current LIS Clips – 4/yr web journal - <http://alexia.lis.uiuc.edu/clips/> free

Current awareness service. Annotated article summaries

Each issue devoted to a single topic, i.e. marketing, electronic resources, web searching

Joint project of University of Illinois Graduate School of Library & Information Science and Information Science Library of U of I

Montague Institute Review www.montague.com/ review some content free

A monthly web journal devoted to information management issues, particularly

those that cross organizational lines, such as knowledge management, content management, knowledge base publishing, business intelligence, and corporate taxonomies.

Now that I've written this article, I am, of course, way behind in my reading. Hopefully I'll catch up one day. In the meantime, I challenge each of you to share with the rest of us *your* "favorite things," whether they are favorite web sites, publications, reference works, discussion lists, or organizations. We can all learn from each other and what better way to share than to write an article for your SLATE!

POSITION LISTED

Library Assistant Position summary: performs routine library tasks such as check-in and routing of library materials utilizing Inmagic library database. Maintains electronic and print routing of office serials.

Duties and Responsibilities:

Receives, opens, sorts, processes and distributes all items received by the library via U.S. and interoffice mail and private package delivery service. Checks in all library serials, monographs, electronic media and all their supplements using the Inmagic serials database. Maintains routing lists and prints routing slips for all items needed. Routes these materials as received. Claims subscription materials not received. Maintains, develops and operates library's electronic table of contents service through the Firm's intranet. Responsible for daily general library upkeep, including re-shelving of library materials. Photocopies requests of portions of library materials as needed. Tracks time and bills clients for appropriate work as needed. Maintains job procedures manual. Other duties as assigned.

Essential Job Specifications/Qualifications:

Excellent data entry and computer skills, effective oral and written communication skills, self-motivated and ability to work independently, service and detail oriented team player, strong organizational skills. Ability to retrieve and distribute print volumes and packages weighing up to 20 pounds; push and pull carts of mail; retrieve and replace objects from shelves up to 8 feet high. Requires the ability to regularly report to work on the days and times scheduled. NOTE: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High School diploma or GED
 One or more years library experience desired.
 Familiarity with library database systems desired.

Please send resume to:

Recruiting Analyst
 Bryan Cave LLP
 211 North Broadway
 St. Louis, MO 63102
bestwork@bryancave.com
 Fax 314-259-2020
 No phone calls please.

TELL US YOUR STORY!!

Editor's note: Kathy Hayes recently commented on the number of second career librarians in our chapter and suggested that it would be interesting to hear their stories. She bravely volunteered to go first. Please tell us your story!

In 1986 after having had positions in several different libraries, I decided I needed a change. Luckily I was able to gain a promotion at the government agency where I was working. For the next eight years, I worked as a project manager in charge of a variety of functions from overseeing the technical library, records/forms management, photography/video production, to printing and graphics. I loved it and prospered through the many challenges, not the least of which was the "Reinventing Government" program of the early '90's.

Lady luck was good to me in '86 but not so in '94 when my job was eliminated. I was, however, eligible for early retirement. Once retired, I thought I would find another job quickly. Wrong! I worked some unsatisfying part-time jobs and then revived an old idea I had had many years ago – that of starting my own information business. Imagine trying to re-learn Dialog using a PC when your last experience with searching was with a 300-baud TI dumb terminal with thermal paper! That was quite a challenge.

My business was not successful but it got me back into the information world. When I applied for my current position in 1999 I thought, "Oh I can't do that," but surprisingly I got back into the swing of things quite quickly. Being a librarian is the best job I could ever have: it teaches me to think critically, to use my resources, to be organized or appreciate organization and to be intuitive. It's just the best place for me.

**Saint Louis Metropolitan Area Chapter
Special Libraries Association
Executive Board Meeting
Saturday, September 6, 2003
Webster Grove Recreational Center**

Present

Erin Lanham	President
Bryan Young	Past President and Membership Chair
Maribeth Slebodnik	SLATE Editor
Chris Tighe	Program Chair
Ann Lauenstein	Treasurer
Joe Katrosh	Archives Chair
Valerie Rohrbaugh	Business Manager
Jean Coffman	Member-at-Large
Kristin Schieffer	Professional Development Chair
Kathy Hayes	Secretary

AGENDA

Call to Order

Approval of Agenda

Officers Reports

Treasurer's Report

Committee Reports

Program Chair Report

New Business

Adjourn

Erin Lanham, Chapter President, called the meeting to order at 9:40 a.m. She welcomed the members of the Executive Board. The agenda for the meeting was approved.

Treasurer's Report

Ann Lauenstein, Treasurer, presented the Board with two financial documents, the Balance Sheet as of 9/4/2003 and a Cash Flow report dated 1/1/03 through 9/4/03. Our asset total is \$5,784.81 which includes all bank accounts and the SLA Pooled Fund. Due to such a healthy balance, Ann noted that we have sufficient capital to fund a meeting with a noted speaker and pay for the speaker's services, if required. She also discussed the difficulties she has recently experienced with the current banking establishment we are using, First Community Credit Union. She questioned the Board regarding the possibility of switching to another and the general consensus was that she should investigate more user-friendly banks.

Officers Reports

Maribeth Slebodnik, SLATE editor, made a plea for newsletter articles. She suggested we look at other Chapter newsletters or other publications to get ideas for SLATE articles.

Kathy Hayes, Secretary, reported that the minutes of the last Board meeting has not been approved by the last Board. To gain approval for the record, she electronically sent the minutes to all members on September 5 requesting any disapproval responses by September 12. Once approved, she will send the minutes to Patrick Hendershot for posting on the Chapter web site.

Chris Tighe, Program Chair, discussed the first meeting of the New Year held at the Hacienda Restaurant on August 13 was completed. The next chapter meeting will be held in October at the Bevo Mill featuring Blythe Cermak from MLNC speaking about their Virtual Missouri program. She noted that if we have forty members who attend we won't have to pay the buffet fee.

She discussed the annual holiday party at Anheuser Busch for which we will need considerable vendor support to cover the food costs. Board members offered many vendor suggestions, such as Lexis, Factiva, Dialog and Mergent FIS. Various board members will contact prospective vendors for financial support. Chris suggested that we send invitations to other local library organizations such as MLA, AALL and the Greater St. Louis Library Club.

A possible exciting meeting for early next year with Elaine Viets, former St. Louis Post-Dispatch columnist, was discussed. Chris contacted her at her home in Florida and she agreed to come for a book signing and discussion of her new book, *Murder Between Covers* in early January 2004. Several possible meeting dates were discussed with the most likely being Tuesday, January 13. There was consideration discussion regarding the style of the meeting, the number of outside people/organizations to invite, possible locations and partnering with Left Bank Books or other bookstores. It was finally decided to keep this special meeting focused on invitations to library groups only since we could not easily manage a large book signing or appearance by a noted author.

Chris discussed a possible meeting for the March-April, 2004, timeframe with Priscilla Schultz and Bridget MacMillan, speakers/trainers from Lexis. Chris passed out a list and description of the topics they are prepared to speak on and requested input from the Board. Topics include: Getting Things Done; The 17 Indisputable Laws of Teamwork; Business Etiquette; Customer Service, Part 2: Lessons from the Nordstrom Way; The Tipping Point. After much interested discussion, it was decided that Chris would get input by surveying members via the listserv.

Chris also announced that she had requested a visit to our chapter by President-Elect Ethel Salonen and that the visit had been approved by SLA. That visit would coincide with our annual business meeting in May when she could come the day before the meeting to visit member libraries, speak on changes over the past year and talk about plans for her presidential year. She may also be able to stay an additional day for a lunch meeting and more visits. Chris suggested that we begin to establish a schedule and organize a committee to plan the visit. Chris, Bryan and Maribeth volunteered to form the committee.

Joe Katrosh announced that he is working with Maribeth on the transition of the officer duties for the Archives function.

Kristen Schieffer, Professional Development Chair, suggested taking advantage of the SLA Virtual Seminars that are held during the day. Those mentioned were September 24 – Branding Master Class with Chris Olson; October 29 - Knowledge Management; November 19 – Visible Librarian with Judy Siess; December 3 – Business Planning with Jane Dysart and Rebecca Jones.

Kristen also discussed SLA's Career Development Series, a new series of virtual seminars that relate to library career development. In October, Job Hunting Online, will be presented; in November the topic will be Competencies for Info Pros; in February the topic will be Work/Life Balance; March – Collaborative Techniques; and May – the Influential Networker.

She suggested that members be surveyed via the listserv for ideas/suggestions for participating in these seminars. These seminars also offer the V-pak which could be purchased and used possibly for summer sessions.

Valerie Rohrbaugh, Business Manager, announced that she has gotten the working materials from the previous Business Manager. She also stressed the need to get vendor support for various activities of the Chapter.

Bryan Young, Membership Chair, announced that we presently have 91 members in our Chapter. By searching the Who's Who online on the SLA web site you will find that there are members in Missouri but they are not affiliated with our Chapter. He discussed various ways of increasing membership such as trying to interest library school students at the University of Illinois in the LEAP program into joining our Chapter. As a small publicity piece, perhaps the Chapter should develop a brochure to promote the type of work we do.

Bryan also discussed taking the extra step of welcoming new or prospective members at meetings. Chris suggested working to get members on the discussion list. Perhaps a notice could be placed in SLATE on how to subscribe to the listserv. Another idea was to mention joining the listserv at upcoming meetings. There was a discussion regarding Chapter stationery and thank-you notes that could be used for appreciation notes. Bryan offered to investigate the costs. He also has the Chapter logo image and will make it available.

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,
Katharine A. Hayes
Chapter Secretary

From: ST. LOUIS
METROPOLITAN
AREA CHAPTER OF
THE SPECIAL
LIBRARIES
ASSOCIATION
502 County Hills Drive
St. Louis, MO 63119

FIRST CLASS

In This Issue...