

## MAC Publications Committee Annual Report 2003 - 2004

### Committee members

- Linda Collins, Chair (NC) (2003 - 2005)
- Virginia Bender (WV) (2002 - 2004)
- Jane Blumenthal (DC) (2003 - 2005)
- Mary Frances Bodemuller (WV) (2002 - 2004)
- Jeffrey Coghill (NC) (2002 - 2004)
- Deniz Ender (NC) (2003 - 2005)
- Jill Mayer (NC) (2002 - 2004)
- Adam Glazer (MD); MAC Website Editor and *MAC Messages* Editorial Team
- Janice L. Mason (MD); *MAC Messages* Editor
- Inhye Son (VA); MAC Listserv Owner

### Personnel changes

- Linda Collins assumed the role of chair in early May 2004 with the resignation of Jana Lieberman
- Carolyn Willard resigned from the group in September due to other professional commitments
- Patricia Greenberg was recruited as the new *MAC Messages* state reporter for Virginia; Michael Schott volunteered to serve as new *MAC Messages* state reporter for West Virginia

### *Mac Messages*

- Made a smooth and successful transition to online distribution (pdf format) of the newsletter with the March/April 2004 issue. With this issue, Janice Mason also inaugurated an improved layout and design. Adam Glazer purchased a copy of MS Publisher software to aid in the transition to e-publication
- Devised new guidelines for state reporters – suggestions were endorsed by the Executive Board at the September 2004 meeting (see appendix)

### MAC web site

- Added a site index in late March 2004
- Investigated possible domain name change and web hosting options
  - macmla.org domain name is available – would cost approximately \$10.00 per year (using register.com or yahoo)
  - VCU is happy to continue hosting the web site but could not do so if we adopt a new domain name (per Brenda Seago)
  - Hosting the web site at another location would cost approximately \$25.00 per year at a site such as verio.com (possible alternative host suggested by VCU)

- Process works well the way it has been running so far – Adam Glazer has a good relationship with VCU and has addressed issues such as back-up and secure FTP for transferring files
  - Executive Board decided to table any possible changes to domain name or web hosting
- Adam Glazer set up two folders on the server for restricted access - one for the Board and one for the general membership:
  - <http://www.cbil.vcu.edu/mac/board> (for MAC Board members)
  - <http://www.cbil.vcu.edu/mac/members> (for MAC membership)
- Web survey
  - Investigated options and purchased web survey software from Perseus Software Solutions. Software currently resides with the Publications Committee chair
  - Designed basic usability survey questions – survey will be posted and linked in November 2004 to receive feedback from MAC members
- Policy and procedures manual review
  - Revisions and updates made to almost all of the sections
  - All the sections will be merged into one document for easier editing and review. Archival copy of the complete P&P document will be loaded into the restricted section of the web site

### **Miscellaneous**

- Logo redesign
  - Working with Bob Ladd, designed possible alternative logo design
  - Decision on adoption of the logo will be made after Executive Board reviews a proof sheet with smaller versions of the new logo

*Respectfully submitted,  
Linda Collins, Publications Committee Chair  
10/1/04*

## **Guidelines for MAC Messages State Reporters**

State reporters should focus on these topics for inclusion in the News from the States section of MAC Messages:

- personnel changes including staff changes
- AHIP recognition
- professional achievements (including presentations and research activities)
- legislative matters of interest
- state organizational activities (such as conferences or CE offerings)
- local developments and projects of general interest (courses, tutorials, re-design of library web sites, grants received)
- library spotlight (brief reports on individual libraries)
- Joint Commission Accreditation status for hospital libraries
- Magnet Recognition news/status for hospitals

Additional considerations:

- State reporters should periodically review newsletters from organizations in their states to gather more input on these topics
- Tracking professional accomplishments in the newsletter will assist the Honors and Awards Committee in their efforts to recognize and promote member achievements