

e-HLbc Administrative Centre Progress Report

November 2011 – May 2012

Strategic Planning

- Strategic Plan posted to e-HLbc website after ratification by the BC Academic Health Council (BCAHC) Board of Directors on February 3, 2012.

Licensing

Core Suite Support

- Coordinated Development of the 2012 Case for Renewal.
- 2012 Case for Renewal distributed in January to all Member Institutions. All sites agreed to renew.
- Finalized Core Suite pricing for current Affiliate Members.
- Vendor Terms and Conditions Documents:
 - EBSCO Terms and Conditions reviewed and finalized. License sent to BCAHC for final signatures.
 - OVID Terms and Conditions still under review.

Boutique License Development

- Coordinated renewal of Canadian Health Research Collection.
- Coordinated transfer of EMBASE license from the University of British Columbia (UBC) to e-HLbc and increased number of simultaneous users for UBC.
- Coordinated renewal of e-CPS/e-Therapeutics+
- Liaised with vendors including Ovid, EBSCO, Login Canada, American Psychological Association, McGraw-Hill, and UpToDate.

Canadian Virtual Health Library

- Attended Conference Call with the CVHL Negotiation Team
- Received and reviewed pricing for CVHL's first license offerings and consulted with the Management Committee regarding next steps.

Infrastructure Development and Maintenance

e-HLbc website design

- Performed minor troubleshooting with Raised Eyebrow.
- Created and populated "Key Documents" section on the web site, as well as other numerous information pages and published reports.
- Created and populated a "Partners" page .
- Investigating creating a Members Only section of the website.

Ongoing Communications

- Generated postings for “What’s New” section of the e-*HLbc* website.
- Developed 2010-2011 Year In Review and Fiscal Year 2011/2012 Service Delivery Highlights reports.
- e-*HLbc* newsletter e-Wire posted on December 6th.

Consortial Administration

- Posted and filled additional Librarian support positions to support e-*HLbc*.
- Signed a Letter of Agreement with the BCAHC extending our current Contract until the new three-year Administrative Contract is complete.
- Working with the BCAHC to finalize new three-year Administrative Contract.

Membership Development and Support

Existing Member Support

- Provided ongoing administrative and technical support to members.
- Answered licensing terms and conditions questions.
- Provided technical support for authentication issues.
- Answered questions about statistics.

Membership Development

- Welcomed two new affiliate members in joining e-*HLbc*:
 - Health Employers Association of BC
 - The Boucher Institute of Naturopathic Medicine.
- Currently working with Management Committee on efforts to expand membership via Affiliate Member recruitment.

Committee Support

Communications

- Communicated with all committees regarding renewals and other Consortium business.

Policy

- Assisted with the 2012-13 Expenditure Plan and Budget.

Infrastructure and Committee Support

- Coordinated Management and Steering Committee Meetings.
- Maintained communication infrastructure including distribution lists, listservs, & contacts database.
- Collaborated with Management Committee to develop an Action Plan for the e-*HLbc* Development Fund.
- Coordinated e-*HLbc* e-box process for use of the Development Fund.