

e-HLbc Administrative Centre Progress Report May – November 2008

Licensing and Product Renewal

- Gathered and confirmed authorized user FTE and headcounts
- Identified potential new authorized users, gathered pertinent information, and submitted updated information to vendors for use in renewal licenses
 - BC Coroners Service
 - Down Syndrome Research Foundation
 - WorkSafeBC
 - Yukon Health and Social Services
- Compiled list of libraries within the Health Authorities for use in terms and conditions document
- Clarified authorized users' institutional names, contacts, and other information
- Held renewal conversations and continuing negotiations with core resource vendors and data providers American Psychological Association, EBSCO, and Ovid
- Began reviewing and updating e-HLbc Model License to reflect latest trends in database licensing

Administration and Coordination of New Products Selection Process

- Supported the administration of the e-HLbc Suggestion e-Box
 - Compiled and summarized suggested resource
 - Gathered information on suggested resources to streamline ranking process
- Facilitate the administration of the e-HLbc Ranking Survey
 - Adapted the BC ELN Ranking Survey technical infrastructure and established and documented process, workflow and communication strategies
 - Launched and promoted the e-HLbc Ranking Survey
 - Analyzed Ranking Survey results based on aggregated and sectoral interest
- Coordinate and support the activities of the 2008/2009 e-HLbc Negotiation Advisory Team
Members include Heather Compeau, Lisa Gysel, Joy Kirchner, and Karen MacDonnell

Addition of New Members

- Responded to queries from prospective candidates for affiliate membership
 - BC Association of Optometrists
 - BC Pharmacy Association
 - BC Dental Hygienists' Association
 - Midwives Association of BC
- Liaised with projected new affiliate members
 - BC Coroners Service
 - Down Syndrome Research Foundation
 - WorkSafeBC
 - Yukon health and Social Services
- Gathering feedback from pilot affiliate members regarding service, access, and continued interest in e-HLbc affiliate membership for 2009-2012 renewal

Technical Support

- Trailing web2.0 software for potential use in e-*HLbc* administrative and committee work to help facilitate collaboration and communication
 - <http://sites.google.com/site/ehlbcnat/> (secure website)
- Aggregated a list of free health-related online information resources from authoritative sources for the e-*HLbc* website
 - <http://ehlbc.ca/databases/free-resources/>
- Compiling list of health-related PDA resource from authoritative sources
 - <http://ehlbc.ca/databases/free-resources/free-pda-resources/>
- Maintained and updated the e-*HLbc* website and listservs
- Converted word formatted documents to PDF to maximize ease of use and security
- Developed draft “Health Professional” and “Students” e-*HLbc* information portals
- Communicate continued issues with e-*HLbc* website host
- Evaluated website software for possible upgrade
- Evaluating EBSCO’s LinkSource as a possible solution to ongoing health sector link resolving issues

Administrative Support

- Supported Business Plan Update
 - Liaised with Business Plan contractor, providing updated information and coordinating revisions
- Advertized, shortlisted, interviewed, and hired new e-*HLbc* Coordinator
- Updated e-*HLbc* Project Task Timeline
- Channeled communication regarding Ovid and EBSCO platform changes from vendors to members
- Communicated member feedback to vendors
- Responded to authentication and access issues on request
- Compiled statistics and posted them on the e-*HLbc* website

e-*HLbc* Subcommittee Support

- Training
 - Identified and update tutorials reflecting changes in Ovid and EBSCO platform functionality
 - Promoted Ovid training sessions
 - Organizing administrative training session in conjunction with the Health Libraries Association of BC’s Continuing Education Day
- Evaluation Subcommittee
 - Compiled end-user survey results
 - Updated and maintained e-*HLbc* Quotes database
 - Developing consortial statistics plan in order to regularize the harvesting, storing and distribution of consortial statistics
 - Documentation of cost benefit analysis of e-resources
- Marketing Subcommittee
 - Generated content for “What’s New”
 - Provided content for summer and fall editions of the e-*HLbc* newsletter
 - http://ehlbc.ca/uploads/e-HLbc_News1_June08_forWeb.pdf
 - http://ehlbc.ca/uploads/e-HLbc_Oct2008_Newsletter.pdf
 - Provided e-*HLbc* logos to interested members and offered technical support for branding databases and other web-based resources