Electronic Health Library of BC
e-HLbc
Trusted Information meets Practice

e-HLbc Administrative Centre Progress Report
May 2013 – October 2013

Maintain & Grow e-HLbc Licensed Collections

Core Suite Support
- Preparing for the Core Suite resources renewal process.
- Gathering renewal information (including head counts, FTEs, and member lists) to submit to vendors.
- Coordinated the Quest University Canada late join subscription to the Core Suite collection.
- Engaging in continued negotiations with Ovid in regards to the CPSBC.

Boutique License Maintenance & Development
- Coordinating renewal of Ageline, Alexander Street Press Video Online, the Canadian Health Research Collection, Dynamed, EMBASE, Health Source & Alt HealthWatch.
- Offered renewal and trial of EBSCO, Ovid, and CEL products.
- Collaborating with ConCan in the licensing of DSM-5.
- Coordinated the Justice Institute of BC late join subscription to Dynamed.
- Managing the transition of Dynamed from CVHL's licensing portfolio to e-HLbc.
- Liaised with vendors including EBSCO, Ovid, ASP, McGraw-Hill, and CEL.

New Product Selection
- Coordinating the new product selection process.
- Developed in Drupal a new Electronic Suggestion Box (e-Box) on the e-HLbc website.
- Sent out a call to e-HLbc members for new product suggestions, communicating the steps in the new selection process and how to use the e-Box.

Nurture & Extend e-HLbc's Partnerships

Existing Member Support
- Provided ongoing administrative and technical support to members.
- Answered licensing terms and conditions questions.

- Provided technical support for authentication issues.

Membership Development
- Created an Affiliate Member Recruitment Drive action plan.
- Investigated and prioritized potential organizations for recruitment.
- Recruited Quest University Canada, a private not-for-profit, secular post-secondary institution, to the e-HLbc affiliate membership program.

Build e-HLbc's Brand

Stakeholder Communication
- Reviewing and re-evaluating e-HLbc's promotional materials; putting together updated content to include in the new promotional materials; and investigating designers to create new promotional materials.
- Published the Fall 2013 e-HLbc newsletter, e-Wire Magazine.
- Developing a BC Library Conference session proposal.
- Generated postings for the "What's New" section of the e-HLbc website.

Support & Coordinate Health Information Training & Education

Stakeholder Communication
- Organized, in conjunction with BC ELN and COPPUL, a presentation by Alexander Street Press vendors.
- Created technology guides to help members administer their resources and gather usage statistics.
- Communicated to members live online vendor training opportunities.

Cultivate a Culture of Assessment

Value Expression
- Gathering e-HLbc impact stories from clients at member organizations.
- Harvesting consortial statistics for e-HLbc Core Suite of resources.
- Assisted members with statistics gathering from EBSCO and Ovid.

Infrastructure Development and Support

Policy
- Updated e-HLbc's Travel Policy.
- Updating e-HLbc's Financial Framework.

e-HLbc website migration
- Working with local developer Raised Eyebrow to migrate e-HLbc's website to the Drupal 7 platform, and testing the new version of the website.

Strengthen e-HLbc's Infrastructure

Consortial Administration
- Hired a new librarian to work full-time at the e-HLbc Administrative Centre.
- Adopted new Consortium and Management Committee Terms of Reference, resulting in a new Management Committee Chair/Vice-Chair executive structure with all representatives serving a two-year term.
- Elected new post-secondary sector representatives and an Affiliate Member to the Management Committee.

Business Communication
- Updating e-HLbc's member contact information.
- Communicated with committees, members, and vendors regarding licensing terms and conditions, renewal pricing and trial information, meetings and events, and other consortium business.

Infrastructure and Committee Support
- Coordinated e-HLbc's Management and Steering Committee meetings.
- Maintained communication infrastructure including e-HLbc's distribution lists, listservs, website, and contacts databases.