

ALASKA MEDICAL LIBRARY PROJECT

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Alaska Medical Library
Consortium Library
3211 Providence Drive
Anchorage, AK 99508
<http://www.consortiumlibrary.org/aml>

Primary Project Liaison: Dawn Harrison
Phone: 786-1870
Email: andmh1@uaa.alaska.edu

Department Head: Professor Kathy Murray
Phone: 786-1611
Email: afktm@uaa.alaska.edu

Proposal Abstract: Rebuild our Access database to improve reporting, billing, and tracking of services provided to customers.

Project Field: Health

Project Overview:

The Alaska Medical Library is a unit of UAA's Consortium Library. As the medical library for the entire state of Alaska, we provide fee-based services such as literature reviews, research materials, including full text articles, and current awareness services to doctors, nurses, and researchers. Our clients also include lawyers, members of the public, and individuals from around the world.

We have annual contracts with organizations or we bill them quarterly. Individuals have deposit accounts or are billed at the time service is provided. All clients need to know what services have been provided. We currently use Access to track all types of services and payments as well as to generate invoices mailed to our clients.

Our present system does not allow us to adjust/modify usage, statistical, or patron reports without technical support, which we no longer have. We also need to modify how we track research and to completely integrate the table of contents service. We would like to change the existing structure so that we can add, modify, and manipulate information without having to enlist the aid of an Access expert.

Our tracking program was built by a contractor who is no longer in Anchorage. Some critical fixes were completed by a past UAA student for which we are extremely grateful. For this project, we need someone with Access training who would be able to create a new system that would be easier to manage for non-computer majors. Some of the items we would like the new system to do are as follows:

1. The ability to change a group or patron name without losing the statistics associated with the previous name. For example, Valley Hospital changed its name to MatSu Regional Hospital.
2. Track by source the number of items found when doing research.
3. Integrate table of contents service use statistics.
4. Add new categories to basic customer record, i.e., name address, department, account created date, modification dates etc.
5. Ability to add groups to company accounts i.e. Providence Hospital subgroups, doctors, nurses, physical therapists, etc.

6. Ability to add new subgroups to statistics of company account.
7. Ability to manipulate data to be included in reports i.e. one report to include doctors and nurses only and another to include physical therapist or nutritionist.
8. Protection of material so when new versions of Access are developed, we can update without fear.

Stipulations:

1. Ability to meet with library personnel during business hours of Monday – Friday, 8 am to 5pm. This will not be required daily but every few weeks to provide updates and test systems.
2. Ability to maintain the confidentiality of the records in the database.
3. Ability to write a user manual for non-computer majors.
4. Migration of existing data into the new system.

Time-frame:

One semester.

Addendum: Screen captures from existing system

Addendum

The screenshot displays a software interface with a top navigation bar containing tabs: Billing Info, Current Balance, Reports, TOC, SDI, Customer LookUp, Org LookUp, ServiceCodes/Fees, and Journals. Below this is a sub-navigation bar with tabs: SDI Subjects, Lit Search Log, LitS Only, Most Recent LitS, and Lit LookUps. The main area features a table with columns: Paid, DateFilled, PeopleID, OrgCode, ServiceCode, QtyFilled, UnitPrice, and Total. The table is currently empty. At the bottom, there is a status bar showing 'Record: 1 of 1', a 'No Filter' button, and a 'Search' button. A 'Refresh Data' button and a 'Running Balance' button are also visible at the bottom right.

Entry point into the system. Typically we use the customer name (last name comma two spaces first name) to enter services into the UnPaid Services tab. Research is entered in the Lit Search Log. Each customer who works for an organization with which we have a contract is also linked to the Organization.

Status: ☒ Active ☐ InActive

Customer ID ☐ Customer Name ☒ Org ID ☐ Org Name

Grendahl, Robin

Exit

UnPaid Services	Paid Services	Org UnPaid Services	Org Paid Services	Customers	Organizations
Billing Info	Current Balance	Reports	TOC	SDI	Customer LookUp
Org LookUp	ServiceCodes/Fees	Journals			
SDI Subjects	Lit Search Log	LitS Only	Most Recent LitS	Lit LookUps	

Search Category

SearchCategoryID	SearchCategory
1	Admin
2	Libr
3	MD
4	OHS (Other Hospital Staff)
5	Oth
10	PHN

SearchDeliveryMethod

DeliveryMethodId	DeliveryMethod
0	Hold
1	e-mail
2	Fax
3	Mail
4	Phone

SearchDatabase

DatabaseId	DatabaseName
1	AIDS
21	ASP
26	Business
3	CINAHL
20	COCHRANE
19	Dynamed
40	EMBASE

SearchUsers

UserID	Name
2	Kathy
1	Sally
3	Sigrid
*	0

Customer tab. Note some customers are linked to more than one organization code. The Notes field has been used for additional information that we'd like as separate fields within each person's record.

Status: ☒ Active ☐ InActive

Customer ID ☐ Customer Name ☒ Org ID ☐ Org Name

Robin

Exit

UnPaid Services	Paid Services	Org UnPaid Services	Org Paid Services	Customers	Organizations
Billing Info	Current Balance	Reports	TOC	SDI	Customer LookUp
Org LookUp	ServiceCodes/Fees	Journals			
SDI Subjects	Lit Search Log	LitS Only	Most Recent LitS	Lit LookUps	

Search Id

People ID

OrgCode

Date Requested

Date Completed

Searcher

Patron Occupation

Topic

Number Citations

Delivery Method

Billing Entered ☒

Databases Searched

SearchId	Database
2212	Dynamed
2212	INTERNET
2212	ONLINE BKS
2212	PUBMED
*	2212

New Lit Search

Search Listing

Record: 10 of 10

Area used to record research efforts. Currently, there is only one field "Number Citations" that allows us to record what we've sent to the client. We would like the "Databases Searched" area to include a third column – "# Found" to record where we had success and where we tried but found nothing. The total number of items found would still appear in the "Number Citations" field. An example of the tables behind the scenes. We have added/changed searchers and

database names. Having easy access to these underlying tables is critical.