



FHSL ALERT

Vol. 9, No. 1

Fall, 1993

PRESIDENT'S PAGE

OFFICERS

President
Patricia C. Buchan
**Vice President/
President Elect**
Linda Kressal
Secretary
Sue Felber
Treasurer
Debra Lawless
Archivist/Historian
Van B. Afes

REPORTERS

Suzetta Burrows
Kay Franklin
Kate Greene
Carolyn Hall
Pauline Hicks
Linda Kressal
Cecy Rowen
Susan Woods

EDITORIAL STATEMENT

FHSLAlert, published 3 times a year, is the official organ of the Florida Health Sciences Library Association. All comments, letters to the editor, etc., should be addressed to:

Judy Johnston/ Susan Quinn
Co-Editors, FHSLAlert
University of South Florida
Health Sciences Center Library
12901 Bruce B. Downs Blvd.
MDC Box 0031
Tampa, Florida 33612-4799
(813) 974-2162 or 2157

Attendees at the Annual Meeting in St. Petersburg have learned never to underestimate the *power and influence* of the Florida Health Sciences Library Association! When the theme "**Making Waves**" was chosen for the April 14-16, 1993 meeting, little did we realize that we were to do just that. A rollicking storm tore through the Tampa Bay area on the evening of April 15, coinciding with the planned FunKruz into the Gulf of Mexico. Those plans were quickly "capsized" and the hearty meeting attendees spent the evening at the Showboat Dinner Theater instead.

Ninety-three people registered for this year's Annual Meeting which was sponsored by the Tampa Bay Medical Library Network and held at the St. Petersburg Hilton and Towers. Four courses were offered over the first two days of the Meeting with more than eighty members participating. From the meeting evaluation forms received, it was evident that the membership enjoyed the ability to attend a variety of CE courses on a state-wide basis with 100% of the respondents rating the courses as Good to Excellent. Evaluations rated the entire meeting equally well.

Three scholarships were awarded this year to FHSLA members and one student scholarship went to a University of South Florida Library School Graduate Student.

The Keynote Address by (Elizabeth) Poage Baxter, M.A., highlighted the day on Friday. Members present benefitted from Poage's insights about "Models for Success" as did those who attended her course, "Power and Influence" on Thursday. Patti Corbett from CD Plus delivered an eye-opening session about what to anticipate if you are considering an online network in your library.

At the Business Meeting, President Nell Wooley announced the award of Honorary Membership to retiring librarians Ann

Conlan (formerly VA, Bay Pines), Esther Jones (UF), and Ted Srygley (UF). Congratulations to all of you! The following officers were approved and presented for 1993-94: Pat Buchan, President; Linda Kressal, President-Elect/Vice-President; Sue Felber, Secretary; and Deborah Lawless, Treasurer. The new editors of the ALERT, Susan Quinn and Judy Johnston, from the University of South Florida, were introduced. Jenny Garcia was thanked and commended for her excellent three-year term as editor.

The afternoon Poster Session with both FHSLA members and vendors demonstrating their projects and services concluded the day. The change from Contributed Papers this year seemed much appreciated.

Again this year, our vendors were generous in their support of our Annual Meeting. \$1,650 was received as direct monetary donations, with an additional \$500 donated by All Children's Hospital as payment for brochure production and design. Also, many thanks to EBSCO Subscription Services and EBSCO Publishing for sponsoring the delightful opening night reception for early arrivals!

Drawings for the final door prizes held the registrants to the end! A big thank you to all members who participated in the meeting planning and registration desk staffing. Our appreciation goes out, too, to our door prize contributors and donors of items for our registration packets. Let's keep **"MAKING WAVES!"**

Pat Buchan, President, FHSLA

IN SEARCH OF ... A NEW CE COORDINATOR

A tremendous opportunity is now open for the person interested in becoming involved in coordinating **Continuing Education** activities for FHSLA Members! After serving for two years as Chair of the CE Committee, Gwen

Walters (University Community Hospital) has just completed her very successful terms. We are now seeking a new Chair for this Committee. The major responsibility of this one-year Chairpersonship is planning the educational programs for the Annual Meeting. This year the CE Chair will work with the Local Arrangements and Program Committees to coordinate the CE Courses for the spring 1994 meeting in West Palm Beach. Geographic proximity to the meeting location is not a requirement for the position, but could be helpful! For additional information about this opportunity or to volunteer for the position, please contact **Pat Buchan at 813/892-4278.**

AMERICAN HOSPITAL ASSOCIATION ANNUAL CONVENTION

In mid-July, FHSLA members received in the mail an invitation to attend the **1993 AHA Annual Convention and Exhibition** which will be held at the Orange County Convention/Civic Center in Orlando from **August 9-11, 1993.** The theme for this year's meeting is "Where the Future of Health Care Delivery Takes Shape." A special **\$ 25** per day registration fee for either Tuesday or Wednesday attendance is being extended to FHSLA members to allow them to take advantage of AHA's national meeting being held right here in Florida. This fee will provide access to the program meetings and the exhibit hall which will contain the nation's largest exhibition of hospital technology, products and services. Ticketed events and concurrent meetings are not included in the special registration fee.

You can also take the opportunity to interact with staff from the AHA Resource Center and learn more about their Information Services! Details regarding registration, hotel accommodations, etc. can be found in the Program. If you have not received the mailing for this special conference, please contact **Pat Wakeley** at AHA in Chicago at (312) 280-6269.

MEMBERSHIP TOPS 150

The membership drive of FHSLA has resulted in an all-time high. To date, we have had 120 members renew their memberships. Together with 21 new members and 11 Honorary Members, that brings our total to 152. We hope that number will continue to grow! Thanks to all who have renewed their membership and welcome to our new members.

Diana F. Akins, Bay Pines VA Medical Center
Nancy Bernal, James A. Haley Veteran's Hospital

Roman R. Berrios, Bay Pines VA Medical Center

Rose L. Bland, USF Health Science Center Library

Susan E. Burke, EBSCO Subscription Services

Robert W. Burkhart, Bay Pines VA Medical Center

Sandra J. Carter, VISTAKON/J&J Vision Products

Sally D. Chester, St. Mary's Hospital

Vickie A. Dagemis, Universal Medical Center

Leonard DiSanto, BRS Online Products, Inc.

Ann Farrell, Mayo Clinic, Jacksonville

Joel S. Gray, Cape Canaveral Hospital

Susan Harker, VA Medical Center, Miami

Karen Kinsey, Cedars Medical Center

Eleanor L. Lomax, Florida Atlantic University

Elsa M. Lopez, FSU School of Library & Information Sci.

Debbie O'Brien, All Children's Hospital

Anne K. Robichaux, Medical University of South Carolina

Anna M. Sanders, All Children's Hospital

L. Terri Singer, USF, College of Public Health

Joyce Townsend, Lakeland Regional Medical Center

Those of you out there who have not renewed yet, please take the time now to renew.

Pam Neumann, Membership Chair

FHSLA MEMBERSHIP DIRECTORY PUBLISHED

The 1992-1993 Membership Directory has been published and those of you who are current members will have a copy included in this mailing of the ALERT. Thanks to Janie Jones for her help in getting this to the printer. Please notify me of any changes, additions or corrections that need to be made and I will see that they are included in the next issue of the ALERT.

We have lost contact with two of our Honorary Members. If anyone has a current address for either Fred Bryant or Alice Duva Klein, I would appreciate hearing from you.

Pam Neumann, Membership Chair

CONTINUING EDUCATION UPDATE

The 1993 St. Petersburg meeting of FHSLA marked a first for Continuing Education. It was the first time two full days of courses were offered. Attendance was high with most registrants selecting at least one course. Twenty-two members took two courses. With the cost of continuing education constantly increasing at the national level, FHSLA was able to offer one MLA Perspectives course at half the cost it would have been at this year's MLA national meeting - a bargain for our members!

Here is a brief recap of the continuing education portion of the meeting. Two sessions of Using FIRM and the INTERNET were offered. The April 14th morning session had 16 attending and the April 15th afternoon session had 31 registrants. Both sessions were taught by David Whisenant, Executive Director of NEFLIN.

Two MEDLARS courses, MEDLARS Refresher & Review and Cancerlit/PDQ were given by

Roberta Bronson, Online Analyst-Eastern Region Online. Roberta Bronson is a former FHSLA member whom we were happy to have return as instructor. The MEDLARS Refresher & Review had 22 attending and the Cancerlit/PDQ course had 18 registrants.

Elizabeth Poague Baxter from the Department of Human Resources at the University of Michigan was the instructor for Power and Influence which was offered on April 15th. There were 17 members signed up for that course.

All courses carried MLA CEUs. MLA accreditation was obtained prior to the meeting for the three hour course, Using FIRN and the INTERNET. At the fall FHSLA Strategic Planning meeting, interest in the Internet was obvious. Informal conversations with both hospital and academic groups showed that this topic would be popular as a CE opportunity. This course provided that introduction to access and use of the Internet.

Course evaluation forms were quite positive. FHSLA is sensitive to your continuing educational needs and the high attendance this year certainly reflected your interest in professional development and in keeping up with the trends in the health sciences information field. I encourage you to complete the short CE questionnaire which is enclosed with this issue. It will be helpful to the program committee, as well your next CE Coordinator. I also recommend that you contact this person if there is either a course or a topic you feel deserves presentation at your next meeting.

Gwen E. Walters, 1993 FHSLA Continuing Education Coordinator

UNIVERSITY NEWS

The University of Florida Health Science Library was visited by two accreditation teams during the week of March 1st. The Southern

Association of Colleges and Schools (SACS) and the LCME reviewed library support to the University and Health Science Center programs.

Janet M. Coggan, Health Science Center Library, University of Florida, Gainesville

The USF Health Sciences Center Library coordinated a Keyboard Educational Software Workshop for the College of Medicine. The Keyboard Workshop featured demonstrations of interactive videodisc teaching software in pathology, histology, microbiology and problem-based learning.

ESTHER JONES RETIRES

Esther Jones, Head of Public Services at the University of Florida Health Science Center Library, was honored at a retirement reception held in the History Room of the Library on Monday, March 1. Mrs. Jones was presented the President's Medallion by Dr. Ken Finger, Associate Vice-President for Health Affairs. After 23 years of dedicated service, she has made a significant impact on the Health Science Center Library, overseeing such projects as asbestos removal which lasted over two years. Mrs. Jones plans to devote some time to her participation in the Gainesville Civic Chorus and traveling with her family.

In honor of Mrs. Jones' retirement. **Carolyn Hall**, Head of the Borland Library in Jacksonville, wrote the following poem:

TO ESTHER

*A librarian named Esther, I'm told,
Had reference service down cold.
She took questions galore
And kept begging for more,
Though she'd put ten phone callers on hold.*

*To watch her at work was a sight;
She worked from first daylight to night;
And those who observed her,
Swore nothing unnerved her.
What's more, all her answers were right.*

*It is clear, she is one of a kind,
Any fact you may seek, she can find.
She has talent to spare
But--what is more rare--
Is her wit, charm and talent combined.*

*One episode that most impressed us
And showed her true courage --God Rest us!
For she rescued us all,
The big and the small,
From the Deadly effects of asbestos.*

*It cannot have gone unobserved
That our plaudits have been unreserved.
We are trying to say
In a poetic way
Her retirement is richly deserved.*

*So we give our best wishes to Esther,
Though we can't understand what possessed her
To leave us and Ted --
Was it something we said?--
Can't we keep her just one more semester?*

NEW LIBRARY SERVICE CHIEF WELCOMED

Susan M. Harker joined the staff of the Miami VAMC in early June as Chief, Library Service. She replaces Mark Petersen who has been appointed TQI Coordinator for this facility. Prior to her Miami appointment, Ms. Harker was Chief, Library Service at the Phoenix, Arizona VAMC. She received her Masters Degree in Library Science at UCLA and has been employed as Patient Health and Audiovisuals Librarian at the West Los Angeles VAMC.

A native Bostonian, the new Chief fell in love with South Florida's ocean, sandy white beaches and balmy breezes when she visited some years ago. It was on that trip that she decided that Miami was definitely the place she wished to settle.

Ms. Harker is a devoted environmentalist, herb gardener, literacy advocate and historical

buildings preservationist. The Miami VA is delighted to welcome this new Service Chief.

Cecy Rowen, VA Medical Library, Miami

PERSONALS

Deborah Lawless of the Borland Library, Jacksonville was elected Vice-President-Elect of the Southeastern Conference of Hospital Librarians at their annual meeting in Atlanta in April.

Pam Neumann of the Borland Library, Jacksonville has been granted tenure and promoted to the rank of Associate University Librarian at the University of Florida.

Van B. Afes published a paper, "Biomedical journal title changes: reasons, trends, and impact," in the Bulletin of the Medical Library Association, 1993 Jan;81(1):48-53, together with Paul E. Wrynn of the New York University Medical Center Library. Since January, Mr. Afes has served as a consultant to the United Kingdom Serials Group's Working Group on Guidelines for Serial Publications; which consists of members from the Association of Learned and Professional Society Publishers, the Association of Subscription Agents, and the Publishers Association.

Suzetta Burrows published a paper, "The community-based database prototype of the Southeast Florida AIDS Information Network," in the Bulletin of the Medical Library Association, 1993 Apr;81(2):223-226.

Jenny Garcia completed a three-year term as editor of the FHSLAlert, the newsletter of the Florida Health Sciences Library Association.

August La Rocco presented a paper, "Consumer health resources; an overview of access and scope of consumer health resources," at the Annual Meeting of the Dade County Library Association, April 15, 1993.

Vislava Tylman served as host to Elisabeth Buntz, Director of the Medical Library and Information Center of The National Hospital, Oslo, Norway, May 21-24, 1993, during her visit to the Calder Library.

Thomas L. Williams presented a paper, "Integration and networking of library systems: library without walls," at the 8th National Conference on Integrated Library Systems, May 4-6, 1993, New York, N.Y. Co-authored by **V. Afes** and **S. Burrows**, the paper was published in Cibbarelli, P.R. and Nixon, C., compilers. Integrated online library systems: an overview...and a future view; proceedings. Medford, N.J.: Learned Information, Inc., 1993:145-154.

After being Director of the Health Science Center Library at the University of Florida for twenty-seven years, **Ted Srygley** is retiring in January 1994.

Trudi Di Trolio was appointed as Acting Assistant Director for Public Services in April.

Susan E. Woods has been appointed as the Area Health Education Center (AHEC) Librarian for 37 counties in north Florida designated as medically underserved areas. She will facilitate the delivery of library services including database access, document 4 delivery, and information services to these areas. Although Ms. Woods will have an office in the Health Science Center Library, she will frequently be visiting sites in the AHEC service area. She may be contacted at (904) 392-3854.

Susan E. Woods, AHEC Librarian, and **Janet M. Coggan**, Information Specialist, of the Health Science Center Library at University of Florida, presented a paper, "Developing a Medical Informatics Education Program to Support a Statewide Health Information Network", at the annual meeting of the Medical Library Association on May 17, 1993, in Chicago, Illinois. The paper was presented in the concurrent contributed papers section on

"Changing the Organization Culture I: Rural Issues".

Lenny Rhine, Head of Technical Services, and **Trudi Di Trolio**, Acting Assistant Director for Public Services, of the Health Science Center Library at the University of Florida, presented a poster, "Use of a Checklist as a Tool for Library Staff Orientation and Training", at the annual meeting of the Medical Library Association on May 19, 1993, in Chicago, Illinois.

Donna Doelling has been accepted in the Academy of Health Information Professionals as a senior member.

Gwen Wolff, Education Coordinator at the USF Health Sciences Center Library, attended the Slice of Life Workshop at the University of Virginia in Charlottesville.

Susan Quinn and **Donna Doelling** of the USF Health Sciences Center Library attended the Annual Meeting of the Medical Library Association in Chicago.

Donna Doelling published a paper, "Blueprint for performance assessment", in *Medical Reference Services Quarterly*, 1993 Spring;12(1):29-38.

NEW EDITORS

Judy Johnston, Associate Director and **Susan Quinn**, Development Librarian at the USF Health Sciences Library are the new co-editors of the FSHLAlert. News from members is encouraged and welcomed. Articles can be submitted in a variety of formats: on an IBM compatible diskette in WordPerfect or Word, as paper copy, or e-mail squinn@cfrvm.cfr.usf.edu. (See cover page for mailing address.) Judy and Susan say thank you to all regional reporters and news contributors for making our first issue a pleasure to compile.

**Minutes of the Annual Meeting
Florida Health Sciences Library Association
St. Petersburg Hilton
St. Petersburg, Florida
April 16, 1993**

The meeting was called to order at 2:10 p.m. by Nell Wooley.

Minutes of the 1992 Annual Meeting were approved with the following correction. The location of the Southern Chapter Meeting which read Jacksonville was corrected to read Jackson.

Officers Present:

Nell Wooley, President; Pat Buchan, President-Elect; Sue Felber, Secretary; Deborah Lawless, Treasurer; Pam Neumann, Membership; Gwen Walters, CE Coordinator; Pat Jennings, Union List Coordinator; Susan Quinn, Strategic Planning Committee; Jo Ann Tibbs and Naomi Elia, Ad Hoc Committee.

Treasurer's Report:

Deborah Lawless reported that we are in the black and solvent (see report). 1992 expenses again exceeded income but not as greatly as in 1991. 1992 income and expenses for the annual meeting were divided between us and the Southeastern Conference of Hospital Librarians.

Strategic Planning Committee:

Susan Quinn presented two changes to the Strategic Plan recommended by the committee. 1. Under the Programming goal it was suggested that the phrase "as needed" be added to Objective 2 - Survey the membership for desired education opportunities, as needed. 2. Under the Networking goal it was suggested that we add FIRM, INTERNET to Objective 4 - encourage the development of state-wide networks and continue to inform the members about services such as OCLC, FCLA (LUIS), FIRM, INTERNET, and others. Deborah Lawless moved to accept the proposed changes. Pat Jennings seconded the motion. The motion carried.

STP Committee on Policy and Procedure:

Naomi Elia stated that the policy and procedure manual is in the final editing stages and should be ready for a vote next year.

Ad Hoc Committee:

Jo Ann Tibbs reported that the information which we were seeking about resources, staffing and funding for Florida health science libraries is not available through MLA. There is salary information for Florida from the MLA Salary Survey for 1992. Copies of that are available from Jo Ann. A list of research mentors is available from MLA should we decide to do our own research.

CE Coordinator:

Gwen Walters reported that this year was the first time with two days of Continuing Education classes and that has worked out well. Five classes were held in two days. Nell Wooley announced that the CE Coordinator position is open for 1993.

Membership:

Pam Neumann has taken the place of Ken Sullivan as membership chair. In 1992, there were 134 members, the

highest total ever. This year we have 78 members so far. A directory will be done in July with a two year run listing officers and committee people.

Honorary Memberships:

Barbara Fisher moved that Ted Srygley, Esther Jones, and Ann Conlan be awarded honorary membership for their service to Health Science Libraries in Florida. Clarissa Fisher seconded the motion and the motion carried. Pat Jennings requested that all honorary members be included in the directory.

Union List Coordinator:

Pat Jennings reported that a list of all Region 2 DOCLINE participants who had not updated their holdings and subsequently been dropped had been received. Twenty-seven libraries have been contacted with a request for updated information. We have had two inquiries about the Union List. Faith Meakin from NN/LM stated that libraries with fewer than twenty-five subscriptions can be on DOCLINE if they agree to be Loansome Doc Participants.

ALERT:

Co-editors Susan Quinn and Judy Johnston were announced for 1993.

Program Committee & Local Arrangements:

Pat Buchan issued special thanks to the Hilton, to Pat Cole, Pam Neumann, Nell Wooley, Gwen Walters, Cheryl Dee, all donors of items, the Tampa Bay Medical Library Network, vendors, and her staff at All Childrens Hospital.

Election of Officers:

Pat Buchan thanked Nominating Committee members Naomi Elia and Marta Cosculluela for their work in nominating Linda Kressal for 1993 President-Elect. The members present approved Linda's nomination.

Awards:

All current officers received certificates for their service to FHSLA.

New Business:

Ted Srygley stated his appreciation for the excellent meeting arrangements, especially with the change of a major event due to weather.

Linda Kressal invited all members to convene in Palm Beach County in 1994.

Changing of the Guard:

Pat Buchan took over the Presidency and declared the meeting adjourned at 2:40 p.m.

Respectfully submitted,
Sue Felber, Secretary

FLORIDA HEALTH SCIENCES LIBRARY ASSOCIATION

VOLUNTEER FORM

NAME _____ JOB TITLE _____

INSTITUTION _____ TELEPHONE _____

DEPARTMENT _____ FAX PHONE _____

BUSINESS ADDRESS _____

CITY _____ STATE _____ ZIP _____

TYPE OF LIBRARY: _____ HOSPITAL _____ ACADEMIC MEDICAL CENTER
_____ SPECIAL _____ OTHER _____

CAN YOU ATTEND COMMITTEE MEETINGS DURING THE YEAR? _____ YES _____ NO
ANNUAL MEETING? _____ YES _____ NO

PROFESSIONAL MEMBERSHIPS: _____ FHSLA _____ MLA
SOUTHERN CHAPTER: _____ MLA _____ SLA _____ FLA _____ OTHER _____

PROFESSIONAL ACTIVITIES: _____

RELEVANT BACKGROUND OR EXPERIENCE: _____

OFFICE PREFERENCE:
_____ VICE PRES/PRES-ELECT _____ SECRETARY _____ TREASURER

COMMITTEE PREFERENCE:
_____ CONTINUING ED _____ MEMBERSHIP _____ LOCAL ARRANGEMENTS
_____ NEWSLETTER _____ PROGRAM _____ STRATEGIC PLANNING

FHSLA REPRESENTATIVE TO THE FOLLOWING ORGANIZATIONS:
_____ REGIONAL ADVISORY COMMITTEE (RAC) _____ RAC SUBCOMMITTEES
_____ FLA LIBRARY NETWORK COUNCIL (FLNC) _____ FLNC SUBCOMMITTEES
_____ OTHER _____

COMMENTS: _____

RETURN TO: PAT BUCHAN, FHSLA PRESIDENT, ALL CHILDREN'S HOSPITAL,
MEDICAL LIBRARY, PO BOX 31020, ST. PETERSBURG, FL 33731-8920
FAX: 813/892-8557 TELEPHONE: 813/892-4278

FLORIDA HEALTH SCIENCES LIBRARY ASSOCIATION
CONTINUING EDUCATION SURVEY

1. This year FHSLA had two full days of CE courses. What is your preference for 1994?
- _____ 2 full days of classes
- _____ 1 and 1/2 days of classes (An afternoon class and a full day of classes prior to the meeting.)
- _____ 1 day of CE courses
2. I prefer the course length to be:
- _____ 1/2 day (3-4 hour course)
- _____ full day (6-8 hour course)
- _____ a mixture of both
3. My reason for attending a CE course is:
- _____ fulfill *core requirements* for membership in the MLA Academy of Health Information Professionals.
- _____ obtain CEUs which will be applied toward my membership status in the MLA Academy of Health Information Professionals.
- _____ to update my professional knowledge, but MLA or SLA CE credits are not important when I select a course.
4. I, or my institution, would be willing to pay:
- _____ \$75 - \$100 for a 6-8 hour course. (FHSLA member costs)
- _____ \$101 - \$150 for a 6-8 hour course. (FHSLA member costs)
- _____ Less than \$75. I prefer the shorter, less expensive courses.

PLEASE FAX THIS SURVEY TO (407) 650-6417

Surveys may also be mailed to:

Linda Kressal - FHSLA Program Chair

Good Samaritan Hospital

Medical Library

P.O. Box 3166

West Palm Beach, FL 33402

SURVEYS SHOULD BE COMPLETED BEFORE SEPTEMBER 1, 1993

FLORIDA HEALTH SCIENCES LIBRARY ASSOCIATION

1993 MEMBERSHIP APPLICATION

You are invited to join the Florida Health Sciences Library Association (FHSLA). Your interest in or employment by a medical or health sciences library is the only requirement to become a FHSLA member. You will receive the FHSLA newsletter, ALERT, which provides information on meetings and professional activities and any additional mailings from the Association.

Membership dues are \$10.00 per year (January to December). If you would like a receipt, please enclose a self-addressed stamped envelope with your dues payment.

Please complete the form below. Checks should be made payable to FHSLA and mailed to the following address:

Deborah Lawless
University of Florida
Borland Health Sciences Library
P.O. Box 44226
Jacksonville, FL 32231-4226

NOTE: Your application must be received by **May 31, 1993** for your name to be included in the 1992-93 membership directory.

1993 FHSLA MEMBERSHIP

NAME _____

INSTITUTION _____

INSTITUTIONAL
ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER (_____) _____ FAX NUMBER (_____) _____

ELECTRONIC MAIL CODE(S): SYSTEM _____ ID _____

SYSTEM _____ ID _____ SYSTEM _____ ID _____

NEW MEMBER _____ RENEWAL _____