

## **Rules for Information Coordinators / LRCs**

- 1. Access to the LRC** - The LRC should be accessible for a minimum of 20 hours each week. This means that the LRC computer, CD-ROMs, Internet access, etc., should be available for staff to use during these 20 hours. The location and hours of operation of the LRC as well as a description of LRC resources should be clearly posted at the institution.
- 2. Access to the LRC when the Information Coordinator is Absent** - The information coordinator should make sure that the LRC is accessible even when he or she is sick, traveling or on vacation. At least one other person at your institution should be able to open up the LRC in order to make it available to staff in your absence. This person or persons should also be aware of relevant passwords for accessing the Internet and Ovid Medline.
- 3. Checking E-mail** - You should check your e-mail every day at least once, and you should try to respond within 24 hours to messages from your partners and from AIHA. If you are having language difficulties in communicating with your partners, please contact AIHA. Also, if you get a new e-mail address, please let AIHA and your partners know as soon as possible so we can update this information on the LRC mailing lists and partnership directory.
- 4. Security for CD-ROMs and LRC Equipment** - You should try to make sure that CD-ROMs and other equipment in the LRC are available for staff to use, but at the same time, you should try to prevent small items from being stolen.
- 5. LRC Access for US Partners** - When your US partners are visiting, you should be sure to let them know that they can use the LRC in order to access their own e-mail accounts.
- 6. LRC Access for Staff from Other Institutions** - If your partnership is working with other institutions in your city or region and these institutions do not have their own LRC or Internet access, the information coordinator should be available to provide training and information support to staff from these other institutions.
- 7. Bulletin Board Information** - In addition to other materials and information, information coordinators should regularly post copies of the AIHA Connections bulletin and the Health Resources Bulletin on the LRC bulletin board.
- 8. Supporting the Partnership** - Information coordinators should meet regularly with their chief administrator and the partnership coordinator (if this is a different person) to inform them about LRC project activities and to make sure that the LRC is adequately serving the needs of the partnership. Be sure to ask for their input and ideas as to how the LRC can help them in their work.
- 9. LRC Workplan** - Information coordinators are responsible for completing monthly reports and all other tasks and responsibilities outlined in the project workplan. According to the LRC Project Agreement, which is signed by AIHA and each partner institution, failure to complete these tasks may result in a warning letter from AIHA to your chief administrator followed by a probationary period. Failure to complete required tasks before the end of the probationary period may result in the replacement of the information coordinator or termination of funding for the LRC.