



## Archives

**Repository Royal College of General Practitioners GB2134**

**Collection: ACE College - Central Records**

**Creator(s):** Royal College of General Practitioners

**Administrative History:** The Royal College of General Practitioners was created in 1952.

**Immediate Source of Acquisition** Transferred from Departments

**Scope and Content** Records created by Central Departments

**Note:** For access contact [Heritage@rcgp.org.uk](mailto:Heritage@rcgp.org.uk)

### Sub Fonds: ACE L Services to Members

**Reference:** GB2134 ACE L Services to Members

**Creation dates:** 1952-2007

**Administrative History:** Services to members such as publications and the provision of an information service such as a library have been core activities of the College since its foundation.

The College Journal started as the Research Newsletter in 1953 [See ACE G] and in 1954 an Editorial Board was set up under R M S McConaghey, who edited the College Journal until 1971. In 1968 it became a monthly publication published by professional printers. Denis Pereira Gray took over the editorship in 1972 and moved the Journal office to Exeter. The Journal included supplements from 1959 and from 1965 started a new series entitled "Reports from General Practice". "Occasional Papers" started in 1976. The Journal became the British Journal of General Practice [BJGP] in 1990. The College also published an annual report, books on all aspects of general practice, policy documents and faculty newsletters. In 1986 it opened a bookshop at Princes Gate, its London Headquarters.

The Library had its embryo with the Collection of Dr Geoffrey Evans at whose house the Steering Committee met and who died before the college was created. It got its first professional librarian in 1960.

Although the College did not create a public relations department until the 1980's it was very conscious of its public image and a contract with a press cuttings agency was set up to monitor reaction to the proposed College in 1951. Ad hoc press releases started in the 1970's and are

mostly filed with the subject file, the chronological run of press releases starts in 1980.

The Services to Members Division became the "Communications Network" in 2000 - including Press and PR; ISS (Information Services); Development; Design. The Division became a Directorate in 2003 and incorporated Corporate Affairs (- later Policy & Governance - Council committees, Officers & Policy - See ACE A, A CE B, A CE C). Development (sponsorship) moved to Membership in 2003. Marketing moved likewise in 2007.

**Scope and Content** : Records generated by College services to members, including publications, sales, public relations and information provision. *N.B. Does not include Facilities and House Services [moved to Operation 2003] see ACE K. Web moved likewise in 2008.*

### **Series ACE L4-L23**

#### **L4. Publications Committee minutes, 15 February 1956 - 30 October 1986**

Minutes, mostly signed, of meetings of Publications Subcommittee of the Finance and General Purposes Committee (1956-1957), the Publications Committee (1958-1986) and the Journal Management Group of the Communications Division Executive (1986).

*[See Personal Papers Patrick Byrne, B BYR C 2-5, for material relating to Byrne's involvement with the Publications Committee, Byrne was President of the College, 1973-76]*

#### **L5. Publications Committee attendance registers, 13 December 1970 - 11 June 1982**

Signed registers of attendance at Publications Committee meetings.

*[See Personal Papers Patrick Byrne, B BYR C 2-5, for material relating to Byrne's involvement with the Publications Committee, Byrne was President of the College, 1973-76]*

#### **L6. Publications Committee papers, 1956 - 1979**

Duplicate minutes, agendas, reports and correspondence of the Publications Subcommittee of the Finance and General Purposes Committee (1956-1957), and of the Publications Committee (1958-).

*[See Personal Papers Patrick Byrne, B BYR C 2-5, for material relating to Byrne's involvement with the Publications Committee, Byrne was President of the College, 1973-76]*

#### **L7. Editorial Board papers, 19 June 1963 - 12 September 1978**

Papers, including minutes of meetings, agendas, reports and correspondence of the Editorial Board of the Royal College of Practitioners (1968-1969, resumed 1972-1978).

#### **L8. Journal correspondence, 1954 - 1986**

Correspondence concerning College Journal including contracts with publishers. Gap between 1965 and 1975.

*Editors RMS McConaghey [Mac] 1954-71; Denis Pereira Gray 1972-1980; Simon Barley 1981-2; Graham Buckley 1983-90; Alastair Wright 1991-1998; David Jewell 1999 -2008*

### **L9. Medical Recording Service papers, 1957 - 1978**

Minutes, reports and correspondence of the Medical Recording Service, run by Drs. J. and V. Graves from their home in Writtle, near Chelmsford, Essex. The service was set up to provide opportunities for continuing education for College members who could not get to courses. Tapes with slides were produced and circulated around members. By 1962 there were over 400 G.P.'s discussion groups listening regularly to tapes. A tape library service also lent tapes on demand not only to members but to other doctors, nurses etc. The service was independently run by Drs Graves but it reported to the Postgraduate Education Committee of the College. The service was subsidized by Smith Kline & French until 1968, from 1963 there were also grants from the DHSS. In 1965 the discussion groups ceased as the needs for continuing education were being served by the postgraduate centre movement. The lending library remained and expanded (500 loans 1965, 15,000 1970) but funding was precarious so in 1969 a Foundation was set up. Since 1970 there was a tremendous growth in the service which was no longer specifically geared towards general practitioners but specialists and from 1975 the service was self funding. In 1977 the medical recording service became Graves Medical Audio Visual Library an entirely independent institution from the College. In 1995 the library closed most of its material went to University of Wales Cardiff, The Medical Slide bank went to the Wellcome library and Concorde Film took over the audio-visual distribution system.

*[ See Personal Papers Patrick Byrne for material relating to Byrne's involvement with the Service, including a Treasurer's Report, 1972, Byrne was President of the College, 1973-76, B BYR C 2-2]*

*[See Personal Papers John Hunt, B HUN A 5-2, for correspondence about an exhibition, 1962. Hunt was Honorary Secretary of Council 1953-66, and President 1967-70]*

*[See College Records Awards & Prizes, A CE E25-1 Graves Memorial Prize 1980-1982]*

### **L10. Communications, and Services to Members and Faculties Division, June 1973 - 30 July 1992**

Minutes, mostly signed, of meetings of Communications Division (1982-1987), and Services to Members and Faculties Division (1988-1992). Also includes report of meeting of College Services Communications Group (1973), and correspondence and memoranda relating to activities of the Division.  
1973; 1981-1992

*In 1981, the College was restructured to have four divisions: communications, education, membership and research. In 1987, the divisions merged to three divisions: services to members and faculties, clinical and research, and education. In 1993, four networks were established: Quality, Services, Education and Research.*

### **L11. Information Working Party papers, 1973 - 1981**

Correspondence and draft reports relating to the Information Working Party.  
*The Information Working Party was established by the General Purposes Committee (at a Special meeting, 8-9 January 1983) to make recommendations about the future development of the Central Information Service (CIS).*

### **L14. The New Generalist, 2003 - 2007**

The quarterly journal named New Generalist was launched in 2003 to replace the general and clinical articles that had previously appeared in the annual MRB [ Members Reference Book] contained annual reports as well as articles and ran from 1984-2003].

The editor was Rupal Shah.

The New General finished publication in 2007 to be replaced itself by a monthly publication "RCGP News" .

### **L15. Press Releases, 1980 - 2008**

A Press Office was set up in 1984.

### **L16. Press Cuttings, 1952 - 1979**

In October 1951 John Hunt and Fraser Rose published a jointly signed letter in the Lancet and the British Medical Journal (see B HUN A 2-1) proposing their idea for a College and inviting responses from readers. Cuttings documenting the ensuing dialogue ( Hunt and Rose continued to write and publish articles in the months preceding the foundation of the College) were collected by Hunt, and can be found amongst his personal papers (B HUN A 2-3). In January 1952 Hunt contracted with an International Press Cuttings Agency to gather in these responses more systematically.

When the College was founded in November 1952, Hunt maintained this contract and cuttings relating to the College, its work and its members, and issues relevant to General Practice (published in local, national, international and trade press) were received until 2007. The majority of cuttings until the early 1990's -except those received between 1970-1972- were filed into relevant subject areas.

In 1993 the College Press Office started a Media Monitor Service, circulating copies of the cuttings to College Officers and Heads of Departments on a regular basis. A copy was also made available for Members to read in the Common Room at Princes Gate. The name 'Media Monitor' was dropped in 1999 but the service continued until 2006.

The College still receives cuttings from the press-cuttings agency but the process of copying and distributing to Officers and faculties has now ceased owing to escalating cost of copyright. Instead, cuttings are scanned and some of the originals are laminated for display purposes.

The cuttings in this series include:

- i)The residue i.e. those that were not placed into files with related material and,
- ii)The whole of the cuttings received from January 1970- March 1972.  
1952, 1953, 1958; 1961,1962, 1965; Jan 1970-March 1972; 1975-1979.

### **L17. Museum and Archives/Heritage Committee minutes, 1 December 1994 - 19 September 2007**

The Museum and Archives Committee was renamed Heritage Committee in 1999. This series contains the minutes of the Museum and Archives Committee (1 December 1994- 3 June 1999) and the minutes of the Heritage Committee (14 October 1999-19 September 2007).

### **L18. Library Papers, 1953 - 1987**

The Library started as a Collection of Books from the late Geoffrey Evans (physician at St Barts). The Steering Committee met at his house, and when the College moved to Cadogan Gardens the Collection was arranged in an upstairs room known as the Geoffrey Evans Library. The Library continued to be known as the Geoffrey Evans Library when the College moved to Princes Gate in 1962.

Dr John Horder (who had previously been appointed College Archivist by Council) and Dr Michael Linnett catalogued this collection and pressed for a proper library.

Consultations on the future content and objectives of the library were taken and a summary was presented at the first meeting of the Library Committee on 29 October 1958. Lindsey Batten was elected chairman of the Committee at this meeting. It was decided that the main objectives of the Library should be:

1. That it should eventually contain everything written about general practice and everything written by general practitioners.
2. That it should obtain reprints of all members' works.
3. That a small number of standard reference books on other branches of medicine should be added.
4. That it should represent the interests of visitors and display recent publications (especially those written by members).
5. That reference books should not be lent outside the building.

The museum and archive collections both also initially came under the remit of the Library Committee.

The Library Committee initially had no money and the Library had no staff. Dr Horder was appointed as the first Hon. Librarian and Dr Linnett the Hon. Assistant Librarian. The first money came from the North London Faculty with a donation for shelves, and other College and organizations donated books as well as help and advice. The Librarian at St. Barts Medical College, John L. Thornton, was made Consultant Librarian to the College.

In 1959 J Wyeth and Brother Ltd offered an annual grant of £750 to fund the purchase and operation of a photocopying machine. The photocopier was installed at the Royal College of Surgeons, who permitted the RCGP to draw upon their collection of 500 journals when photocopying articles for members. The Wyeth grant also enabled the College to appoint a part-time Librarian and Rosemary Rabe began this role in June 1960.

In 1963, Margaret Hammond was appointed as the first full time librarian. The Library was awarded a Royal Society Grant in 1965 and in 1968 the Wyeth Grant was increased to £850 annually.

In 1968 Alastair Murray Scott was appointed as Hon. Archivist and in 1969 Dr Linnett was elected Hon. Librarian. This role passed to Denis Craddock in 1971.

The photocopying service moved to Princes Gate in 1972 following the purchase of a photocopier.

The College's development of vocational training schemes meant that there was a greater emphasis on education and therefore a need for up to date information to help members stay abreast of published articles and research. In 1975, the Library started to produce a quarterly publication called *New Reading for General Practitioners*; this was a list of books and papers arranged under a number of subject headings. Also in 1975, the Library began a subject index to General Practice Material, which later became the basis for the GPLit database, and subsequently the Library catalogue.

In 1979 the College began to consider the possibility of a Library Foundation Board to give independent funds and subsequently to enable more flexibility in improving techniques and librarianship methods. A draft constitution was produced in November 1979 and this was approved by Council in October 1981. The first meeting of the Foundation Board was on 26 February 1982.

In 1986 the Library and CIS [see A CE L 20] services were combined to form the Information Resource Centre (IRC) [see A CE L 22]. This combined service continued until 1993 when the ISS department was established and the Library was once again run as a separate entity.

The series contains minutes, agenda papers, correspondence, project files, publications, financial information, papers relating to the refurbishment and reorganisation of the library and monitoring statistics.

### ***L19. Library Papers and Correspondence, 1992 - 2007***

The Information Resource Centre (IRC) [see A CE L 22] was reorganised in 1993. Instead of the whole team managing all the enquiries, whatever their nature, the services were divided and the Library once again became a separate entity. Initially the service was run by an Information Librarian and later also by a Library Assistant.

In 1998, it was decided that the Library should be relocated from the first to the ground floor of Princes Gate due to a lack of space and facilities. A library consultant was employed to make recommendations for the design of the new Library and planning then began for the renovation of the sun lounge and Ekke Kuenssberg room. Work was completed on in 2000. [see A CE L 19 9]

The Library created a loan collection of College Publications in 1999 and also developed a system for Theses acquisition. In 2000 the Library material was reclassified from Barnard to NLM Wessex, and a new Library Management system was developed. In 2004 the Library began to produce JournalWatch, a monthly digest of research in General Practice, and in 2005 it began to develop the E-Journals database to make some of their collections available online.

The series contains correspondence, reports, publications, procedures and statistics for the Library service from 1992 to 2007.

### ***L20. Central Information Service (CIS), 1975 - 1985***

The Central Information Service [CIS] came into being on the initiative of several members of the General Medical Services Committee, who approached the King's Fund to call together a working group to consider an information service on non-clinical aspects of General Practice. The RCGP accepted responsibility for staffing and resourcing a two year pilot study. It was completed in 1978, and established that there was a strong demand for a permanent service.

The DHSS agreed to provide half the funding for the service, if the profession met the other half. Contributions were received from the Cardew Stanning Foundation and the General Practice Finance Corp. The RCGP continued to house and resource the service and it was launched in January 1979.

The CIS gave information and advice on topics including practice organisation, premises design, management of medical records, computer systems, etc. It also co-ordinated programmes for visitors, maintained displays in the information room (the Cleminson Room), and sold medical record cards. The service was available to all GPs, not only members of the College.

The service had an independent role and was a Foundation, not a department of the RCGP, though it came to be viewed as the information arm of the College. It soon began to receive enquiries from non-medical sources including the press and patients. The CIS was also later known as the Practice Organisations Enquiry Service.

In 1980-1984 the CIS carried out a joint project with the Department of Health to produce a guide to practice design. It gave advice and information on areas such as optimal use of space, technology, building legislation and regulations, health and safety etc. [See A CE L 20 8].

In 1986, the CIS was combined with the Library and Online services to form the Information Resource Centre (IRC) [See A CE L 22]

The series contains Management Committee minutes and papers, pilot study papers, Practice Premises Study, papers and correspondence regarding the Design Guide for GP Practices, leaflets, statistics and financial information.

### ***L21. Information Team, 1989 - 2006***

The new Information Services Section (ISS) was formally incorporated into the existing Information Technology Department on 1 Jun 1993. The Library resumed its pre-IRC services [see A CE L 19], with the exception of the Online Search Service, which was withdrawn in 1993. The Information Team continued to take general enquiries on GP Issues and began new services such as the production of fact sheets, report summaries, briefing papers and topic alerts.

### ***L22. Information Resources Centre [IRC], 1979 - 1993***

On March 11, 1986, an informal meeting was arranged to discuss a paper proposing the setting up of a Resource Centre. The aim was to integrate the services of the Practice Organisations Enquiry Service (CIS) [See A CE L 20], the Library [See A CE L 18] and the Online Search Service, which was also manned by the Library.

By July 1986, the Information Resource Centre (IRC) had been established. From 1986 to the early 1990s, the service was restructured so there were three main services: Enquiries, Technical and Online. The Enquiry Service handled all types of enquiries regardless of subject, thereby combining the knowledge of the Library and Information teams. Technical Services handled all the practical work of the former Library and Information Teams, such as loans, photocopies and database management. The Online Search Service continued to provide help with locating information via commercially available databases such as Medline.

The GPLit database was started in 1985 as a database of General Practice and Allied Literature. The IRC retrospectively catalogued much of their material and developed procedures for 'scanning' journals, i.e. monitoring them for relevant content. These procedures gradually developed GPLit into a comprehensive database of GP related material. A thesaurus was developed at the same time to provide consistency for indexing and assistance in searching the database. In 1988-9 there were discussions regarding the future of the GPLit database, and the possibility of marketing it as a commercial database [see A CE L 22 4]. Though initial analysis was carried out, this plan was eventually abandoned. New entries to the database were suspended in 1992.

In February 1993, CEC agreed that the IRC should be reorganised and restructured to meet the changing needs of the College, with effect from June 1993. The new Information Services Section (ISS) was formally incorporated into the existing Information Technology Department on 1 Jun 1993. The Library resumed its pre-IRC services [see A CE L 19], with the exception of the Online Search Service, which was withdrawn in 1993. The Information Team continued to take general enquiries on GP Issues and began new services such as the production of fact sheets, report summaries, briefing papers and topic alerts [see A CE L 21]. The Archive and Museum service were

also continued separately [see A CE L ?].

### **L23. Information Services Section [ISS], 1993 - 2006**

Created in 1993 following the reorganisation of the old Information Resources Centre. Staffing was reduced from 10 to 6. It was responsible for the library, information and enquiry services. Also developing information resources, maintaining library, archives and museum, producing publications, maintaining reference database, etc.

It was headed by Gil Richardson [ Senior Information Manager, [later Knowledge and Information Officer].

Staff included an Information Officer (responsible for collating info, translating it into a current awareness digest, supporting production of policies etc), Information Assistant (support to IO, fact sheets, etc), Information Librarian (maintaining library, purchases, scanning, cataloguing, database maintenance), Secretary (later became library assistant), archivist. It included the webmaster [later web manager] until 2008.

## **Detailed Listing**

### **A CE L 4 Publications Committee minutes, 15 February 1956 - 30 October 1986**

Minutes, mostly signed, of meetings of Publications Subcommittee of the Finance and General Purposes Committee (1956-1957), the Publications Committee (1958-1986) and the Journal Management Group of the Communications Division Executive (1986).

*N.B. [See Personal Papers Patrick Byrne, B BYR C 2-5, for material relating to Byrne's involvement with the Publications Committee, Byrne was President of the College, 1973-76]*

**A CE L 4 - 1      Royal College of General Practitioners Publications Committee** **15 February 1956  
- 3 December 1982**  
Minutes of meetings of Publications Subcommittee of the Finance and General Purposes Committee (1956-57), and the Publications Committee (1958-1982), including minutes of a meeting of the Annual Report Working Party (4 December 1980).

**A CE L 4 - 2      Royal College of General Practitioners Publications Committee** **10 February 1983  
- 30 October 1986**  
Minutes, mostly signed, of the Publications Committee (1983-1986) and the Journal Management Group, of the Communications Division Executive as of the third meeting (1986-).  
*N.B. Minutes of the first meeting of the Journal Management Group (late 1985 or early 1986) are missing.*

### **A CE L 5 Publications Committee attendance registers, 13 December 1970 - 11 June 1982**

Signed registers of attendance at Publications Committee meetings.

*N.B. [See Personal Papers Patrick Byrne, B BYR C 2-5, for material relating to Byrne's involvement with the Publications Committee, Byrne was President of the College, 1973-76]*

**A CE L 5 - 1      Directors Attendance Book** **13 December 1970  
- 11 June 1982**  
Signed register of attendance at Publications Committee meetings.

### **A CE L 6 Publications Committee papers, 1956 - 1979**

Duplicate minutes, agendas, reports and correspondence of the Publications Subcommittee of

the Finance and General Purposes Committee (1956-1957), and of the Publications Committee (1958-).

*N.B. [See Personal Papers Patrick Byrne, B BYR C 2-5, for material relating to Byrne's involvement with the Publications Committee, Byrne was President of the College, 1973-76]*

**A CE L 6 - 1** Duplicate minutes, agendas, reports and correspondence of the Publications Subcommittee of the Finance and General Purposes Committee (1956-1957), and of the Publications Committee (1958-), including revised version of an article by the Northern Home Counties Faculty entitled 'Guidance for Students Visiting a General Practitioner', published in the College Journal (1963). **1956 - 1964**

**A CE L 6 - 2** Reports and correspondence of the Publications Committee concerning printing and reprinting of the pamphlet entitled 'Aims and Activities of the College', including copies of the pamphlet. **1960 - 1968**  
*Date details: gap 1961 - 1966.*

**A CE L 6 - 3** Duplicate minutes, agendas, reports and correspondence of the Publications Committee. **6 April 1967 - 11 December 1979**

### **A CE L 7 Editorial Board papers, 19 June 1963 - 12 September 1978**

Papers, including minutes of meetings, agendas, reports and correspondence of the Editorial Board of the Royal College of Practitioners (1968-1969, resumed 1972-1978).

**A CE L 7 - 1** Papers, including minutes of meetings, agendas, reports and correspondence of the Editorial Board of the Royal College of General Practitioners (1968-1969, resumed 1972-1978). Also minutes of a meeting of editors of faculty journals and newsletters with the editor of the College Journal (19 June 1963) and a report of a meeting between representatives of the Finance Committee, the editor of the College Journal and publishing and advertising representatives (20 November 1964). **19 June 1963 - 12 September 1978**  
*N.B. Minutes of meeting of Editorial Board of 5 April 1967 (and previous?)*

**A CE L 7 - 2** Papers, including minutes of meetings, agendas, reports and correspondence of the Editorial Board of the Royal College of General Practitioners **6 December 1979 - 30 March 1984**

### **A CE L 8 Journal correspondence, 1954 - 1986**

Correspondence concerning College Journal including contracts with publishers.

*N.B. Editors RMS McConaghey [Mac] 1954-71; Denis Pereira Gray 1972-1980; Simon Barley 1981-2; Graham Buckley 1983-90; Alastair Wright 1991-1998; David Jewell 1999 -*

**A CE L 8 - 1** Correspondence concerning College Journal, including lists of College publications and letters and receipts regarding subscriptions. **1954 - 1961**

**A CE L 8 - 2** **The College Journal 30th Aug. 1960 - 24th June 1965** **30 August 1960 - 24 June 1965**  
Correspondence concerning College Journal, including the College Council's recommendations to the General Medical Council (1965) and notes of a meeting held to discuss journal accounts on 18 January 1961.

**A CE L 8 - 3** **The College Journal 1972 - 21st December 1976** **1972 - 1976**  
Correspondence concerning College Journal, including agreements

with publishers Update Publications a Livingstone; reduction of sales promotion expenditure and the effects on medical journals; controversy over publishing Frank Honigsbaum report on Quality in General Practice August 1972 [originally separate file]; effects of union strikes and work to rule in the print industry; advertising revenue; obituaries; publication of international classification; occasional papers; expenses; changing the title; staffing; editorial board; changing publisher; DHSS proposals to limit pharmaceutical promotion

*Item: Includes original agreement with Longmans 1967*

<b>A CE L 8 - 4</b>	<b>The College Journal 1977 - 21st December 1977</b> Correspondence concerning negotiations with publishers Update; demographics of readership; jubilee issue; legal liability of publishing incorrect medical facts	<b>1977 - 1977</b>
<b>A CE L 8 - 5</b>	<b>The College Journal January - December 1978</b> Correspondence concerning adverts from pharmaceutical companies; print run; libel insurance; negotiations with Update; staffing; subscriptions; publications.	<b>1977 - 1978</b>
<b>A CE L 8 - 6</b>	<b>The College Journal March 1979 - November 1980</b> Correspondence concerning distribution in the USA and Canada; negotiations with Update over contract; libel insurance; comments for editorial office. <i>Item: Includes signed Memorandum of Agreement with Update July 1979</i>	<b>1979 - 1980</b>
<b>A CE L 8 - 7</b>	<b>The College Journal 1980 - 1982</b> Correspondence concerning subscriptions; circulation; accounts; distribution in the USA and Canada; negotiations with Update over contract; advertising;	<b>1980 - 1982</b>
<b>A CE L 8 - 8</b>	<b>The College Journal 1981 - 1982</b> Correspondence concerning negotiations with Update over contract. Includes accounts; quotations from Update and other companies; copy of memorandum of 1971 on history and policy of the journal. <i>Date details: Includes copy of 1971 memo..</i>	<b>1981 - 1982</b>
<b>A CE L 8 - 9</b>	<b>The College Journal 1982 - 1983</b> Correspondence includes accounts; staffing; special rate for Family Practice for members; Sterling publications; sales figures; question of first refusal for papers given at College events; statistical guidelines for contributors; house advertisements; book reviews;	<b>1982 - 1983</b>
<b>A CE L 8 - 10</b>	<b>The College Journal 1984 - 1985</b> Correspondence includes video journal; negligence liability; binding journal with or without advertisements; subscription rates; mailing to trainees; staffing; sales figures; termination of agreement with Update; news and views; meeting of medical editors at the RSM to discuss Committee on Safety of Medicines; advertising; Modern Medicine; Members Reference Book; Practice Computing; overseas posting; survey; future of the journal.	<b>January 1984 - December 1985</b>

**A CE L 8 - 11 The College Journal 1986****January 1984  
- December 1985**

Correspondence includes Europe; editor of news section; aims of Bulletin section [became Back pages?]; advertising; staffing; free copies at WONCA; advertising agency agreement with T G Scott; subscriptions.

**A CE L 9 Medical Recording Service papers, 1957 - 1978**

Minutes, reports and correspondence of the Medical Recording Service, run by Drs. J. and V. Graves from their home in Writtle, near Chelmsford, Essex. The service was set up to provide opportunities for continuing education for College members who could not get to courses. Tapes with slides were produced and circulated around members. By 1962 there were over 400 G.P's discussion groups listening regularly to tapes. A tape library service also lent tapes on demand not only to members but to other doctors, nurses etc. The service was independently run by Drs Graves but it reported to the Postgraduate Education Committee of the College. The service was subsidized by Smith Kline & French until 1968, from 1963 there were also grants from the DHSS. In 1965, the discussion groups ceased as the needs for continuing education were being served by the postgraduate centre movement. The lending library remained and expanded (500 loans 1965, 15,000 1970) but funding was precarious so in 1969 a Foundation was set up. Since 1970, there was a tremendous growth in the service which was no longer specifically geared towards general practitioners but specialists and from 1975 the service was self funding. In 1977 the medical recording service became Graves Medical Audio Visual Library an entirely independent institution from the College. In 1995 the library closed most of its material went to University of Wales Cardiff, The Medical Slide bank went to the Wellcome library and Concorde Film took over the audio-visual distribution system.

*N.B. [ See Personal Papers Patrick Byrne for material relating to Byrne's involvement with the Service, including a Treasurer's Report, 1972, Byrne was President of the College, 1973-76, B BYR C 2-2]*

*[See Personal Papers John Hunt, B HUN A 5-2, for correspondence about an exhibition, 1962. Hunt was Honorary Secretary of Council 1953-66, and President 1967-70]*

*[See College Records Awards & Prizes, A CE E25-1 Graves Memorial Prize 1980-1982]*

**A CE L 9 - 1**

Correspondence and reports concerning Medical Recording Service based at the home of Drs. J. and V. Graves in Writtle, near Chelmsford, Essex, copy of a certificate of merit awarded to the Service for an exhibition by the British Medical Association, and notes of meetings held on the following dates:

**1957  
- 1963**

2 April 1958  
30 January 1959  
18 February 1960  
5 January 1961  
20 November 1961 (including a report of service since January 1961)  
20 December 1962  
12 December 1963

**A CE L 9 - 2**

Correspondence and reports concerning Medical Recording Service based at the home of Drs. J. and V. Graves in Writtle, near Chelmsford, Essex, including the following:  
Report for 1 April 1962 - 1 September 1962  
Report for year ending 30 November 1962  
Report of activities 1964  
Report for Summer 1966  
Report for Winter 1968

**1962  
- 1969**

	<p>Report for Education Committee (June 1968)  Report for Education Committee (September 1968)  Report of regional General Meeting in Cambridge (13 April 1969).</p>	
<b>A CE L 9 - 3</b>	<p>Correspondence concerning Medical Recording Service based at the home of Drs. J. and V. Graves in Writtle, near Chelmsford, Essex, including catalogue of tapes listed under the following headings:  General Practice and Family Medicine  Paediatrics  Disorders of the Skin, Exanthemata and Infectious Disease  Medicine  Medico-Legal [issues]  Nursing  Obstetrics and Gynaecology  Occupational Health  Pathology and Laboratory Techniques  Psychiatry  Public Health, Social and Community Medicine, Welfare and Health Education  Radiology and Radiography  Surgery  Tapes for Self-Testing  Teaching and Teaching Methods  Teaching Slide Sets  World Health  Miscellaneous, including History</p>	<b>1969</b>
<b>A CE L 9 - 4</b>	<p>Correspondence and reports concerning Medical Recording Service based at the home of Drs. J. and V. Graves in Writtle, near Chelmsford, Essex, including papers concerning the construction and lease of a purpose-built building on their property for the Service, the lease itself, extract from the Nursing Mirror (16 January 1970), and annual reports and other papers of 1972 and 1973</p>	<b>1970 - 1973</b>
<b>A CE L 9 - 5</b>	<p><b>Medical Recording Service Jan. 1970 - Jan. 1974</b>  Correspondence and reports concerning Medical Recording Service based at the home of Drs. J. and V. Graves in Writtle, near Chelmsford, Essex, including minutes of meetings held on 6 January 1970, 7 July 1970, 20 January 1971, 19 January 1972, 21 June 1972, 16 January 1974</p>	<b>6 January 1970 - 16 January 1974</b>
<b>A CE L 9 - 6</b>	<p><b>Medical Recording Service Foundation Jan. 1972 - Sep. 1976</b>  Correspondence and reports concerning Medical Recording Service based at the home of Drs. J. and V. Graves in Writtle, near Chelmsford, Essex, includes costings, equipment, salaries, future of the service, proposed new accommodation at Broomfield Hospital; Medical Audio Slide Producers Association; rates; future of the service; new titles, newsletters, possibility of using videos, audio visual fellowship, charitable status</p> <p>Minutes: 18th April 1974; 19th June 2004; 10th October 1974; 6th Feb 1975; 27th May 1975; [Oct 1975 meeting cancelled]; 14th Jan 1976; 11th March 1976; 22 July 1976</p> <p>Honorary Directors Report June-Sep 1974; 1975</p>	<b>1972 - 1976</b>

Annual reports 1972, 1973, 1974, and 1975.  
Accounts: Mar 1974; Sep 1974; Dec 1974; March 1975; June 1975; Sep 1975; Dec 1975; March 1976; June 1976; September 1976  
*Date details: 7 January 1972 - 26 September 1976.*

**A CE L 9 - 7      Medical Recording Service Foundation Oct. 1976 - May. 1978      1976 - 1978**

Correspondence and reports concerning Medical Recording Service based at the home of Drs. J. and V. Graves in Writtle, near Chelmsford, Essex, includes proposed new accommodation, new structure for service, charitable status (and legal opinion on), pension, newsletters, change to new charity "Graves Medical Audiovisual Library" steering meeting 26th October 1977; opening of new premises Holly House.

Minutes: Nov 1976 Feb 1977, June 1977 July 1977  
Treasurer's Report Nov 1976, June 1977  
Accounts Dec 1976  
Memorandum & Articles of Association Graves Audio Visual Library  
*Date details: 3 October 1974 - 15 May 1978.*

**A CE L 9 - 8      Graves Medical Audio Visual Library June. 1978 - June. 1985      1976 - 1978**

Correspondence and reports concerning audio visual library based at the Holly House, Chelmsford and run by of Drs. J. and V. Graves, includes clippings; transfer of assets from Medical Recording services to new entity; uses of Graves room at Princes Gate;

Minutes: June 1979  
Treasurer's Report  
Accounts March 1979; budget 1979-80  
Memorandum & Articles of Association Graves Audio Visual Library  
*Date details: 3 October 1974 - 15 May 1978.*

**A CE L 9 - 9      Graves Medical Audio Visual Library Tapes      1968 - 1971**

1. Getting to Know A Factory - Dr Tom Garland The factory doctor should understand factory layout and processes, and be on good terms with workers and management. Illustrations none. Origin - Medical Recording Service with School of Hygiene and Tropical Medicine c1968. 1 reel;

2. Teaching slide set 30 - Some Common Injuries - cases treated at Birmingham Accident Hospital 24 slides c.1971

3. Care of the Eyes at Work - Dr Tom Garland occupational health. Tape 25 minutes; 20 slides. Audience occupational health workers and GP's. Origin TUC Centenary Institute of Occupational Health and Medical Recording Service c.1969

4. Factory Housekeeping - Tom Garland. Factory Medical officer must keep management and workers aware of good principles and practice in working. Audience factory doctor and nurse. 24 Slides. Tape - 18 minutes. Origin - School of Hygiene and Tropical Medicine and Medical Recording Service.

5. Stress In Industry - Dr Michael Williams occupational Health. Audience occupational health workers, GP's. Tape 30 minutes. No

illustrations. Origins: TUC Centenary Institute of Occupational Health and Medical Recording Service. c.1969

6. Dust is Dangerous. Tom Garland Industrial Medicine. Dangers of dust in factory working, methods of prevention. Illustrations 13. Tape 24 minutes. Audience - industrial doctor. Origin - School of Hygiene and Tropical Medicine and Medical Recording Service. c.1967

7. Sickness Absence Dr P J Taylor Occupational Health. The range of sickness absence, severity and frequency of sickness, absence in regions, types of individual worker, and of industry, sick pay schemes, and self certification. 23 slides. Tape 28 minutes. Audience occupational health workers, GP's. Origin TUC Centenary Institute of Occupational Health and Medical recording Service. c.1969

8. Medical Risks of Exposure to Asbestos - Dr Muriel Newhouse - Occupational Health. Origin of asbestos, exposure hazards, clinical features, mesothelioma, increased risk of cancer of lung and prevention of risks. 16 slides. Tape of 19 minutes. Audience occupational health workers, G.P's, junior hospital staff estp. in chest units. Origin TUC Centenary Institute of Occupational Health and Medical Recording Service. c.1968

### **A CE L 10 Communications, and Services to Members and Faculties Division, June 1973 - 30 July 1992**

Minutes, mostly signed, of meetings of Communications Division (1982-1987), and Services to Members and Faculties Division (1988-1992). Also includes report of meeting of College Services Communications Group (1973), and correspondence and memoranda relating to activities of the Division.

*N.B. In 1981, the College was restructured to have four divisions: communications, education, membership and research. In 1987, the divisions merged to three divisions: services to members and faculties, clinical and research, and education. In 1993, four networks were established: Quality, Services, Education and Research.*

#### **A CE L 10 - 1 Services "Tolpuddle" Communications Group Meeting June 1973**

Report of meeting at Alvaston (Bristol), June 1973; includes summaries of services and discussions about Birmingham Research Unit; Scottish Research Unit (Dundee); Epidemic Observation Unit; Oral Contraception Study; College Library; Medical Recording Service Foundation and the College Journal.  
*Item: At the Congress of Family Medicine in April 1973 many of the services of the College had set up exhibits or were present at the meetings and the staff met each other, in many cases for the first time. All were distressed at the by their ignorance of each others' work, and found that many interests and problems were shared. It was decided to have a meeting to discuss methods of working together so that a better service to College members could be offered. During preliminary correspondence the venture was light heatedly referred to as the Tolpuddle Society to signify a provincial gathering of labourers.*

#### **A CE L 10 - 2 Communications Division 29 Nov 1981 - 5 Dec 1985**

Correspondence, memoranda, reports and papers concerning activities of the Communications Division including details of arrangements for Patients Liaison Group meetings, compilation of information folders on selected topics, proposal for a 'credit card' for cervical cytology, interdepartmental accounting, new

divisional structure and changes to title of Communication Division, establishment of the Journal and Publications Management Group, ICI supported management services to members, publication of College policy statements, style of College publications, distribution of the College Journal, recruitment of trainees and sale of publications.

Also includes draft reports entitled 'Why not care for your diabetic patients?', 'Looking forward/forward looking', 'The case against VAT on learned journals', 'New principals, trainees and the College', minutes of Editorial Board of Occasional Papers (4 September 1984), list of members of Members' Reference Book 1985, and papers of a 1983 Communications Division Executive meeting.

**A CE L 10 - 3      Communications Division      26 January 1982  
- 15 October 1987**  
Minutes, mostly signed, of the Communications Division Executive.

**A CE L 10 - 4      Services to Members and Faculties Division      22 Sep 1987  
- 11 July 1991**  
Correspondence, memoranda, reports to Council Executive Committee and papers concerning activities of the Communications Division including details of publishing review paper, subscription review, copyright, function of new Services to Members and Faculties Division, faculty secretaries' conference, women in the medical profession, College Gold Affinity Card and production of Mental Health Foundation leaflets for GPs. Also includes report entitled 'The faculties - the future of the College', and agenda and papers of the first meeting of the Services to Members and Faculties Division Executive on 28 January 1988.

**A CE L 10 - 5      Services to Members and Faculties Division      28 January 1988  
- 30 July 1992**  
Minutes, mostly signed, of the Services to Members and Faculties Division Executive.

**A CE L 11 Information Working Party papers, 1973 - 1981**

Correspondence and draft reports relating to the Information Working Party.

*N.B. The Information Working Party was established by the General Purposes Committee (at a Special meeting, 8-9 January 1983) to make recommendations about the future development of the Central Information Service (CIS).*

**A CE L 11 - 1      Correspondence and discussion papers relating to meetings of      July 1979  
Working Party, including reference to establishment of      - June 1983  
Information Technology Group and proposals for re-constitution  
of the College Information Services Foundation Board.  
Date details: gap September 1979 - January 1983..**

**A CE L 15 New Generalist, 2003 - 2007**

The quarterly journal named New Generalist was launched in 2003 to replace the general and clinical articles that had previously appeared in the annual MRB [=Members Reference Book contained annual reports as well as articles and ran from 1984-2003]. The editor was Rupal Shah.

The New General finished publication in 2007 to be replaced itself by a monthly publication "RCGP News" .

**A CE L 15 - 1** Copies of The New Generalist Vol 1 No 1 - Vol 5 No 3 2003-2007 **2003 - 2007**  
*Item: Magazine sent to all members, 4 issues per year [apart from final year where there was only 3]*

**A CE L 16 Press Cuttings, 1952 - 1979**

In October 1951 John Hunt and Fraser Rose published a jointly signed letter in the Lancet and the British Medical Journal (see B HUN A 2-1) proposing their idea for a College and inviting responses from readers. Cuttings documenting the ensuing dialogue ( Hunt and Rose continued to write and publish articles in the months preceding the foundation of the College) were collected by Hunt, and can be found amongst his personal papers (B HUN A 2-3). In January 1952 Hunt contracted with an International Press Cuttings Agency to gather in these responses more systematically.

When the College was founded in November 1952, Hunt maintained this contract and cuttings relating to the College, its work and its members, and issues relevant to General Practice (published in local, national, international and trade press) were received until 2007. The majority of cuttings until the early 1990's -except those received between 1970-1972- were filed into relevant subject areas.

In 1993 the College Press Office started a Media Monitor Service, circulating copies of the cuttings to College Officers and Heads of Departments on a regular basis. A copy was also made available for Members to read in the Common Room at Princes Gate. The name 'Media Monitor' was dropped in 1999 but the service continued until 2006.

The College still receives cuttings from the press-cuttings agency but the process of copying and distributing to Officers and faculties has now ceased owing to escalating cost of copyright. Instead, cuttings are scanned and some of the originals are laminated for display purposes.

The cuttings in this series include:

- i)The residue i.e. those that were not placed into files with related material and,
- ii)The whole of the cuttings received from January 1970- March 1972.

**A CE L 16 - 1** **Press Cuttings 1952-1953; 1958** **1952 - 1958**  
Press cuttings from the U.K., International and Medical Press about College initiatives, members and issues concerning general practice.

- i. 'Education in General Practice: An Experiment at St. Mary's Hospital', (BMJ, Aug. 30th, 1952) by Geoffrey Barber, (Lecturer in General Practice, St. Mary's Hospital Medical School).
- ii. 'The Opinions of Sir James Mackenzie', (The London Hospital Gazette, Oct. 1952, Vol. 55, p. 138-142), Dr. John Horder (first page is missing).
- iii. 'Design and the GP, A Progress Report', (Medical World Newsletter, July 31, 1953) Edward Walton (Advisor on Design to the Medical Practitioners' Union).

iv. Reactions to the Joint submission of evidence by the Scottish Council of the British Medical Association and the Scottish Council of the College of General Practitioners to the Scottish Committee of Enquiry into Prescribing Costs [See A CE J8-1], March 1958.

v. Educating the public to recognize serious symptoms, October 1958.

vi. Reactions to the First National Survey of Morbidity, December 1958, [See A CE G 23].

*N.B. For cuttings relating to the founding of the College, see John Hunt's personal papers (B HUN A 2-3).  
Date details: 1952-1953;1958.*

**A CE L 16 - 2**

**Press cuttings 1961, 1962, 1965**

**1961  
- 1965**

Press cuttings from the U.K., International and Medical Press about College initiatives, College Members and issues concerning general practice including:

1961

i. A letter to the Lancet entitled 'The Family Doctor', by Ian McWhinney, Jan 14th, 1961 in response to an article by Michael Balint. The letter calls for much closer integration between hospital medicine and general practice.

ii. A cutting in the London press reporting the opening of the South East London General Practitioners' Centre in Peckham under the Directorship of Brigadier H.L. Glyn Hughes, (February 1961).

iii. A cutting in the Daily Telegraph reporting the RCGP's appeal to the Ministry of Health for streets and houses to be accurately named and numbered.

iv. A Melbourne Age press cutting reporting a move by the Australian College of GP's to bring the family doctor back into prominence in the community (October, 1961).

v. An article in the New Zealand press reporting a proposed College study investigating the causes of anaemia in women (November 1961). [See also A CE G 30-1, Pernicious Anaemia Study Papers 1955-1960].

vi. A cutting from the Scotsman reporting on a conference held by the Chest and Heart Foundation, December 1961 where Dr. Annis Gillie was a speaker.

vii. Notice in the Glasgow Herald of a motion passed by the College to introduce an Exam as one of the criteria for membership, (December 1961). [See also A CE F 6-1 for papers of the College Examination Committee, 1954-1963].

1962

FEBRUARY-MARCH

i. An article reprinted from the General Practitioner entitled 'What the Public Thinks of the Family Doctor- Folklore and Facts' by Mac F. Cahal, J.D., (Executive Director and General Counsel, American Academy of General Practice), (February 1962) .

ii. An extract from The Yorkshire Post announcing the Nuffield Provincial Hospitals Trust decision to reserve £250,000 for the initiation of postgraduate schemes to stimulate an improvement in the training and education of doctors in the provinces (16th February, 1962).

iii. An extract in Medical World that gives notice to the College's efforts to gather in information about the distribution of cancer in the U.K. , March 1962 [See A CE G 46].

iv. Obituary in the Lancet for Dr. David Hamilton of Kincardinshire, (March 1962).

#### APRIL

i. Press reactions to the Royal Society of Health Congress held at Scarborough. One issue raised by Dr. George Swift (Chairman of the College Post-graduate Committee) concerned the need for more opportunities for continuing education for family doctors in view of rapid developments in medical knowledge. Dr Stuart Carne spoke about the health problems experienced by immigrant communities in the U.K.

ii. Notice of the BMA's wish to set up a steering committee (with RCGP representation) to develop a Practice Premises Advisory Service.

iii. An extract from the Scottish Daily Express in response to a discussion held by the Medical Practitioners' Union (Glasgow and West Scotland branch) which considered ending the consultation hour.

iv. Notices of the death of Dr Ian Dingwall Grant, former President of the College of General Practitioners and Chairman of the BMA.

v. An extract from the local Norwich press reporting a Chest and Heart Association conference on stroke rehabilitation, (6th April).

vi. A press cutting (source unknown) that refers to a recent College report highlighting the need for research into the origins and treatment of migraine, [See A RE A 4-50 for papers and correspondence concerning the Migraine Trust, 1966-1969].

#### MAY

i. An obituary in the BMJ for Dr. E.A.W. Marien (one of the youngest ever Members of the College Council).

ii. An extract from the Daily Telegraph reporting the publication of the Family Planning Association's Annual Report. The Association began training courses for doctors on how the new contraceptive pill should be used.

iii. An extract from 'The Hospital' reporting on a Conference organised by the Oxford Regional Hospital Board which concentrated on the needs of the patient.

#### JUNE

i. An article in Teacher's World concerning the treatment of patients with chronic bronchitis and the challenge of persuading them to give up smoking. The article refers to a recent College report that described the occurrence of bronchitis in the U.K. population [See A CE G8-3 for papers relating to this report].

1965

#### JULY-SEPTEMBER

i. Several press cuttings in response to the College Report entitled 'Present State and Future Needs of General Practice' (which identified the need for better practice management and improvements in the education of young doctors). [See also A CE J 11-1 for the Future of General Practice Working Party Papers].

ii. A cutting (source unknown) reporting on the growing opinion in the medical profession that, 'no individual doctor can provide the best possible medical care for every class of patient'. [See also A CE J 4-1 for the papers and correspondence of the Practice Organisation Committee].

iv. An article in Pulse describing the South-East London General Practitioner Centre whose director is Brigadier H.L. Glyn Hughes (11th September).

*N.B. The cuttings also contain notifications of events, awards, appointments etc. which have not been included in the description. Date details: 1961, 1962, 1965.*

**A CE L 16 - 3**

#### **Press cuttings 1970**

Press cuttings from the U.K., International and Medical Press about College initiatives, College Members and issues concerning general practice including:

**Feb 1970  
- 1970 June**

#### JANUARY

i. A letter to the 'Irish Medical Times' by an Irish physician arguing the need for patients in Ireland to register with a GP rather than going to the Emergency Department of a hospital (Irish Medical Times).

ii. An announcement in the New Zealand press of a survey to investigate the economic impact of infectious hepatitis.

#### FEBRUARY

An article from 'Pulse' arguing the need for politicians to take interest in planning for and developing vaccines in the event of a flu pandemic.

#### MARCH

- i. An article from the 'West Australian' (Perth) reporting the growing disaffection amongst Doctors and patients regarding the increasingly mechanical ('lacking the human touch') nature of consultations.
- ii. An article from 'World Medicine' on the recruitment of Asian GP's to fill U.K. posts. The author suggests that the major reasons cited against such recruitment (which the author suggests represent thinly disguised xenophobic attitudes held by some within the profession), e.g. language/communication issues and appropriate medical training, can easily be overcome.
- iii. An article from the 'Lancet' describing the Australian Medical Association's plan (and the Royal Australian College of General Practitioner's reaction) to make patient charges the same whether the service is provided by a GP or a Specialist [See Also A FX A 2 for RACGP correspondence].
- iv. An article from the 'British Hospital and Social Service Journal' describing a recent conference held in London where the subject was the use of computers in medicine. Dr. D.L. Crombie spoke about the difficulties involved in the management of community health [See also item x. July 1970, below].
- v. An article from 'Medical Officer' summarising an editorial in the Journal of the RCGP entitled 'Clusters' requesting that GP's keep an eye out for any 'unusual patterning of illness' occurring in their practice.

#### APRIL

- i. An article from the General Practitioner by an Edinburgh GP, Dr. David Illingworth describing the orientation of his practice towards prevention of illness in the community through screening and health education.
- ii. An article in the 'British Hospital & Social Service Journal' commenting on Dr. Ruth Cammock's paper for the Journal of the RCGP that described the need to carefully consider the design features of the new generation of NHS Health Centres [See also item x. June 1970 below].
- iii. An article in 'Medical World' by the Chief Assistant Medical Officer for the North Riding of North Yorkshire County Council describing the nature of the new local authority funded Health Centres.
- iv. Press cuttings referring to an article in 'New Doctor' by Dr. Eustace Chesser whose views in describing the need to overcome Doctors' shyness when addressing patients' sexual problems were supported by the College.
- v. An article from 'The Scotsman' that makes reference to a paper (published in the College Journal) on snoring by Edinburgh Doctor, Edmund Seiler. Dr Seiler calls for more serious research to be done in this area.
- vi. A letter to 'World Medicine' describing the need for an Occupational Health Service dedicated to the needs of the farming

community.

vii. Press reactions to the William Pickles Lecture delivered at the RCGP Spring General Meeting. Dr William Gardner outlined the need for greater emphasis on the management of minor illnesses (addressing the bias that he feels exists for the management of 'serious and interesting diseases') during vocational training. He also expressed concerns about young Doctors' ability to cope with patients' 'insatiable' demands for drugs.

viii. A press cutting reporting on the RCGP North East Scotland Faculty's Spring Meeting where the establishment of the Sir James Mackenzie Chair in General Practice at Aberdeen University's Faculty of Medicine was announced.

ix. An extract from the 'Lancet' describing a study carried out in the U.S.A. on the effectiveness of germicidal soaps in the prevention of skin infections.

x. Summary findings (published in The Lancet) of a survey into the prevalence of respiratory symptoms in the population carried out by the Department of Medical Statistics and Epidemiology, London School of Hygiene and Tropical medicine and published by the Royal College of Physicians of London.

xi. A cutting reporting on an RCGP symposium where Dr. Elizabeth MacGregor described the effectiveness of an intensive smear-test campaign in reducing the incidence of cervical cancer in Aberdeen.

xii. An article from the 'Irish Medical Times' reporting on the disenchantment felt by young GP's in Ireland stemming from the 'present uncertainty and lack of foreseeable future' for the profession.

xiii. An article from the 'Lancet' that attempts to outline the nature of a Community Physician's work and the importance of this role in bringing about the 'closer integration between those concerned with hospital, family or personal, and community medicine.'

#### MAY

i. Several press cuttings reporting on the low number of medical students going into General Practice described in the RCGP Report: Present State and Future Needs of General Practice, 18th May 1970), a gap which is being filled by the recruitment of Doctors from abroad.

ii. Press cuttings reporting on a paper published in the RCGP journal by Dr. Angus Everard describing the various ailments that can result from playing golf.

iii. An article in the 'Irish Medical Times' reporting on a new continuing education scheme run by the staff of St. Brendan's Hospital in collaboration with the RCGP to provide Dublin GP's with training in Psychiatry.

iv. An article in the 'BMJ' that describes the findings of a number of community surveys investigating the frequency of mental illness in the general population and the implications of this for the

medical profession. [See also A RE A 4 - 57 for papers and correspondence concerning the Royal Commission on Medical Education which recommended greater emphasis in the curriculum on the social and psychological aspects of medicine].

v. An article in 'Pulse International' reporting on the BMA's recent report, "Primary Medical Care", which investigated prevailing conditions in general practice and considered the skills and knowledge required to be an effective general practitioner.

vi. A newspaper cutting reporting Dr. Julian Tudor Hart's research (which was published in the RCGP's journal) into the possibility of a link between water supplies and coronary thrombosis in Welsh mining villages and his call for an urgent investigation.

vii. Press cuttings in the international, national, local and medical press reporting on the content of an RCGP report (published on 18th May) which investigated the present state and future needs of general practice. The majority of the cuttings highlight the section of the report which suggested that the number of doctors in general practice is 'ominously low' [See also the RCGP report "Present state and future needs", May 1970, which emphasised the need for undergraduate medical students to have greater exposure to general practice].

viii. An article in the 'Irish Medical Times' reporting on a Joint RCGP/ Royal College of Physicians (Ireland) Conference at which Dr. J.S. McCormick called for medical schools to associate themselves with training practices. [See also the RCGP report "Present state and future needs", May 1970, which emphasised the need for undergraduate medical students to have greater exposure to general practice].

ix. An article in the 'General Practitioner' describing the current system (and trends) of Dutch general practice [See also item iii. June 1970 and item iii. July 1970 below].

x. An article in 'New Society' comparing and contrasting the findings of two recently published reports by the BMA and RCGP that investigated the present state and future direction of general practice and primary care [See also item xv. below].

xi. An article in the 'Irish Medical Times' describing the Irish Medical Association's desire to centralise (rationalise) post-graduate medical training by establishing -in cooperation with the RCGP, RCS and the Universities, a Central Postgraduate Education Centre in Dublin. [See also records of the East of Ireland Faculty A FI D 1].

xii. A 'Statement On Medical Education' issued by the Medical Practitioner's Union from its reporting of GMSC meetings (published in 'Medical World').

xiii. A article in 'Pulse International' reporting on the findings of the recent RCGP Report (Present state and future needs of general practice) putting, 'the onus of future achievement' on the profession, not on the Government.

xiv. An article in the Daily Express describing a major survey under the leadership of Dr. Clifford Kay investigating the health

effects of the birth pill. [See also papers from the study which was based at the Manchester Research Unit A RE C 1 1/2].

xv. An article in the 'BMJ' which discusses two recent reports; a report by the BMA's Planning Unit which set out to find the most effective system of primary care and the second RCGP report concerning the 'Present state and future needs of general practice'.

xvi. An article in the 'General Practitioner' in which a GP (Dr. Victor G Hogan) argues the need for doctors (both GP's and psychiatrists) to be much better informed on matters concerning patient's sexual health and well being [See also item iv., April 1970 above].

xvii. An article in 'Pulse' describing research carried out in the United States on the differences in behavioural characteristics between Chinese babies and those of European descent.

#### JUNE

i. Three articles from the Sydney Morning Herald describing the lives and problems of various kinds of doctors. The first three contributions in the series concern general practice and consider the benefits to the practitioner (and patient) of group practice and out-of-hours deputising services.

ii. An article in the 'General Practitioner' calling for the need for pre-registration year medical students to have greater exposure to general practice as a means to increase take up rate [see also item iii. below concerning a new curriculum in The Netherlands].

iii. An article in the 'General Practitioner' describing the underlying philosophy of the new Dutch medical curriculum [See also item ix, May 1970, above and item iii, July 1970, below].

iv. Notices of John Hunt, President of the RCGP receiving his CBE [See also John Hunt's personal papers, B HUN].

v. A letter to the 'British Medical Journal' criticising the BMA Planning Unit's recent report that laid out its vision for the future of general practice (see item xv in the cuttings for May 1970 above).

vi. An article published in the 'Irish Medical Times' that describes a symposium on vocational training organised jointly by the Royal College of Physicians of Ireland and the RCGP.

vii. Local press cuttings reporting on a newly established Accident Rescue Service in Norfolk.

viii. A letter to the 'BMJ' calling for a conference to be held to develop a national policy to screen babies for developmental defects.

ix. Summary findings published in the 'Medical Officer' of Dr Julian Tudor-Hart's research into coronary heart disease in South Wales and his call for comparative studies in other parts of the U.K.

x. An article in the 'Medical Officer' concerning the planning and

building of Health Centres and the need for a more efficient method to gather, organise and present planners' decisions in order to avoid poorly designed buildings.

xi. An article in the 'BMJ' describing the benefits to patients, doctors and the community of an acute hospital in Tamworth, manned by general practitioners.

xii. An article in the Bristol Evening Post that describes possible causes of 'cot death' and Professor Francis Camps's establishment of a foundation to coordinate future research into this phenomenon [See also A CE L 16-4, press cuttings July 1970, item v].

xiii. An article in the 'BMJ' exploring how best to meet the mental health needs of the population. The author suggests the need for focused research into the efficacy or otherwise of psychotherapy.

xiv. An article published in 'Pulse' questioning the BMA's timing with regard to its referendum on withdrawal from the NHS.

xv. An article in the Daily Mirror that refers to an RCGP report compiled by the England football team's physician describing the physical and mental pressures experienced by top footballers.

*Item: Several cuttings in this file comment on aspects of the Report published by the RCGP entitled 'Present State and Future Needs of General Practice', 18th May 1970).*

*Date details: No entries for Jan.*

**A CE L 16 - 4 Press cuttings July 1970- December 1970**

**July 1970  
- 1970 December**

**JULY**

i. An article in the 'Science Journal' that discusses the comparative safety of the pill as a method of contraception [See also, the papers from a study on the health effects oral contraception based at the RCGP Manchester Research Unit A RE C 1 1/2].

ii. An announcement in the local Aberdeen press of Dr. Ian Richardson's appointment to the newly created James Mackenzie Chair of General Practice at Aberdeen University.

iii. An article in the 'Irish Medical Times' describing the new Dutch medical curriculum which introduced new provisions for the aspiring general practitioner. The philosophy underpinning the new curriculum is to educate young doctors in such a way that they enter the profession with a 'medical-scientific- mind set', not a body of soon forgotten facts.

iv. An article in the 'Irish Medical Times' in which Dr. J.S. McCormick suggests that doctors may too often prescribe costly drugs to patients where sympathy, understanding and reassurance might be more appropriate and beneficial.

v. Further coverage on the cot deaths phenomenon and the efforts of an international foundation to isolate the cause [See also A CE L 16-3 June 1970, item xii].

vi. An article in 'Pulse International' describing the nature of primary care in Oxford where a growing number of doctors are practicing out of Health Centres.

vii. An article in 'The Practitioner' on oral contraception by a former deputy of the Family Planning Association. The author describes the importance of women being comfortable with their chosen method of contraception.

viii. An article in the Daily Telegraph that refers to the Edinburgh based Family Doctor Diagnostic Centre, and its investigation of the lone general practitioner.

ix. An article in the 'Lancet' regarding the psychiatric component of general practice. Currently, the average general practitioner refers one in twenty of his psychiatrically ill patients to a psychiatrist.

x. An article in 'Pulse' that places computerisation at the heart of British medicine's future development. The author suggests that tax payer's money is being wasted due to the lack of a clear computer policy and a failure to differentiate research into the use of computers from the actual implementation of computerised services.

xi. A letter to the 'BMJ' that is critical of recent proposals for general practice to be recognised on a new specialist's register. The author fears such a change would lead to confusion in the public imagination as to what general practice is and what the general practitioner stands for.

#### SEPTEMBER

i. An article in the 'Irish Medical Times' suggesting that general practice is an ideal environment to study the effectiveness of certain drugs e.g. those drugs prescribed to relieve pain, anxiety and depression. The RCGP South of Ireland Faculty is currently undertaking a study of this kind.

ii. The findings of a study (published in the Lancet) that looked at the prospects of social worker attachments in general practice.

iii. An article in the 'General Practitioner' in which a retired GP looks back from forty years on and describes the differences between general practice then and now.

iv. An article in the 'Irish Medical Times' arguing the need for better integration of the family doctor into the hospital setting-through the allocation of a certain number of non-acute hospital beds to GP's . Two major benefits of such integration would be continuous postgraduate education for the trainee GP and family doctors being kept up to date with the latest investigatory and diagnostic techniques.

v. An article in 'The Practitioner' where the author, John G. Howells, Director of the Institute of Family Psychiatry at the Ipswich and Suffolk Hospital argues for the family, not the individual patient, to be the central unit for assessment and treatment.

vi. An article in 'Pulse International' that describes current efforts underway to develop standards for training courses and appropriate means of assessment for general practitioners.

#### OCTOBER

i. A cutting in the local press reporting the results of a study based at the RCGP Birmingham Research Unit investigating the safety of drugs taken by pregnant women.

ii. A letter to 'World Medicine' in which an Occupational Health Sister explains the need for medical certificates to prevent unwarranted staff absenteeism.

iii. A cutting from 'Medical News' reporting comments made by Dr. Alastair MacKinnon (RCGP Yorkshire faculty) to the Medical News Tribune where he described the gynaecological establishment as being 'too stuffy for words', and advocated that in some circumstances, properly trained and equipped local GP's should be allowed to terminate the pregnancies of their own patients.

iv. A cutting from the 'General Practitioner' summarising Dr. Robin Pinsent's Birmingham based research investigating responses to 'emergency' calls. The findings of the study suggest that a rethink is needed on how practices respond to emergency calls over 80% of which could safely be managed by practice nurses.

v. A cutting from 'Medical News', London, reporting on plans to establish a General Practice Research Unit at Dundee University. The unit will be jointly funded by the RCGP Research Foundation and the Scottish Home and Health Department.

vi. Press cuttings announcing the publication of John Pemberton's biography of Dr. Will Pickles, 'Will Pickles of Wensleydale.'

vii. An article in the 'General Practitioner' in which the author focuses not on the highly topical issue of doctors' over prescribing drugs but on those people who really need their medication but are not taking it.

viii. A cutting from the Daily Telegraph reporting the contents of the Chief Medical Officer's Annual Report, 'On the State of Public Health' that described a critical shortage of resources in the health service and the need for national strategies to reduce the number of smokers and for the prevention of unwanted pregnancies.

ix. A cutting in the local press reporting that work has begun on Hampshire's first purpose-built Health Centre.

x. An extract from the 'BMJ' summarising the proposals for the constitution of the Central Council for Postgraduate Medical Education and Training for England and Wales.

xi. An article in the 'General Practitioner' outlining a scheme to introduce a consultation charge.

#### NOVEMBER

- i. An article in the 'Irish Medical Times' in which the author describes the need for a clearer sense of purpose and direction in general practice and for greater integration with hospital medicine.
- ii. An article in the 'Irish Medical Times' suggesting that a Working Party set up to review the current state of post-graduate and refresher courses for GP's in Ireland would be well advised to study the situation in the six-counties (that make up Northern Ireland).
- iii. An article in 'Pulse International' highlighting the importance of Medical Secretaries to the running of a successful practice.
- iv. An article in the General Practitioner on Whipps Cross Hospital Post-Graduate Medical Centre, London, whose aim is to provide flexible learning opportunities for local GP's

DECEMBER

- i. A study published in the 'BMJ' which looked at the impact of a Practice Nurse attachment on the medical service provided by a semi-rural practice.
- ii. Press cuttings commenting upon and analysing the report of a working party of seven medical organisations including the RCGP entitled 'Attachment of Nursing Services in General Practice'. The report highlights the need for improved communication and coordination between professional groups.
- iii. An article in the 'General Practitioner' in which the writer argues that GP's need to do more to increase the appeal of the profession by demanding and securing better pay and through creating a much more rewarding working environment.
- iv. A cutting from the Glasgow press arguing the need for more postgraduate training opportunities specific to general practice.
- v. An article in Pulse International' highlighting the absence of GP's themselves in the design and development of health centres.
- vi. A cutting relating to a morbidity survey being conducted by the RCGP with a warning to GP's that they could face GMC disciplinary action if it is found that confidential patient information has been used without patient's consent.

*Date details: There are no cuttings from August 1970.*

**A CE L 16 - 5**

**Press Cuttings 1971**

Cuttings include:

**1971  
- 1971**

JANUARY

- i. An extract from the 'Irish Medical Times' reflecting on Professor Henry Miller's recent John Snow Memorial Lecture. Professor Miller criticised the current medical curriculum and for him, the division between the pre-clinical and clinical medical curriculum is still too clear cut.

ii. An article in the 'BMJ' arguing for the refinement of the existing structure of medical training provision i.e. the combination of University Hospitals and District Hospitals, rather than wholesale change.

#### APRIL

i. Cuttings referring to a recent article in the Journal of the RCGP which called for a change in terminology/ attitude to smokers and non-smokers.

#### MAY

i. A local (Norfolk) press cutting reporting plans for a 'Flying Squad' of doctors in the Mid-Anglia region to combat the rising road accident toll.

ii. An article in 'Pulse International' reporting the recent GMC elections, which reflected the dissatisfaction and anxieties felt by the younger generation of doctors.

#### JUNE

i. Cuttings in the Australian press reporting evidence given to a parliamentary committee on pharmaceutical benefits.

#### JULY

i. An article in the 'BMJ' describing the current structure and specific problems regarding vocational training in general practice in the Manchester area, [See also August 1971, item viii. below].

ii. An extract in the 'Irish Medical Times' reporting on the success of an experiment in multiphase screening at St. James' Hospital, Dublin.

iii. An article in 'The Practitioner' by Dr. P.S. Byrne concerning continuing medical education for general practitioners. Dr. Byrne regrets that so few GP's turn up to listen to their fellow GP's preferring instead to rely solely on the expertise of consultants.

#### AUGUST

i. A cutting in the 'BMJ' in which the writer argues that vocational training for the GP is now here to stay. The article emphasises the need for flexibility in the design of curricula to meet local needs and to draw upon local strengths.

ii. A letter to the BMA critical of the allocation system for vocational allowances.

iii. An article in 'Pulse International' that describes tomorrow's GP as envisioned by a Scottish Working Party. They reject the idea of a feldsher system (found in some European countries) but emphasises the need for greater support from the inter-professional community. [See also item i., September 1971].

iv. A letter to 'Pulse International' by a London GP who would like to see more GP's visiting their patients in hospital.

v. A letter to Darlington's Northern Echo in which the writer draws attention to the issue of water pollution. He cites a recent RCGP Report based on research in 43 towns and boroughs with relatively high levels of chemicals in the water supply.

vi. An extract from the 'BMJ' announcing the opening of a symposium on "Oral Contraception Risks and Benefits" chaired by Dr. E.V. Kuenssberg. Dr. Kuenssberg outlined the details of the RCGP study into the health effects of oral contraception. [See papers of this study at A RE C 1].

vii. An article in the 'General Practitioner' that describes the new Chertsey Health Centre in Surrey. Whilst an overall success, there are several design features which have not been considered carefully enough (primarily a lack of privacy in the waiting areas).

viii. An article in the 'BMJ' that describes the nature of vocational training in general practice in the Oxford Region. (This is one of a series of articles covering different regions, See also July 1971 item i. above).

ix. The description and evaluation of a community hospital pilot trial co-authored by Dr. John Hasler (published in the 'Lancet').

x. Several press cuttings describing the findings of a study submitted to the RCGP by two Shropshire doctors. Their research found that a 'delayed action three-in-one pill' was more effective in providing relief from morning sickness than a placebo pill.

#### SEPTEMBER

i. Notice in the 'The Practitioner' of a report, 'Doctors in an Integrated Health Service', produced by a Scottish Working party of GP's and published by the Scottish Home and Health Department. The report places great importance on the need to get the general practitioner back into the hospital setting.

ii. An essay in 'The Practitioner' by Professor James Knox, 'Towards that other Dimension', describing the fragmented nature of hospital medicine and the importance of the 'personal doctor'.

iii. An extract from the Evening Standard reporting Senator Edward Kennedy's visit to the U.K. as part of a Senate Health Sub-Committee.

iv. An obituary in the 'BMJ' for Dr. James. L. McCallum. Dr. McCallum was a member of the BMA council for most of the years from 1955-1970 and served on a number of BMA committees including the Liaison Committee with the RCGP. He was also medical correspondent for The Guardian newspaper and a greatly respected executive committee member of the Medical Journalist's Association.

v. An article in 'Pulse International' in which Dr. Stanley Allen expresses his anger at the condescending attitudes he feels are exhibited by some funding bodies towards the notion of GP's carrying out research.

vi. An article in 'Pulse International' questioning the underlying

assumptions concerning Health Centres. E.g. Do they in fact promote integration of the medical professions and does better integration in itself lead to improved healthcare?

vii. The review of a book in the 'General Practitioner', 'Group Practice', (1971) by Dr. J.S. Clark that recounts the trials and tribulations of the seven years taken to evolve an Edinburgh group practice.

viii. An article in 'Pulse International' announcing a newly published evaluation of all the research done regarding attachment schemes in general practice.

ix. A cutting from the Australian local press reporting a doubling in the use of tranquilizers and anti-depressants and the increasing prevalence of psychological illness in the Australian population.

#### OCTOBER

i. An analysis (in the BMJ) of the causes of delay in the admission of patients to the intensive care unit at the Southern General Hospital, Glasgow.

ii. A local press cutting reporting Dr Julian Tudor Hart's research into the relatively high sickness rates in the population of the Welsh mining valleys.

iii. Editorials in the Lancet, the BMJ and the General Practitioner highlighting the contents of a report of a special sub-committee of the Standing Medical Advisory Committee concerning 'The Organisation of Group Practice'.

iv. An article in the 'Lancet' describing the findings of a survey of 23 of c.400 General Practitioner hospitals in the U.K. The survey suggests that regional boards are taking a more constructive look at these hospitals.

v. A cutting in the Sydney Sun reporting Dr. K.R. Heber's research which has led to the development of a test that could enable the personalisation of oral contraception and minimise adverse side-effects.

#### NOVEMBER

i. A notice in the BMJ of Dr. W. G. Irwin's appointment to the Chair of General Practice at the Queen's University of Belfast.

ii. An article in the General Practitioner reporting on the healthcare system in The Netherlands and the efforts being made to make general practice more prestigious and lucrative. [See also related cutting: A CE L 16-3, June 1970, item iii.]

iii. A comment in the British Hospital & Social Service Journal that refers to criticism by the RCGP of a recent consultative document that attempted to define the roles of the health authority and its staff.

iv. A cutting in The Guardian that refers to an article by Dr. R.J.F.H. Pinsent, (RCGP Research Adviser) in which he calls for the establishment of an Environmental Health Service to bridge

the growing gap between Medicine and the Environmental Sciences.[See also A CE G 64-1 for papers from the Welsh Soils Discussion Group].

#### DECEMBER

- i. An article in the General Practitioner that describes the design and ambitions of a new post-graduate education centre in Wolverhampton. The centre's GP Committee is determined to be proactive, organising their own events that draw upon local experience and expertise.
- ii. An article in the Sydney Morning Herald describing an inter-professional conference entitled "Talking with the Cardiac Patient", an effort to explore strategies to meet the immediate needs of patients (and their families) who have suffered a heart attack.
- iii. An extract from the Daily Telegraph that reports Dr. John MacRae, a London GP's criticisms of his patients' treatment in hospital. His criticisms led to Westminster Hospital making a complaint to the GMC about his conduct.
- iv. An article in the Irish Medical Times in which Dr. Anthony Clare discusses the controversies surrounding the workings of the 1967 Abortion Act. His concern lies with supposed psychiatric justifications for the termination of unwanted pregnancies that are not supported with evidence.
- v. An article in Pulse International that compares and contrasts two (first and second generation) North London Health Centres.
- vi. An article in the Nursing Times, London, in which the proceedings of a recent conference, 'The Nurse and Primary Contact', organised by the Thames Valley Faculty of the RCGP are discussed.
- vii. An article in 'Medical Matters' on family planning and growing public opinion that contraception should be available freely and easily. The article also describes the Family Planning Association's goal to make education in family planning integral to the medical curriculum.
- viii. An article in Pulse International that discusses the future of the general practitioner in Australia.
- ix. An article in the Irish Medical Times describing a paper published in the RCGP Yorkshire Faculty Journal that called for the application of the principles of the business world to the evaluation of a GP Practice.
- x. An article in the Irish Medical Times reporting the Dean of the Faculty of Medicine at University College Dublin's call for the establishment of a professorial unit of general practice.
- xi. Cuttings in the local press announcing the appointment of Dr. Charles John Swanson as Vice Chairman of the BMA. Dr. Swanson was a founder member of the RCGP.

xii. Local press cuttings summarising the findings of a report that investigated Scientology and the claims by its leaders of discriminatory practices against its practitioners.

*Date details: Jan-Dec 1970.*

**A CE L 16 - 6**

**Press Cuttings 1972**

Press cuttings from the U.K., International and Medical Press about College initiatives, College Members and issues concerning general practice including:

**Jan 1972  
- Mar 1972**

**JANUARY**

i. An article in Pulse International which describes the current tensions existing between GP's and social workers. A doctor cited in the article emphasises the need for the GP to remain the hub of health and welfare provision.

ii. An article in Pulse International which analyses the conservative government's plans for fully integrating GP's into grouped service. The author refers to a recent essay by Dr. Stuart Carne which warned against increasing specialisation within general practice and expressed concerns about patients' access to health centres attached to hospitals.

iii. Several press cuttings reporting on research carried out by Dr. Peter Bell and published in the Journal of the RCGP. His findings suggest a significant positive correlation between rates of conception and quantity of sunlight.

iv. Several press cuttings reporting a proposed RCGP survey of inherited traits.

v. An article in World Medicine by Dr. John Fry on health care in the United States. Dr. Fry believes that there is now awareness of the problems that exist but there remains a need for evidence based research to plan for change.

vi. A cutting in the West Australian reporting Dr. H. Cook's concerns about the social effects of unwanted pregnancies.

vii. Notices in the local and medical press of Dr. P.S. Byrne's appointment as Professor of General Practice at the University of Manchester, the first post of its kind in England. [See also Dr. Byrne's personal papers, B BYR B].

vii. A copy of Dr. A. Talbot Rogers' (who served on the College's steering committee in 1951) Albert Wander Lecture of June 30th 1971, 'Looking Forward with Hindsight'.

viii. An article in the General Practitioner describing the findings of Dr. P.S. Byrne's (Director of General Practice, University of Manchester) evaluation of post-graduate courses for GP's.

ix. An article in Pulse International that describes a concerted campaign in Leicester (that drew upon the expertise of Dr. R.F. Pinsent, RCGP research coordinator) to stop the development of land on a disused sewage area.

x. An extract from the BMJ describing in brief, the nature of a

mental health screening program in Rotherham, South Yorkshire.

xi. An article in the Yorkshire Post reporting a letter sent to the BMJ and the Lancet by a pressure group calling on the government to acknowledge and address the country's 'population problem'. Amongst the signatories were Dame Annis Gillie, former president of the RCGP.

xii. An article in the General Practitioner describing a report by Dr. Peter Parish published by the RCGP suggesting that some GP's may be over prescribing psychotropic (mood altering) drugs. Dr. Parish suggests the need for a reappraisal of the teaching of pharmacology and therapeutics.

xiii. A copy of Dr. D.L Crombie's (former Chair of the College Research Committee) James Mackenzie lecture, 'Cum Scientia Caritas' published in the General Practitioner.

xiv. An article in World Medicine in which the author interrogates 'The Organisation Group Practice', a recent Department of Health sub-committee report.

xv. An article in Pulse International by Dr. T.C. Mayer suggesting that the RCGP carry out a survey into the elimination of human traits from the population through evolutionary process. The findings of such a survey, the author suggests, would help in the long term planning of healthcare provision.

#### FEBRUARY

i. An article in World Medicine by Dr. C. A. H. Watts describing the many benefits to the GP resulting from group practice but also stressing that these should not be to the detriment of high standards of personal care for all patients.

ii. An extract from the Western Morning News, Plymouth, describing the findings of several reports that investigated the relationship between trace elements in the soil and various illnesses.

iii. An extract from the Scotsman announcing the appointment of Dr. James Stevenson Scobbie as adviser in general practice to the Western Regional Committee for Post Graduate Medical Education.

iv. An extract from Chemist and Druggist that refers to a joint RCGP/ Family Planning Association conference on contraception where the question of making oral contraception freely available in supermarkets was raised [See also the papers of the RCGP's study investigating the health effects of the birth pill A RE C 1].

v. An extract from General Practitioner that refers to an experiment (in which the RCGP took part) carried out at an Edinburgh practice that sought to evaluate the effectiveness of a nursing attachment.

vi. An extract from Pulse International that describes a multi-disciplinary project in Basingstoke exploring ways to integrate the provision of health services .

vii. An article in the BMJ that reports the findings of a study carried out by members of the RCGP investigating the visiting patterns of GP's in the north east of England.

viii. An extract from Pulse International describing the situation regarding GP 'out-of-hours' cover in Honiton, Devon. The town's four GP's did not currently have a rota in place.

ix. An extract from the Evening Standard reporting Dr. Godfrey Ripley's experiment investigating the potential benefits to oral health from gum chewing .

x. An extract from the Evening Chronicle, Newcastle-Upon-Tyne, reporting research carried out by Professor Harry Warren, department of Geology at the University of British Columbia, investigating the possible relationship between serious illnesses including cancer and multiple sclerosis and the levels of trace metals in the soils [See also related papers, e.g. the Tamar Valley soil study, A CE G 48].

xi. An article in Pulse International by Bradford Psychiatrist Dr. H. Edelston that reflects on the tensions between the medical profession and social services and the need for better understanding between the professions.

xii. An article in Pulse International referring to a recent conference held jointly by the RCGP and the Family Planning Association, 'Family Planning in the Seventies'. The author argues strongly that male sterilisation by vasectomy should be available to all families and that GP's should be trained to perform this procedure.

#### MARCH

i. An extract from the Irish Medical Times that reports on a 'fact finding mission' on all aspects of Dutch general practice carried out by two Irish GP's. The cutting also refers to the issue of whether training for general practice should be voluntary or compulsory within E.E.C. countries.

ii. An extract from General Practitioner entitled 'Week in the Surgery', that refers to an RCGP faculty Pfizer lecture on Human Growth Hormone.

iii. A cutting from Community Medicine that reports a recent meeting of the health professions (including the RCGP) of Great Britain to discuss the impact of Britain's entry into the Common Market.

iv. An article in Medical World that offers a critical review of 'The Organisation of Group Practice', a recent report by Dr. R. Harvard-Davis [See also press cuttings, January 1972, item xiv above].

v. An extract from Health For All that refers to an RCGP report that described the increasing use of tranquilizers in the U.K. populace. The article also refers to a recent three hundred page publication in the United States that documents the potential side effects of these drugs [See also A CE L 16-5, September 1971, item ix, a cutting that describes trends in the use of tranquilizers in

Australia].

vi. An article in Pulse International reporting that the General Medical Council has no plans to introduce an exam for doctors trained overseas.

vii. Cuttings from the local and national press that refer to a symposium for GP's on alcoholism held at the RCGP. The cuttings emphasises one aspect of the symposium that located alcoholism as a problem of the professional classes.

viii. An extract from the Scotsman that describes a workshop at Dundee University's Department of General Practice seeking to use video recordings of GP/Patient consultations as a learning/teaching tool.

ix. Notice of a visit to Scotland by a group of German doctors. Dr. Ekke Kuenssberg (Chair of the RCGP) addressed the party at the British Medical Association, Scottish House on the development of general practice in the United Kingdom.

x. A notice to the British Medical Journal from the RCGP in response to recent publicity in The Times concerning the possible harm that might arise from taking imipramine during early pregnancy. The findings of a 1964 investigation into the effects of imipramine are presented.

xi. An article in the Irish Medical Times that describes the findings of a recent RCGP survey of GP visiting patterns in the north east of England [See also item vii., February 1972 above].

xii. An extract from General Practitioner describing the recommendations of the RCGP's report on the selection and remuneration of teachers in general practice [See also the papers of the Vocational Training Sub-Committee, A CE H 25-11].

xiii. An extract from the Wiltshire Gazette regarding an MP's request for an independent inquiry into the death of a young woman that resulted from her taking the pill. [See also the papers of the Oral Contraception research study, A CE G 10].

**A CE L 16 - 7 Assorted press cuttings 1974-1979**  
Cuttings, mainly from the medical press including:

**September 1975  
- 1979 June**

1974 (see notes below)

i. An article in the Daily Telegraph (30th May 1974) in which the author comments on an editorial in the journal of the RCGP. The editor expressed serious concerns that the principle of doctor/patient confidentiality is under threat from increasing computerisation and the transfer of patients' full medical histories between doctors and ancillary staff.

ii. An article in the Daily Telegraph (22nd April 1974) describing a survey (reviewed in the Journal of the RCGP) of children's attitudes to going to the doctor. Negative responses outnumbered positive ones by four to one.

iii. A newsletter of the University of Bristol (18th August 1977)

that reports the awarding of an honorary degree to Victoria Tryon, a pioneering Bristol doctor.

1975

i. An article from Medical News (25th September) in which GP and Lecturer in Family Medicine, Dr. Andrew Smith, describes the nature of and reasoning behind the RCGP entrance exam.

ii. An article in World Medicine (22nd September) by Dr. Ian McKee entitled, 'The College that lost its way', in which he expresses concern that the College is losing sight of its founding principles [See also item iv, 1978 below].

1976

iii. A letter to General Practitioner (13th February 1976) suggesting that older GP's may be reluctant to put themselves forward as trainers not because they don't have the time but because they fear being shown to be behind the times. The writer urges that these fears need to be overcome if general practice is to progress.

iv. A letter to the General Practitioner (7th May) arguing that the driving force behind mandatory vocational training for general practitioners is not, as we might be led to believe, to drive up standards of general practice but because of the dwindling supply of doctors from the Indian sub-continent to take up unpopular hospital posts.

v. An article in the General Practitioner (7th May) that discusses some of the reasons why approximately three quarters of U.K. GP's are not members of the RCGP. The author suggests that what might be required is a concerted public relations campaign.

vi. An article in the General Practitioner (7th May) by Dr. Robert Pinsent which discusses the uses of the age-sex register in general practice.

vii. A letter to General Practitioner (10th December) by a doctor critical of the MRCGP. The candidate suggests that the examiners, in their analysis of his age-sex-diagnosis-treatment register, did not appreciate the individual nature of cases.

1978

i. An article in Pulse International (18th March) in which the author traces the history of the RCGP and describes the current controversies surrounding the direction the College is taking.

ii. The lead article in General Practitioner (29th September) entitled, 'What is the future of the MRCGP?', which discusses the status of MRCGP and whether or not a doctor who defaults on subscriptions can still claim to hold this qualification.

iii. An article in the British Medical Journal (24th June) describing a recent edition of the Journal of the Royal College of General Practitioners in which prominent members of the College contributed essays outlining the major challenges facing the RCGP in the next 25 years.

iv. An article in World Medicine (15th November) in which Ian McKee voices his criticisms of the College. McKee argues that the College is becoming dangerously power-hungry (particularly with regard to vocational training), forsaking its origins as a body seeking to influence and persuade, not to control [See also, item ii. 1975 above].

1979

v. An article by Dr. Andrew Smith, a Newcastle GP published in World Medicine (27th January) in response to Ian McKee's criticisms of the College [See also item iv. above].

vi. An article in Pulse (30th June) that refers to a recent RCGP Report, "General Practitioner Hospitals". The report warns against a rigid blueprint for these hospitals arguing instead for a flexible approach to meet local needs.

*Item: Items i. and ii. for 1974 were sent out with the editorial board minutes.*

### **A CE L 17 Museum and Archives Heritage Committee Minutes, 1 December 1994 - 19 September 2007**

The Museum and Archives Committee was renamed Heritage Committee in 1999. This series contains the minutes of the Museum and Archives Committee (1 December 1994-3 June 1999) and the minutes of the Heritage Committee (14 October 1999-19 September 2007).

**A CE L 17 - 1** Bound minutes of the Museum & Archives Committee (December 1994-June 1999) and the minutes of the Committee after it was renamed Heritage Committee (October 1999-September 2007). **1 December 1994 - 19 September 2007**  
*Item: Mostly signed and on acid free paper.*  
*Date details: 1 December 1994-3 June 1999; 14 October 1999-19 September 2007.*

### **A CE L 18 Library Papers, 1953 - 1987**

The Library started as a Collection of Books from the late Geoffrey Evans (physician at St Barts). The Steering Committee met at his house, and when the College moved to Cadogan Gardens the Collection was arranged in an upstairs room known as the Geoffrey Evans Library. The Library continued to be known as the Geoffrey Evans Library when the College moved to Princes Gate in 1962.

Dr John Horder (who had previously been appointed College Archivist by Council) and Dr Michael Linnett catalogued this collection and pressed for a proper library. Consultations on the future content and objectives of the library were taken and a summary was presented at the first meeting of the Library Committee on 29 October 1958. Lindsey Batten was elected chairman of the Committee at this meeting. It was decided that the main objectives of the Library should be:

1. That it should eventually contain everything written about general practice and everything written by general practitioners.
2. That it should obtain reprints of all members' works.
3. That a small number of standard reference books on other branches of medicine should be added.
4. That it should represent the interests of visitors and display recent publications (especially those written by members).
5. That reference books should not be lent outside the building.

The museum and archive collections both also initially came under the remit of the Library Committee.

The Library Committee initially had no money and the Library had no staff. Dr Horder was appointed as the first Hon. Librarian and Dr Linnett the Hon. Assistant Librarian. The first money came from the North London Faculty with a donation for shelves, and other College and organizations donated books as well as help and advice. The Librarian at St. Barts Medical College, John L. Thornton, was made Consultant Librarian to the College.

In 1959 J Wyeth and Brother Ltd offered an annual grant of £750 to fund the purchase and operation of a photocopying machine. The photocopier was installed at the Royal College of Surgeons, who permitted the RCGP to draw upon their collection of 500 journals when photocopying articles for members. The Wyeth grant also enabled the College to appoint a part-time Librarian and Rosemary Rabe began this role in June 1960.

In 1963, Margaret Hammond was appointed as the first full time librarian. The Library was awarded a Royal Society Grant in 1965 and in 1968 the Wyeth Grant was increased to £850 annually.

In 1968 Alastair Murray Scott was appointed as Hon. Archivist and in 1969 Dr Linnett was elected Hon. Librarian. This role passed to Denis Craddock in 1971.

The photocopying service moved to Princes Gate in 1972 following the purchase of a photocopier.

The College's development of vocational training schemes meant that there was a greater emphasis on education and therefore a need for up to date information to help members stay abreast of published articles and research. In 1975, the Library started to produce a quarterly publication called New Reading for General Practitioners; this was a list of books and papers arranged under a number of subject headings. Also in 1975, the Library began a subject index to General Practice Material, which later became the basis for the GPLit database, and subsequently the Library catalogue.

In 1979 the College began to consider the possibility of a Library Foundation Board to give independent funds and subsequently to enable more flexibility in improving techniques and librarianship methods. A draft constitution was produced in November 1979 and this was approved by Council in October 1981. The first meeting of the Foundation Board was on 26 February 1982.

In 1986 the Library and CIS [see A CE L 20] services were combined to form the Information Resource Centre (IRC) [see A CE L 22]. This combined service continued until 1993 when the ISS department was established and the Library was once again run as a separate entity.

The series contains minutes, agenda papers, correspondence, project files, publications, financial information, papers relating to the refurbishment and reorganisation of the library and monitoring statistics.

For Library papers 1986-1993 see A CE L 22

For Library Papers 1993- see A CE L 19

There may also be material related to the archive in the Museum and Archive collections [see...].

See also:

- A CE K 4 and AR99-02 AR2, Box 1, Add1 (building maintenance and refurbishment).
- B Hun A 6 1 (gifts to the Library)
- B Hun A 3 8 (foundation of the Library)
- A CE P 4 2 (Library use by overseas members)
- A CE B 5 (Library Committee papers).

**A CE L 18 - 1      Library Committee Minutes** **29 October 1958**  
**- 19 October 1983**  
Minutes, mostly signed, of meetings of Library Committee (1958-1980), including a draft Library Foundation constitution (November 1979), and minutes, mostly signed, of meetings of Library Foundation Board (1982-1983).

**A CE L 18 - 2      Library Committee Correspondence** **1956**  
**- 1964**  
Reports and correspondence of Library Committee, together with correspondence of Honorary Archivist concerning early records of the College.  
*N.B. [See the Hunt Papers, B HUN, for material relating to the formation of the College; For correspondence between Dr J.P. Horder, responsible for establishing the College archives, and Henry Willink, former Chairman of the General Practice Steering Committee, 1952, on reminiscing on the foundation of the College, see B HUN A 3-8]*

**A CE L 18 - 3      Library Committee Correspondence** **1958**  
**- 1981**  
Library Committee Correspondence on subjects including library progress; proposals to base the photocopying service at the Royal College of Surgeons; library organisation and layout; journal indexing, online journal indexes.

Also includes:

- Library progress reports, Aug 1958; Nov 1960; Jun 1961
- List of books on General Practice required for the Library
- List of books bought and Journal subscriptions.
- Budgets, financial breakdowns, expenditure and income, etc.
- Compilation of a bibliography of General Practice
- Draft proposal for a Library Foundation with draft constitution, Nov 1979

**A CE L 18 - 4      Library Foundation Board Papers and Correspondence** **1979**  
**- 1984**  
Papers and correspondence of the Library Foundation Board including:

- Library Foundation Board Constitution drafts, 1979
- Duplicate minutes of the Library Committee, 15 Feb and 4 Sept 1980
- Duplicate minutes of the Library Foundation Board 26 Feb and 15 Sept 1982; 19 Oct 1983
- Report from the Hon. Archivist, Nov 1980
- Library Enquiries summary, 1981
- Bibliographies requested, 1981
- History of the Library, 1982
- Photocopying statistics, 1983
- Chapter on General Practice by M. Hammond in Information Sources in Medical Sciences, 1983
- Sample pages from New Reading for General Practice
- Correspondence regarding open access to the library and appointments to the Foundation Board, 1983.

<b>A CE L 18 - 5</b>	<b>Library Correspondence</b> Correspondence regarding job advertising; storage space; Collection management; Archives. Also includes drawing of planned layout for the library.	<b>1961</b> <b>- 1962</b>
<b>A CE L 18 - 6</b>	<b>Library Correspondence</b> Correspondence and Library enquiries. Also includes:  - Correspondence regarding the possibility of extending the services of the Library into an Information Centre. - Correspondence with Dr R. Pinsent regarding articles written by himself. - List of research projects by General Practitioners, compiled 1964 - Library Committee report by John Horder, 1964 - Requests for reminiscences of the Steering Committee for the Archives.	<b>1963</b> <b>- 1965</b>
<b>A CE L 18 - 7</b>	<b>Library Correspondence</b> Correspondence and Library enquiries. Includes correspondence on the Wyeth Grant for Photocopying, and Library and Museum insurance.	<b>1966</b> <b>- 1967</b>
<b>A CE L 18 - 8</b>	<b>Library Correspondence</b> Correspondence and reports including: - Statement for the Academic Review Working Party on the history, work, relationships and future needs of the Library, 1969 - Report on the findings of the Academic Review Working Party*, 1970 - Librarian workload, 1970 - Analysis of library work, Jun-July 1970 - Report on the work of the College Library, 1970 - Suggestions for material to collect for the Archive, 1971 - Correspondence with Dr R.C Westbury regarding the setting up of a similar library for the College of Family Physicians of Canada. Covers storage space, publications, aims and organisation, staff and finance. - Appointment Systems in General Practice A report of the Study Group of the Practice Organisation Committee, Sep 1975  <i>Item: The terms of the Academic Review Working Party were "To review the academic roles and functions of the RCGP and to make recommendations for the future".</i>	<b>1968</b> <b>- 1975</b>
<b>A CE L 18 - 9</b>	<b>Library Correspondence</b> Correspondence regarding funding for the library, Library Committee review of services, Insurance, Memorial to Professor Pat Bryne.  Also includes proposal for establishing a Library Foundation Board, 1979	<b>1977</b> <b>- 1981</b>
<b>A CE L 18 - 10</b>	<b>Library Correspondence</b> Correspondence regarding: the Museum collection; open access to the Library for all GPs; service development; finance; publications; insurance; Library automation/computerisation; photocopying service.	<b>1982</b> <b>- 1985</b>

Also includes:

- List of staff members 1963-1982
- Application for an additional full-time member of staff, 1982.
- Report on visits to the RCGP by Dr JH Sanderson, Medical Services Section ICI Pharmaceuticals Division. Recommends more resources for the library and CIS.
- Report on the History of the College and possible future developments, Feb 1982.
- Paper on the advantages and disadvantages of opening the library to all GPs. Includes outline of work, statistics (1981-2) and the history, role and finance of the CIS and the Library.
- List of staff members with details of their duties, Dec 1983
- Librarian's reports, 1983 and 1984
- Library staff worksheets, outlining work carried out, 1984
- Barnard classification scheme for Medical Libraries.
- Sample photocopy declaration form, 1985.

**A CE L 18 - 11 Library Correspondence and Sample Publications**

**1982**

Includes:

**- 1987**

- List of selected books and pamphlets on General Practice, 1985.
  - List of Library journals, 1985 and 1986.
  - Sample issue of Current Contents Pages\*, April 1986.
  - New Reading for General Practice, 1985 and 1986.
  - Topics in General Practice, Jan-Mar 1982 and September 1982.
  - British Theses on General Practice, 1986.
  - Reference books at Princes Gate, 1986.
  - Library report on the reorganisation of the periodical Collection, Mar 1986.
  - Application for additional member of staff including Library budget 1986/87, 1986.
  - Correspondence regarding the Museum and the Archives; copyright; computerisation.
- Item: Current Contents Pages were copies of journal articles compiled by the Library and circulated to College Officers and Staff.*

**A CE L 18 - 12 Photocopying Service**

**1962**

Correspondence and papers regarding the Library's photocopying service, including:

**- 1972**

- Correspondence regarding legal and copyright issues.
- Sample application form for a copy of a published article.
- Analysis of monthly requests, July 1962 - June 1963.
- Expenditure, Apr 1963 - Feb 1964.
- Expenditure, Dec 1964 - Nov 1965.
- Correspondence regarding the possibility of moving the service to Princes Gate.
- Termination of arrangement with the Royal College of Surgeons, Mar 1972.

**A CE L 18 - 13 Library Booklists**

**1965**

Booklists produced by the Library, including:

**- 1986**

- British Vocation Training bibliography 1965-1972, produced 1973.

	<ul style="list-style-type: none"> <li>- Training for General Practice, a bibliography by region, 1969. With separate drafts of the sections for Australia, New Zealand, Britain and Rest of the World.</li> <li>- List of books useful for General Practitioners, 1971</li> <li>- Selected Books and Pamphlets on General Practice. 1980-1986.</li> </ul>	
<b>A CE L 18 - 14</b>	<b>Gift Register</b> Lists of gifts given to the College including books and museum objects, Jan, Mar and Dec.1961; Sept 1962. Also includes some correspondence regarding offers of books to the Library, 1977.	<b>1961 - 1977</b>
<b>A CE L 18 - 15</b>	<b>Book Accessions Register</b> Register of books bought and received. Gives author, title, volumes, date of publication, condition, donor/vendor, price, date of receipt and remarks.	<b>1963 - 1977</b>
<b>A CE L 18 - 16</b>	<b>Library Expenditure</b> Library budget and accounts, including actual and estimated income and expenditure breakdowns.  Also includes: - Accounting information for CIS 1978-1983 - Accounting information for the Publications Committee 1972-1982 - Publications Committee Budgetary Review and Targets: Estimates, Feb 1984; Summary of expenditure Apr 1984 - Sep 1984. - Correspondence regarding finance, funding and expenditure including discussions re new staff and new equipment	<b>1960 - 1986</b>
<b>A CE L 18 - 17</b>	<b>Library Finance</b> Account books, giving details of expenditure and income on books, photocopying, journals, equipment, binding, sundries and grants.  Also includes: - Draft budgets 1967/8, 1969/70, 1971-1972 - Library and photocopying service budget 1965/6	<b>1965 - 1977</b>
<b>A CE L 18 - 18</b>	<b>Library Finance</b> Library account book with details of expenditure on books, photocopying, journals, equipment, binding. Also gives details of income from the sale of duplicate materials.	<b>1981 - 1983</b>
<b>A CE L 18 - 19</b>	<b>Library Refurbishment</b> Correspondence regarding the refurbishment of the Geoffrey Evans and Jephcott rooms, including drawings of proposed layouts, May 1986	<b>1986 - 1986</b>
<b>A CE L 18 - 20</b>	<b>Library Reorganisation</b> Correspondence and reports on the development of the Library service. Includes:  - Report on Library Services in 1986. - 6 Monthly Progress report on Computerisation, Apr 1986.	<b>1986 - 1986</b>

- Report on the Reorganisation of the Periodical Collection, Mar 1986.

**A CE L 18 - 21 Library Statistics** **1972**  
**- 1987**

Monitoring statistics on library workload and enquiries.  
- Proportion of membership using services since 1963 (1979)  
- Analysis of type of library work for 4 weeks June-July 1970  
- Bibliographical requests 1972,  
- Increase of library work from 1971 to 1972  
- Enquiry stats 1972, 75, 76, 78, 79, 81, 82  
- Lists of references prepared 1973, 81, 82  
- Queries received from non-members Jan-Sep 1982  
- Faculty breakdown of queries received from Members 1981-1982  
- Library workload figures 1984, 85, 87

**A CE L 18 - 22 Visitor's Register** **24 August 1972**  
**- 10 May 1993**

Signed register book of visitors to the College Library.

**A CE L 18 - 23 British Library/RCGP Information Research Project** **1976**  
**- 1981**

Minutes, agenda, reports and correspondence regarding the British Library sponsored project to investigate current and past research into medical information.

Includes Minutes and agenda papers for:

- Meeting 1: 22 Feb 1979. Including project Terms of Reference and reports on previous review committees, medical information sources, glossary of acronyms.
- Meeting 2: 11 May 1979. Includes reports on medical school libraries, online services, and information use by medical staff.
- Meeting 3: 2 Oct 1979. Includes reports on the provision and use of medical literature, postgraduate education, New Reading for General Practitioners, drug information bulletins. Also includes review panel progress report.
- Meeting 4: 14 Jan 1980. Includes interim report.
- Meeting 5: 7 May 1980. Includes reports on training drug representatives, the effects of technology on information and a draft report of the Medical Information Review Panel.
- Working Party One, 1 Aug 1979, 22 Nov 1979 and 18 Feb 1980. Working Party One was set up to consider ways of actively providing information to both users and non users of medical information services.
- Working Party Two, 2 April 1980. Working Party Two was set up to survey information activity in postgraduate medical centres.

Also includes:

- British Library guide to applicants for a grant and general conditions of grant.
- Draft proposal for Review of Information Research in Medicine.
- Application for a grant from the British Library.
- Correspondence regarding the recruitment of a research officer, including draft advertisement.
- Project outline with initial budget forecasts.
- Terms and conditions of the project from the British Library, Jul 1978.

*Item: RCGP carried out a BL sponsored project to "examine current and past research into all aspects of the generation, transfer, storage, retrieval and use of medical information". A*

*review panel was established, comprised of members from the medical profession, medical research and teaching and medical information specialists.*

### **A CE L 19 Library Papers and Correspondence, 1992 - 2007**

The Information Resource Centre (IRC) [see A CE L 22] was reorganised in 1993. Instead of the whole team managing all the enquiries, whatever their nature, the services were divided and the Library once again became a separate entity. Initially the service was run by an Information Librarian and later also by a Library Assistant.

In 1998, it was decided that the Library should be relocated from the first to the ground floor of Princes Gate due to a lack of space and facilities. A library consultant was employed to make recommendations for the design of the new Library and planning then began for the renovation of the sun lounge and Ekke Kuenssberg room. Work was completed on in 2000. [see A CE L 19 9]

The Library created a loan collection of College Publications in 1999 and also developed a system for Theses acquisition. In 2000 the Library material was reclassified from Barnard to NLM Wessex, and a new Library Management system was developed. In 2004 the Library began to produce JournalWatch, a monthly digest of research in General Practice, and in 2005 it began to develop the E-Journals database to make some of their collections available online.

The series contains correspondence, reports, publications, procedures and statistics for the Library service from 1992 to 2007.

<b>A CE L 19 - 1</b>	<b>Library Papers</b>	<b>1995</b>
	Papers and correspondence relating to various aspects of the Library service including copyright, finance, customer surveys, practice libraries and cataloguing software.	<b>- 2007</b>
<b>A CE L 19 - 2</b>	<b>Serials Collection Papers</b>	<b>1995</b>
	Papers, correspondence and reports regarding the Library's serials collection. Includes journal lists, faculty newsletter lists, database instructions, journal scanning plans, journal display proposals, reports on price increases, correspondence regarding collection development.	<b>- 2005</b>
<b>A CE L 19 - 3</b>	<b>Sample Correspondence</b>	<b>1996</b>
	Sample Library correspondence regarding binding requests, orders, subscriptions, enquiry responses and queries.	<b>- 2000</b>
<b>A CE L 19 - 4</b>	<b>Key Material In General Practice</b>	<b>1994</b>
	Search results lists of 'Key Material' in General Practice, 1911-1985, taken from the GPLit database. Arranged by date. Also includes draft lists and correspondence on the 'Key Material' project.	<b>- 1995</b>
<b>A CE L 19 - 5</b>	<b>Publications</b>	<b>1996</b>
	Samples of library publications including: - Monthly acquisitions list, October 1995 - New Books Lists, Jan 1996, Oct 2000, Apr-Jun 2002 - Grey Literature Lists, Aug 2002, Sep 2002	<b>- 2002</b>
<b>A CE L 19 - 6</b>	<b>Publicity</b>	<b>1985</b>

	Library publicity material, including: - Leaflet on the Library and Information Service, 1985. - RCGP Information Services Section (ISS). Leaflet/Factsheet giving information on the services and charges of ISS, 1997-1998. - Leaflet on GP-LIT database explaining coverage, aims, record samples, thesaurus, costs, and other IRC services. - Thesaurus leaflet, giving pre publication information, 1993 - Guides to Library Services, 2002 - Library web pages, 2004-2005	- 2005
<b>A CE L 19 - 7</b>	<b>Library Protocols</b> Documents giving procedures for various Library tasks including compiling statistics, cataloguing, book withdrawals, classification, loan reminders, loans and returns, task timetabling, interlibrary loans, invoicing, journal processing and orders.	<b>1996 - 2003</b>
<b>A CE L 19 - 8</b>	<b>Enquiry Team Training Manual</b> Manual on Enquiry team procedures. Covers objectives of the IRC, staff responsibilities, taking and answering enquiries, types of enquiries, charging policies, compiling statistics, copyright, word processing and email.	<b>1992 - 1992</b>
<b>A CE L 19 - 9</b>	<b>Research and enquiry statistics</b> Statistics for library enquiries and time spent on research. Includes:  Annual statistics for enquiries 1996- June 2000 - Total number of enquiries per person. Table and pie chart format. - Comparison of total number of enquiries over the last five years. Table and graph. - Total hours spent on enquiries per month per person. Table and graph format. - Total number of enquiries per month. Table and graph format. - Number of enquiries by response time (days) - Number of enquiries by source - Number of enquiries by category - Number of enquiries by subject - Number of enquiries by medium of reply - Number of enquiries by reply category - Average time spent (mins) per enquiry per person - Average time (mins) spent over whole year per enquiry per person.  Statistics for research 1995-2000 - Total number of hours spent on research - Total number of hours spent per project - Total hours spent per research item	<b>1995 - June 2000</b>
<b>A CE L 19 - 10</b>	<b>Library Relocation</b> Papers and correspondence regarding the relocation of the Library to the Ekke Kuenssberg room and sun lounge. Includes:  - Notes on the naming of rooms at Princes Gate, 1998. - Relocation plans and proposals. - Reports from Information/ Library consultancy service on how to improve facilities. - Accepted tenders for renovation work, removals, consultancy work.	<b>1995 - 2001</b>

- Planning permission for development, Sep 1999.
- Minutes of the Pre-Start Meeting with contractors 9 Sept 1999.
- Budgets and cost forecasts.
- Drawings and plans.
- Schedule of works.
- Final accounts for renovation work, 2000.
- Contractors' reports, Jan-Feb, 2000.
- Report and Recommendations by the College Information Librarian on Library Shelving, 2001

### **A CE L 20 Central Information Service CIS, 1992 - 2007**

The Central Information Service [CIS] came into being on the initiative of several members of the General Medical Services Committee, who approached the King's Fund to call together a working group to consider an information service on non-clinical aspects of General Practice. The RCGP accepted responsibility for staffing and resourcing a two year pilot study. It was completed in 1978, and established that there was a strong demand for a permanent service.

The DHSS agreed to provide half the funding for the service, if the profession met the other half. Contributions were received from the Cardew Stanning Foundation and the General Practice Finance Corp. The RCGP continued to house and resource the service and it was launched in January 1979.

The CIS gave information and advice on topics including practice organisation, premises design, management of medical records, computer systems, etc. It also co-ordinated programmes for visitors, maintained displays in the information room (the Cleminson Room), and sold medical record cards. The service was available to all GPs, not only members of the College.

The service had an independent role and was a Foundation, not a department of the RCGP, though it came to be viewed as the information arm of the College. It soon began to receive enquiries from non-medical sources including the press and patients. The CIS was also later known as the Practice Organisations Enquiry Service.

In 1980-1984 the CIS carried out a joint project with the Department of Health to produce a guide to practice design. It gave advice and information on areas such as optimal use of space, technology, building legislation and regulations, health and safety etc. [See A CE L 20 8].

In 1986, the CIS was combined with the Library and Online services to form the Information Resource Centre (IRC) [See A CE L 22]

The series contains Management Committee minutes and papers, pilot study papers, Practice Premises Study, papers and correspondence regarding the Design Guide for GP Practices, leaflets, statistics and financial information.

<b>A CE L 20 - 1</b>	<b>Central Information Services Management Committee Minutes</b>	<b>1976 - 1983</b>
	Minutes and agenda papers of the CIS Management Committee.	
	1976: 26 Oct	
	1977: 2 Feb, 30 Mar, 22 Jun, 5 Oct, 2 Nov	
	1978: 3 May, 22 Jun, 2 Nov	
	1979: 13 Mar, 6 Sep, 13 Dec	
	1980: 21 Oct	
	1981: 20 Jan, 14 May, 10 Sep, 3 Dec	
	1982: 17 Feb, 12 May, 1 Sep	
	1983: 5 Jan	

<b>A CE L 20 - 2</b>	<p><b>CIS Management Committee Papers and Correspondence</b>  Minutes, reports and correspondence regarding the pilot study of the CIS and the potential for a permanently established service.  Includes:</p> <ul style="list-style-type: none"> <li>- Meeting of the Working Group Considering the Provision of Information and Advice Upon General Practice Premises and Practice Organisation, 3 Sep 1975.</li> <li>- Meeting of the Central Information Service Pilot Study on 30 Sept 1976.</li> <li>- Reports and correspondence regarding the pilot study for the CIS service.</li> <li>- Pilot Study statistics 1977-1978.</li> <li>- Enquiries summary Jan – Jun 1979.</li> <li>- Minutes of the Cardew Stanning Foundation, 11 Jan 1979.</li> <li>- Correspondence regarding funding, donations, exhibitions in the Cleminson Room at Princes Gate, and publicity.</li> <li>- CIS Constitution.</li> <li>- CIS Leaflets.</li> <li>- Financial reports</li> <li>- Correspondence regarding the Family Practitioner Services Computer Systems Steering Committee.</li> <li>- Reports on the work of the CIS, including enquiry statistics.</li> <li>- Monthly enquiry breakdowns 1980-1981.</li> </ul>	<b>1975</b> <b>- 1983</b>
<b>A CE L 20 - 3</b>	<p><b>CIS Study</b>  Correspondence and papers regarding the CIS Pilot study and CIS and Library management. Includes:</p> <ul style="list-style-type: none"> <li>- CIS Income and Expenditure 1977-1978 (pilot)</li> <li>- CIS Income and Expenditure 1979-1980</li> <li>- CIS Financial estimates 1984/5</li> <li>- Correspondence regarding funding for the Library and the Archive, staff salaries, photocopying services.</li> <li>- Membership of the Library and Information Service Foundation Boards</li> <li>- Library Fund/Central Information Service Fund</li> <li>- Library Foundation Board Agenda 26 Feb 1982</li> <li>- Library Foundation Board Minutes 12 Mar 1982</li> <li>- Library Foundation Board Constitution- Application for an additional member of staff in the library</li> <li>- Outlines work carried out in the library.</li> <li>- CIS report on volume of enquiries, overseas visitors , study days and medical cards, Jan 1981, Dec 1981</li> <li>- Joint Computing Policy Group expenditure, 1981</li> <li>- Report 'Saving Time for the Doctor', 1982</li> <li>- Enquiry statistics</li> </ul>	<b>1977</b> <b>- 1982</b>
<b>A CE L 20 - 4</b>	<p><b>Central Information Service Papers</b>  Papers and correspondence on the management of the CIS.  Includes:</p> <ul style="list-style-type: none"> <li>- Correspondence regarding the possible dissolution of the Library Foundation and the CIS Foundation Boards.</li> <li>- Correspondence regarding insurance, liability, charges, computer technology, patient information leaflets, Cleminson Room exhibitions, expansion and development of the CIS.</li> <li>- Enquiry statistics.</li> <li>- Report on the Archive collection, 1985</li> </ul>	<b>1982</b> <b>- 1984</b>

- Paper on the current stage of development of the information service, reviewing the achievements to date and outlining future developments.
- Description of the Online Search Service and proposal to levy charges.\*
- Report on the Database of General Practice Organisation.

*Item: Online in this context refers to connecting with a remote database such as the Index Medicus known as Medline.*

<b>A CE L 20 - 5</b>	<b>Correspondences with Sir James Cameron</b> General correspondence with Sir James Cameron (former chair of the General Medical Services Committee) regarding CIS workload, enquiries and development. Also includes: <ul style="list-style-type: none"> <li>- CIS progress report, July 1981</li> <li>- Application for a research grant from the King Edward's Hospital Fund, for a project aiming to produce a design guide for general practice, Feb 1981</li> </ul>	<b>1981</b> <b>- 1982</b>
<b>A CE L 20 - 6</b>	<b>CIS History</b> Information on the services, background, finances, budget, etc. of the CIS. Also includes: <ul style="list-style-type: none"> <li>- Breakdown of enquiries 1980-1982.</li> <li>- Drafts of a statement on the history of the CIS.</li> <li>- Outline of history of CIS, including details on its role, finances, future and relationship with the Library, Apr 1982.</li> </ul>	<b>1976</b> <b>- 1982</b>
<b>A CE L 20 - 7</b>	<b>Practice Premises Study</b> Survey of practice premises throughout the country (including NI). Gives a summary sheet for each practice surveyed including Name; Address; Phone; List size; No. partners; Notes on premises, equipment, systems, clinics, etc. Some practices have photographs of the interior and/or exterior.	<b>1977</b> <b>- 1981</b>
<b>A CE L 20 - 8</b>	<b>Design Guide for GP Practices</b> Correspondence regarding the design guide for GP Practices. Includes: <ul style="list-style-type: none"> <li>- Information on a mock up of premises for comment.</li> <li>- Application to King Edward's Hospital Fund for grant towards the research and development of the guide, Feb 1981</li> <li>- Breakdown of enquiries on Practice management/design, Oct-Dec 1980 and Jan 1981</li> <li>- Course notes for GPs and their architects. Run by the Polytechnic of North London. Feb 1983</li> </ul>	<b>1980</b> <b>- 1984</b>
<b>A CE L 20 - 9</b>	<b>Practice Premises Leaflet</b> Drafts of and correspondence regarding a leaflet produced to advice on establishing or developing practice premises. Includes information on loans and finance, who to contact, architecture, further reading etc.	<b>1981</b> <b>- 1985</b>
<b>A CE L 20 - 10</b>	<b>CIS Cleminson Room Displays</b> Correspondence regarding the displays in the Cleminson Room*	<b>1980</b> <b>- 1983</b>

and the refurbishment of the room.

Also includes:

- Correspondence regarding the publication of 'An Introduction to Computer Applications in Medicine' by NR Kember.
- Letter from R Somerled C Ferguson regarding the development of a building for a branch surgery in Kirkhill. Includes 6 b/w photographs of the building and plans. Jun 1980.

*Item: The Cleminson Room was previously used as the College's 'exhibition room'.*

**A CE L 20 - 11 CIS Computer**

**1981  
- 1985**

Correspondence and papers regarding computer equipment donated by the ICI Pharmaceuticals Division.

Includes:

- Newspaper cutting on the CIS computer and word processor, Nov 1981.
- B/w Photograph of Sir James Cameron at the new computer terminal.
- Correspondence regarding a press conference, with a list of attendees.
- Reports outlining the technical aspects of the hardware and software and details of the supplier/client maintenance contract.

**A CE L 22 Information Resources Centre IRC,**

On March 11, 1986, an informal meeting was arranged to discuss a paper proposing the setting up of a Resource Centre. The aim was to integrate the services of the Practice Organisations Enquiry Service (CIS) [See A CE L 20], the Library [See A CE L 18] and the Online Search Service, which was also manned by the Library.

By July 1986, the Information Resource Centre (IRC) had been established. From 1986 to the early 1990s, the service was restructured so there were three main services: Enquiries, Technical and Online. The Enquiry Service handled all types of enquiries regardless of subject, thereby combining the knowledge of the Library and Information teams. Technical Services handled all the practical work of the former Library and Information Teams, such as loans, photocopies and database management. The Online Search Service continued to provide help with locating information via commercially available databases such as Medline.

The GPLit database was started in 1985 as a database of General Practice and Allied Literature. The IRC retrospectively catalogued much of their material and developed procedures for 'scanning' journals, i.e. monitoring them for relevant content. These procedures gradually developed GPLit into a comprehensive database of GP related material. A thesaurus was developed at the same time to provide consistency for indexing and assistance in searching the database. In 1988-9 there were discussions regarding the future of the GPLit database, and the possibility of marketing it as a commercial database [see A CE L 22 4]. Though initial analysis was carried out, this plan was eventually abandoned. New entries to the database were suspended in 1992.

In February 1993, CEC agreed that the IRC should be reorganised and restructured to meet the changing needs of the College, with effect from June 1993. The new Information Services Section (ISS) was formally incorporated into the existing Information Technology Department on 1 Jun 1993. The Library resumed its pre-IRC services [see A CE L 19], with the exception of the Online Search Service, which was withdrawn in 1993. The Information Team continued to take general enquiries on GP Issues and began new services such as the production of fact

sheets, report summaries, briefing papers and topic alerts [see A CE L 21]. The Archive and Museum service were also continued separately [see A CE L ?].

For ISS Management files, see A CE L 23.

For Library files prior to the IRC see A CE L 18.

For Library files post IRC see A CE L 19.

For Central Information Service (CIS) see A CE L 20.

For Information Team files see A CE L 21

For Museum and Archive files see A CE L ?

<b>A CE L 22 - 1</b>	<b>Creation of the Information Resources Centre (IRC)</b>	<b>1985</b>
	Papers and correspondence regarding the integration of the Library and CIS services to form the Information Resource Centre.	<b>- 1986</b>
	Includes:	
	- Discussion paper on the RCGP Library and Information Service. Considers the implications of co-ordinating the work of the library, Online and Practice Organisation Enquiry Service.	
	- Paper on Retrospective Catalogue Conversion.	
	- Paper on the ideal functions or services of the Resource Centre.	
	- Development proposals by the Staff Working Party for consideration by the General Administrator and the Chairman of the Communications Division, April 1986	
<b>A CE L 22 - 2</b>	<b>Creation of the Information Resources Centre (IRC)</b>	<b>1985</b>
	Correspondence regarding enquiries, periodical displays, office reorganisation, the Museum Collection, computer provision, information folders and enquiry response times	<b>- 1986</b>
	Also includes:	
	- Notes, proposals, estimates, plans and press releases on the Stuart Librarian Scheme.	
	- Notes on a scheme to provide work placements for library students.	
	- Article in Pulse on Model Practice Booklet for GPs, Nov 30 1985.	
	- Information Folders list with budgets and dates for development and launch.	
	- Study of the information systems of the RCGP by John Clifford, Sept 1983. Largely concerns the management of membership information.	
	- Sample patient letters and leaflets for inclusion in the Cervical Cytology Information Folder.	
<b>A CE L 22 - 3</b>	<b>IRC Development</b>	<b>1986</b>
	Includes correspondence regarding:	<b>- 1987</b>
	- IRC Charges.	
	- Statistics.	
	- Thesaurus construction.	
	- Staff training.	
	- Changes to IRC and pay grading.	
	- Development of the Inmagic database.	
	- IRC Leaflet.	
	- Refurbishment of the GE Library.	
	- Redevelopment of services into the IRC, 1986.	

Also includes:

- Photocopying statistics, Aug, Oct and Nov 1986.
- Notes on an ASLIB course on marketing information services.
- Minutes of the 3rd meeting of the IRC Stock Acquisitions Group, Sep 1986
- Reports on the development of the IRC, Jun 1986
- Report from the Information Resources Centre Staff Working Party outlining proposals for the development of the IRC, Apr 1986. Includes recommendations, job descriptions and budget for 1986/7.
- Staff Working Party meeting agenda, 2 April 1986.
- Discussion paper: The RCGP Library and Information Service: What Next
- Communications Division Executive Report on the Restructuring of the Division, 1986.
- IRC Enquiry and photocopying service statistics, Feb 1987.

**A CE L 22 - 4**

**IRC Development**

**1988  
- 1996**

Correspondence reports and papers on the development of the IRC and its services, with focus on the GP Lit database and department restructure.

- Correspondence regarding the commercial implications of the College Database, 1988
- Report on the coverage and Future Direction of the Database of GP Literature, 1988
- Drafts for Birth of a Database article on the on the history and development of GP Lit database, 1988.
- The Essential Reference Tool – GP LIT. Article in RCGP News, Jan 1989.
- Progress reports on the database commercialisation, Nov 1988, early 1989, April 1990.
- Notes on a meeting regarding the marketing of GP Lit, Feb 1989.
- GP LIT marketing questionnaire, July 1989 and Interim report on responses, 1990.
- Paper on the future of the GP Lit database.
- Report of the Working Group to Investigate the use and costing of services from the IRC.
- Controlling your vocabulary, an article in the BJGP, Jan 1992.
- List of Journals Scanned for Input to GP Lit, 1992.
- Memos and reports regarding the restructuring of the IRC, 1993.
- Statistics on the use of periodicals to determine which the library should continue to take, May 1993.
- Notes and papers on Journal scanning/indexing of periodicals.
- Correspondence regarding the possibility of a National journal readership panel\*
- Initial Outline for Possible RCGP Web Pages and Additional Services, Jan 1996
- RCGP Web Site Development Requirements for Stage 1, May 1996

*Item: The National journal readership panel aimed to ask for volunteers to each regularly scan one journal for relevant topics, to take the onus of this task off IRC staff.*

**A CE L 22 - 5**

**IRC Papers and Correspondence**

**July 1986  
- December 1986**

- Correspondence regarding:
- Journal displays.

- Cataloguing of the Museum collection.
- New Practice Advisory Scheme\*
- Sponsorship of the New Reading for General Practice publication.
- Development of the Inmagic Database
- Re retrospective conversion of data.
- Complaints regarding declining standards of Library services.

Also includes:

- Scanning Policy Document\*
- The reclassification struggle, or, class change in a medical library. Article by Judith Palmer, 1982.
- Notes and handouts from courses in thesaurus construction and marketing Information Services.
- Report on the development of the IRC and enquiry workload.
- Reports to the Communications Division Executive on enquiry service activities, database of General Practice Profiles and monitoring enquiries.
- IRC Enquiry and Photocopying Service Statistics, Aug - Dec 1986.

*Item: The New Practice Advisory Scheme was a proposal to form a group of GPs from around the Country to provide advice on starting a GP Practice.*

*Scanning here refers to the Library practice of skim-reading journals to draw out articles and information of relevance to General Practice.*

**A CE L 22 - 6 IRC Correspondence 1986  
- 1989**

Correspondence regarding:

- College Information Working Party.
- GP Lit database.
- Stock acquisitions policy and procedures.
- Service charges.
- Medline on CD-Rom (including company brochures)
- Advertising/marketing of the IRC.
- Cataloguing backlog.
- Enquiries on model job descriptions.
- International literature.
- WONCA Bibliography, 1986.

Also includes:

- Notes from the IRC Meeting, 8 Dec 1988.
- Report on the Information Resources Centre Policy by C. Swarbrick, 1988

**A CE L 22 - 7 IRC Correspondence and Reports 1989  
- 1989**

Correspondence and reports. Subjects include:

- Unauthorised borrowing of reference material.
- BMA Library services.
- Journal subscriptions
- Staffing.
- Retrospective conversion of data.
- Book purchases.
- Disaster management.
- GPLit Database.
- Indexing of the College Journal.

Reports include:

- Progress report, Nov 1989
- Statistics 1989/90, Aug 1989
- Aims, objectives and targets of the enquiry team for 1990/1
- Proposal for closure of the IRC for one week for reorganisation of stock.
- Reports from the Technical Services Librarian
- Reports from the Reader Services Librarian
- Report on the activities of the enquiry service of the IRC, May 1989
- Statistical questions answered by the IRC for the Information Working Party.

**A CE L 22 - 8**

**IRC Correspondence and Reports**

**1990  
- 1991**

Includes correspondence regarding:

- Charging policy for online searches.
- Museum and Archives.
- Developments in computer technology.
- Thesaurus construction.
- Copyright.
- Enquiry statistics database.
- Storage .
- Stock acquisitions policy.
- Sample enquiries.

Reports include:

- Report on IRC activities: Feb 1990, Oct 1990, Feb 1991, Jun 1991, Oct 1991.
- Report from the College Librarian, Oct 1990.
- Report on the Video Collection, June 1990.
- Progress report on GPLit database, April 1990.
- Memorandum on cataloguing standards and guidelines.
- Agenda papers for series of meetings to investigate the use and costings of IRC Services, May 1991- July 1991
- Draft report of the Working Group to investigate the use and costings of services from the IRC, Jul 1991.
- Summary of points from research into GPs use of NHS libraries, published in Health Libraries Review, 1988.
- History of New Reading for General Practice 1970-1987, produced 1991.
- Report on The Production of the Annual Booklist: Current Status and Future Plans.
- Draft Glossary of GP terms compiled by the IRC enquiry team, May 1991.
- RCGP News articles on the IRC Enquiry Service, the RCGP thesaurus and GP Lit, June 1989.
- Online search statistics, Oct and Dec 1990; Jan, Feb and March 1991.

*Date details: Includes report covering 1970-1987.*

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**IRC Correspondence and Reports**

**1990  
- 1992**

Includes:

- Books for General Practice and Primary Health Care, 1989
- Journal Holdings List, 1990
- Enquiry team annual report, 1990/1
- Report on the Journal Workload Project, 1991

- Summary enquiry and photocopying statistics, 1991/2
- Monthly enquiry statistics, Aug 1992.
- Correspondence and papers regarding the development of the photocopy declaration form.
- Correspondence and papers regarding the thesaurus construction.
- GPLit Leaflet

**A CE L 22 - 10 IRC Correspondence and Reports** **1991**  
**- 1992**

Includes:

- Correspondence on enquiries, IRC protocols, finance, software, enquiry statistics, sponsorship and Archives.
- The provision of health care information in the UK: a summary report. Article by Jane Holdsworth, 1991.
- Reports on IRC Activities, Feb, Jul and Nov 1992.
- List of significant dates in RCGP history 1951-1991.
- Report to WONCA World council on FAMLII (Family Medicine Literature Index).
- Proposal for the publication of GPLit Thesaurus, Feb 1992.
- Report on issues arising from the policy of charging for IRC Services, Jan-Feb 1992.

**A CE L 22 - 11 IRC Correspondence and Reports** **1993**  
**- 1993**

Includes:

- Correspondence regarding Journal subscriptions, enquiries, officers' requirements of the IRC, response to Jan 1993 monthly statistics.
- Report on IRC Workload, Feb 1993.
- Discussion paper for IRC Team Meeting.

**A CE L 22 - 12 IRC Publications and Reports** **1989**  
**- 1993**

Reports on and publications produced by the IRC. Includes:

- Copies of articles on IRC services in RCGP News: Providing answers to questions, Jun 1989; College Facilities: the Library, Apr 1989.
- Report and leaflet on IRC charges for services, 1990.
- Report on the Value and Effectiveness of the IRC, 1991.
- IRC Work flowcharts., 1991.
- Notes for a meeting to discuss IRC Strategy and Business Plan, Sep 1992. Includes IRC Stats 1990-1992; list of products and services; list of users; STEP and SWOT analysis.
- Enquiry team targets for 1991/92.
- Enquiry team annual report, 1991-2.
- IRC leaflets giving useful contacts for equipment suppliers and medical support providers, 1992.
- Leaflets on IRC services and products, 1992
- List of Practice Annual Reports held.

**A CE L 22 - 13 IRC Information Folders** **1985**  
**- 1991**

Correspondence and papers on the production of the ISS Information Folders.\* Includes correspondence regarding budgets, pricing, orders, sales, printing and feedback.

Also includes:

- Summary of Folder sales, Jan 1987 and Feb 1987.
- Schedules for production.

*Item: The Information Folders aimed to provide GPs with information on the latest research and guidance on various clinical subjects, such as dementia, HRT, multiple sclerosis & motor neuron disease, diabetes, etc. There were also non-clinical folders which gave advice on various aspects of General Practice such as entering general practice, appointment systems, medical records, practice premises etc. Examples of Information Folders can be found at A CE L 21 ?*

- A CE L 22 - 14 IRC Information Folder Examples** **1987**  
Examples of ISS Information Folders. **- 1987**  
- Medical Records. Apr 1987.  
- Practice Booklets. Nov 1987.

*Item: The Information Folders aimed to provide GPs with information on the latest research and guidance on various clinical subjects, such as dementia, HRT, multiple sclerosis & motor neuron disease, diabetes, etc. There were also non-clinical folders which gave advice on various aspects of General Practice such as entering general practice, appointment systems, medical records, practice premises etc.*

- A CE L 22 - 15 IRC Enquiry Statistics** **1987**  
Includes: **- 1993**  
- Enquiries by staff member, Nov 1987  
- Enquiries by type of enquirer, Nov 1987  
- Monthly statistics giving enquiry breakdowns by subject, service Category (interlibrary loans, loans, photocopying) and enquirer. Nov 1987, Jul 1990-Mar 1993 (March 1992, April 1992, Nov 1992 missing)  
- Rolling annual summary statistics by month, Jan 1986- March 1993  
- Rolling annual photocopying statistics, Jan 1987-Feb 1993  
- Online search topics summarised by month Sep 1991- Mar 1993 (Apr 1992, Oct 1992 and Nov 1992 missing)

- A CE L 22 - 16 Stuart Librarian Project** **1986**  
Papers and correspondence regarding the Stuart Librarian Scheme. **- 1987**  
Includes:  
- Application for secretarial support.  
- Project outline, 1986  
- Brief progress reports in diary format, 7 Nov 1986; 17 Oct 1986; 9 Sep 1987; 2 Nov 1987  
- Correspondence regarding arrangements for and feedback from practice visits.  
- Article in The Practitioner, July 1987 on using libraries for research. By M Hammond.  
- Draft questionnaire, Aug 1987  
- Article on Stuart Librarian project by M. Hammond, 1988.

*Item: The Stuart Librarian scheme aimed to visit GP practices throughout the country to assess the levels of library/information provision and to give advice where necessary.*

- A CE L 22 - 17 Stuart Librarian Project** **1979**  
Notes and reports on the Stuart Librarian Project. Includes: **- 1991**

- Proposals sent to Stuart Pharmaceuticals, c1986.
- Stuart Librarian's diary entries detailing the progress of the project, Sep 1986 – Nov 1988.
- List of practice visits.
- Report on practice visits, Oct 1986 – May 1989.
- List of practice libraries contacted, with brief notes on visits.
- List of librarians contacted.
- List of material connected with the Stuart Project and material associated with Practice Libraries.
- Progress Reports from the Stuart Librarian: Jul and Oct 1987; Jan, Apr, Jul, Oct 1988; Feb, Apr, Jul 1989.
- Surveys of Practice Libraries, carried out by various external organisations, 1979-1991
- Stuart Reception Review No 12, 1988.
- Article on waiting room literature by Dr David Haslam, 1988.
- Information on the Christopher Mason Health Education Library, Maghull, 1984.

*Item: The Stuart Librarian scheme aimed to visit GP practices throughout the country to assess the levels of library/information provision and to give advice where necessary.*