our design. TINlib offers unrestricted record size as well as repeatable fields of up to 1,000 characters. The sophisticated retrieval facilities, including free text searching, are particularly applicable to our needs.

The minutes under consideration cover Annual meetings 1841–1970 and Council meetings 1887–1971. This database treats each meeting as a separate record within which eight fields are available. In practice not all of these fields are used in every record. However the first four fields are always used for they cover the year and title of the meeting, the exact date, the place and the source of this information, for example

> Meeting title and number: 1893 52nd annual meeting
> Place: Buxton, Derbyshire
> Date of the meeting: 1893 July 28
> Source: Journal of Mental Science Vol XXXIX pp 588–60

The other four fields allow for details of attending members, reports of officers and committees, appointment of new committees and other business to be recorded.

The minutes themselves cover a variety of topics. Attending members include those who gave papers or who took an active part in an Annual meeting in some other way; the reports field records that a report was presented by a particular officer or committee, with a precis of the information where this is other than routine. The small committee field includes committee names and dates. Other business consists of matters arising in general discussion at the meetings.

Conclusion

In spite of limitations, both systems are proving useful. Records covering almost 150 years are now accessible. Topics can be pinpointed and where the computerised abstract does not offer sufficient detail, the enquirer can be directed to the original minute or discussion document.

Although the amount of data abstracted to build up these databases in order to create a comprehensive record of College development is very great, the task is almost complete. Members of the College are welcome to consult this information by contacting the Library.

Acknowledgement

The success of the Policy Index is largely due to the efforts of Mrs Mary Greene, Senior Library Assistant, whose knowledge of the College has proved invaluable in compiling the database. Thanks are also due to Vanessa Cameron, the Secretary, for her support and helpful suggestions.

Reference

ROYAL COLLEGE OF PSYCHIATRISTS LIBRARY (1989) Statements, Guidelines and Policy Documents of the College.

SUSAN FLOATE
Librarian
MARGARET HARCOURT WILLIAMS
Archivist

Election of President

Notice to Fellows and Members

Fellows and Members are reminded of their rights under the Bye-laws and Regulations, as follows:

Bye-law XI

The President shall be elected annually from amongst the Fellows.

Regulation XI

(1) As soon as may be practicable after the first day of January in any year the Council shall hold a nomination meeting and shall . . . nominate not less than one candidate and not more than three candidates . . .

(2) Between the first day of January in any year and the date which is four clear weeks after the nomination meeting of the Council, written nominations, accompanied in each case by the nominees' written consent to stand for election, may be lodged with the Registrar, provided that each such nomination is supported in writing by not less than twelve Members of the College who are not members of the Council.

(3) An election by ballot shall be held in accordance with the provisions of the Regulations.

The nominating meeting of the Council will be held on 19 January 1990 and the last date for receiving nominations under (2) above will therefore be 16 February 1990. Dr J. L. T. Birley is in his third year of office as President and is therefore ineligible for re-election.

Election to the Fellowship

Candidates for election to the Fellowship are considered annually by the Court of Electors.

Candidates may not make a personal approach to the College for election, *but must be nominated by two sponsors, who must be Fellows of the College.*

Sponsors should *apply in writing* to the Registrar for the relevant forms. Completed nominations should be submitted to the Registrar by 30 September