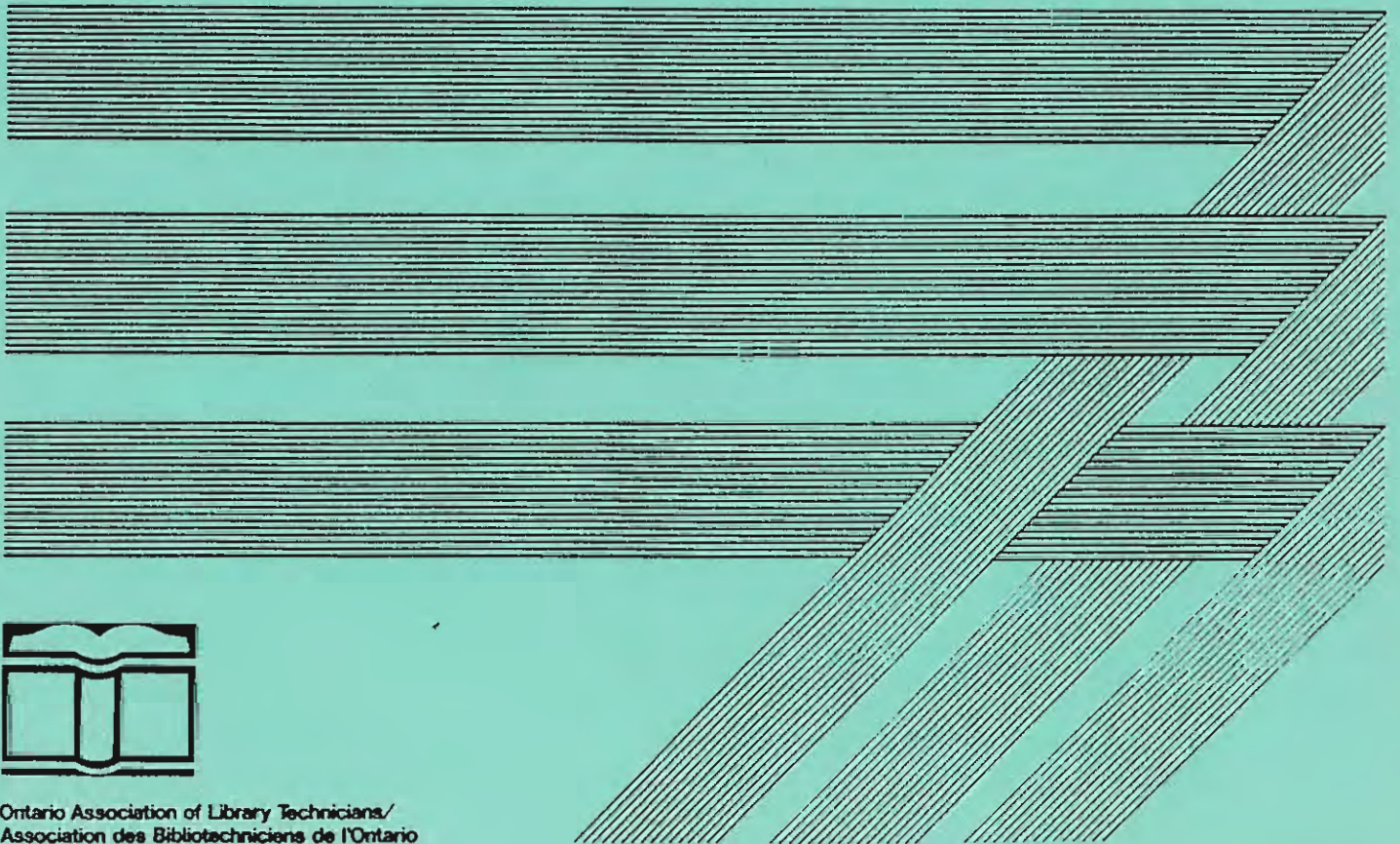


NEWSLETTER

NOUVELLES



Ontario Association of Library Technicians/
Association des Bibliotechniciens de l'Ontario

INFORMATION FOR CONTRIBUTORS

The editor welcomes any articles or news items of interest to the Library Technicians of Ontario.

Contributions should be typed one side only and single spaced, please. Include as well, your name and Regional affiliation.

French translation of official executive business is provided, otherwise publica will be in the language of submission.

NEWSLETTER / NOUVELLES Editor,
Pat Kiteley
P.o. Box 276, Kemptville,
Ontario. K0G 1J0

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NEWSLETTER/ NOUVELLES

is published 3/year,
in September, December,
and March, and is available
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en septembre, décembre et
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Box 682, Oakville, Ontario.
L6J 5C1

ISSN 0229-2645

EDITORIAL

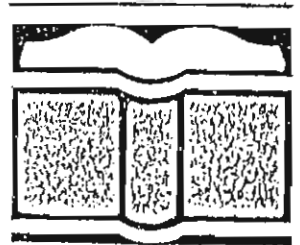
There are so many different items in this edition that are worthy of special mention, that I find it difficult to single out just one. Something I would like to draw your attention to is the outline for KALEIDOSCOPE '89. There has been much preparation for this event and it promises to be an excellent opportunity for LT's to mingle and learn. I hope to meet you there, I'll be wearing the PRESS hat.

I am thrilled to have received so much material for this publication and had a great time putting it all together. Most of it was done on a computer which simplified the input and standardized much of the layout. Our new cover is the product of Jennifer Drummond, an Algonquin College (Ottawa) graphic design student who won a competition we ran. In her presentation she stated that she "designed the weaved stripes to represent the people of the association who work together to accomplish projects that call for tight cooperation" with insight and talent like this I know this individual will do well in the marketplace. Congratulations, Jennifer.

This will be the last issue of Volume 13, but watch for the Annual Business Reports this summer.

Au revoir,

Pat Kiteley, Ottawa.

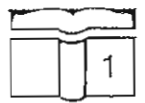


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GOODBYE



president's Remarks

I have often been asked "What does the President do?". Well, it seems that there are endless reports and letters to be written, phone calls by the score, and of course chairing executive/board meetings. While these are important parts of being President, the contact with the membership is most significant and has provided me not only with information on the issues that are important to you but also with a source of strength. The "best and brightest" are amongst us and I have had the pleasure of meeting and working with them at a provincial and local level. The requests from other library groups for me to speak on behalf of OALT/ABO show me that our association is well regarded and our opinion is valued. I feel very strongly that we should take every opportunity to keep a strong presence in the library world. A very pertinent example of this is the request for feedback on CLA's Task Force on the Professional Review Process for Library Technicians Programs in Canada. This is already in progress through the Regional Directors.

Pat Graham and I are still involved with the Ontario Strategic Planning Committee and I am on the education issue team.

We did have input into the CLA Task Force on the Roles and Responsibilities of Librarians

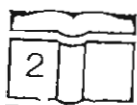
and Library Technicians and the final report is now available for purchase from CLA, though our Association has already bought copies and distributed them to the regions.

The Alberta Association of Library Technicians is hosting a workshop at the CLA Conference in Edmonton and has asked us to participate. It promises to be a very interesting session with representatives from other library technician associations and instructors from various programs. You will be hearing more about this.

Our own conference is fast approaching and I hope to see many of you there. Be sure to attend the Annual Business Meeting. It is your chance to question the executive, find out about how the organization functions, vote and meet other members.

On closing I want to offer my congratulations to Jennifer Drummond who designed our new newsletter cover. Praise is also due to our editor, Pat Kiteley for all her hard work this year. My sincerest thanks to the executive who have worked extremely hard this year and to the membership for their support and encouragement during my two years on the executive.

Maggie Hotchkiss,
OALT/ABO PRESIDENT



REGIONAL CALENDAR

HALTON-PEEL

Halton-Peel held a general meeting on January 24/89. Although the turnout was small, the enthusiasm was high. Lorna Mays acted as roving reporter and interviewed people about their jobs. It proved to be a fun and informative event.

On February 11, a full day workshop was held entitled "SUPER SATURDAY". Workshops were offered on Calligraphy, Wordperfect (hands on), and Personal Finance.

The Annual Business Meeting for this region will be held on March 7, 1989 at Sheridan College, Oakville Campus. A new executive will be elected at that time.

Doug Wilford, Director.

LOHANIA

Lohania is hosting the 16th ANNUAL OALT/ABO CONFERENCE this year. A full report of what can be expected is elsewhere in the newsletter. A special invitation is extended to all those who have never attended a Library Tech. conference. Continuing education has never been so much fun!!

OTTAWA

Congratulations to Heather Lindsay, the recipient of the Ottawa Regional Branch / Section regionale d'Ottawa REGIONAL AWARD. Heather has been an active member of the Region for years, recently lending her talents to the production of tete-a-tete.

A very sincere GET WELL SOON wish is sent to the Regional President, Jean Desislets. Jean spent some time in the hospital and is now recovering at home.

cont'd



The Annual meeting of the Ottawa Region was held on February 28,89. The new executive is as follows.

PRESIDENT: SUE BOURDEAU
VICE PRESIDENT: MARIE WHATTAM
SECRETARY: LINDA LANDERVILLE
TREASURER: CAROL SKIPPEN
DIRECTOR: SHERRY STEWART

A hearty congratulations to the new Executive and may your forthcoming year be a productive and interesting one.

Pat Kiteley, Ottawa.

S U D B U R Y

On December 9,89 the Annual Christmas Dinner was held. No regional meetings have been held since that date.

The Annual Business Meeting will be held on March 7,89. A guest speaker ,Jean Mount, former Librarian and current Associate Professor of the School of Commerce at Laurentian University has been invited to speak on NETWORKING. Everyone is invited.

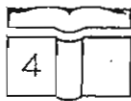
A workshop is being planned for April. The topic and speaker has not been confirmed yet. (FEB)

Paulette Burton, Director.

T H U N D E R B A Y

On January 10,89 the Annual Wine and Cheese General Meeting was held. The event was well attended and all had a good time tech talking.

February 25, was the date for the workshop on Senior Services.



TALTA

On January 7,89 the Toronto Area Library Technicians Association held its annual "TECH TALK" Panel Discussion. The event was very informative for those who attended and can be considered a success.

No individual has yet volunteered to assist with the OLA Hotline. Anyone interested in getting involved in an interesting information service should contact Kathy Major, TALTA Director at 416 (839-6714)

The Elizabeth Ann Cummings Memorial Lecture Fund

Elizabeth Ann Cummings was twice President of the Ontario Library Association (1983-4 and 1985). After completing her studies at the University of Western Ontario she worked in public libraries in Toronto, Welland and Lincoln. In 1987 She joined the Ministry of Culture and Communications as Continuing Education Coordinator. During 1988 she was the Ministry's coordinator for the Ontario Public Library Strategic Plan. She died unexpectedly on November 12,1988.

On December 3,1988, the OLA officially established a memorial fund to create an endowment for a lecture series. The lecture series will promote some of the goals and ideals which were

important to Liz Cummings during her life: innovative library programming, communication, and inter-library cooperation.

A committee has been struck to establish the goals for the lecture, criteria for selecting lectures, and a target date and location for the first lecture. You can participate in this new event for the Ontario Library Community by sending a contribution to:

The E.A.Cummings Memorial
Lecture Fund,
C/O The Ontario Library Assoc.
100 Richmond St. East,
Suite 300,
Toronto, Ontario. M5C 2P9

MEMBERSHIP REPORT

At the Provincial Executive and Board of Directors Meeting on February 4, 89 P.C. Boardman, the Membership Chairperson delivered a statistical report that members of OALT/ABO will find interesting. Portions of that report follow.

MEMBERSHIP STATISTICS 1989

REGION	GRAD.	STUD.	ASSOC.	INSTITU.	OTHER	TOTAL
HALTON/PEEL	61	16	3		5	85
HURONIA	12	8			4	24
LOHANIA	16	1	3	1	2	22
OTTAWA	24	26		11	4	65
SUDBURY	20	2	7		0	29
THUNDER BAY	24	12	5	2	2	44
TALTA	135	22	10	9	18	193
PROVINCIAL						16
TOTAL	392	87	29	23	35	478

COMPARATIVE STATISTICS

REGION	1983	1984	1985	1986	1987	1988	1989
HALTON-PEEL	90	84	68	85	95	96	85
HURONIA	20	19	18	24	26	25	24
LOHANIA	23	23	25	23	29	24	22
OTTAWA	76	75	69	84	74	66	65
SUDBURY	26	26	30	25	25	24	29
THUNDER BAY	37	37	23	42	31	43	44
TALTA	288	183	209	195	195	201	193
PROVINCIAL	21	20	19	8	9	13	16
ASSOCIATE	16	21	22	31	23	22	29
INSTITUTIONAL	24	26	22	24	20	24	24
TOTAL	481	467	461	479	491	492	478

PAY EQUITY AND YOU

PAY EQUITY AND YOU

I have heard so much about Pay Equity, but am too busy to concern myself with it. The government has brought about the law - let the law protect me.

Not every one is covered by the Pay Equity Legislation. Only Public Sector employees or employees from the Private Sector working in a place with a minimum of 9 staff are forced to comply with the legislation. Also, many jobs may not be covered because of being classified as casual or student labour.

Even with Pay Equity Legislation, it can only be as effective as those persons who provide input to the process. Without your input, your present job could be given far less than its true worth, based on present job descriptions, gender-biased negotiators or evaluators, even your job title. ONLY YOU can give a true picture of your job and its worth to the company.

All right - so what exactly is PAY EQUITY and how should I go about making sure I get it - or already have it?

PAY EQUITY IS paying men and women the same wages for work of equal value. The legislation is designed to reduce the gap. It will not

eliminate it. (Federal employees are exempt as the Legislation is Provincial)

To be sure you are properly evaluated, you must take an active part in the evaluation of your job. Look over your present job description and consider its accuracy.

1) Is your job title truly reflective of your skills and duties? (Library Technician is a good catch all. Perhaps Information Processor or some other title would be more appropriate for your position?) This practice of combining a large number of distinct jobs under one title undervalues women's work, and limits the number of comparisons your job can be given.

2) Is your job description standard with others in your department? Do all the jobs descriptions cover the same categories? Are your skills accurately reflected (include education, motor skills, mental skills)?

3) Is your job description detailed? Brevity encourages lower wages by affecting gender bias as well as not allowing the evaluator full knowledge of your job.

4) Does your job description use "active words"? (e.g. consult instead of help, manage instead of supervise.

cont'd



What ever Job Evaluation Plan your employer chooses to use, test it at every step for gender bias. e.g. for working conditions.. Is physical labour given more points depending on the size of the load, thus automatically building in more points for men in certain jobs?

If my job description doesn't meet standards, can I get some help with re-doing it and any other aspect of the job evaluation process?

The PAY EQUITY COMMISSION has a number of employees available to you for all stages of the evaluation process. Kim Malcolmson would be a good contact for Library Technicians. She or any other

person or department of the Pay Equity Commission can be reached at this toll free Number:

1-800-387-8813 or 387-8887. An inexpensive booklet, titled HOW TO DO PAY EQUITY JOB COMPARISONS, is also available from the Commission for approximately \$5.

=====

How long do I have before the process is completed?

Employers must begin wage adjustments no later than Jan.1 1990. Appeals may be referred to the Commission in cases where agreement cannot be reached, or if any person involved in the plan believes it was not fairly completed.

Submitted by Bette Gore, Sudbury

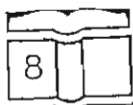
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Announcements

THE CLA TASK FORCE ON ROLES AND RESPONSIBILITIES OF LIBRARIANS AND LIBRARY TECHNICIANS.

The CLA has offered copies of the final report of their task force for \$16.00. The Provincial Executive have agreed to purchase nine copies, one for each Region, one for Archives and one for the Executive. Considerable study shall be given to this document by the OALT/ABO in the future. Individuals interested in purchasing a copy should send orders to :

THE CANADIAN LIBRARY ASSOCIATION,
200 Elgin Street, Suite 602,
Ottawa, Ontario.



ANNOUNCEMENTS cont'd

STRATEGIC PLAN FOR ONTARIO PUBLIC LIBRARIES

This is a cooperative initiative between the Ontario Ministry of Culture and Communications and the Ontario Library Association. The twelve-member group is responsible for producing a strategic plan to define the future directions for public library service in Ontario. A thorough schedule has been developed and in May of 1990, the group will produce the Ontario Public Library Strategic Plan. At that time a "Congress" is planned in order to provide the opportunity for representatives throughout Ontario to begin working together to achieve the goals set out in the plan.

The OALT/ABO has been involved through executive representation. Maggie Hotchkiss, President and Pat Graham, Public Relations Officer have attended meetings.

Any member who would like more information about this initiative can contact:

Margret Andrews,
Strategic Plan Co-ordinator
Ontario Library Association
100 Richmond Street East
Suite 300
Toronto, Ontario
M5C 2P9

Elizabeth Hoffman
Chairman,
Strategic Planning Group
c/o University of Toronto
16 Hart House Circle
Toronto, Ontario
M5S 1A1

THE WINDSOR AREA HEALTH LIBRARIES ASSOCIATION

A one day Symposium on Health Care Planning and Administration : Information Resources and Online Searching will be held in Windsor on Friday, May 12, 1989. the instructor will be Joanne Gard Marshall, Assistant Professor, Faculty of Library and Information Science, University of Toronto (CE coordinator for the CHLA). The location will be the Best Continental Inn on Huron Church Rd.

REGISTRATION FORMS can be obtained from:

Mrs. Toni Janik,
Hotel Dieu Hospital
Windsor, Ontario
N9A 1E1
519 973-4444

Mrs. Anna Henshaw,
S.A. Grace Hospital
Windsor, Ontario
N9A 5C6
519 255-2245

Telemedicine Canada

Telemedicine Canada in consultation with Ontario Library Association are offering the following continuing education teleconferences.

- Mar 7. Introduction to Copyright Issues
- Apr 11. Library Service for Patient Education
- May 2. Providing Library Services to Community Hospitals
- May 23. CD ROM Databases in your Library
- June 13. Selecting Microcomputer Comm. Software

For Information call: TELEMEDICINE CANADA at (416) 595-4472

Book review

Coping with Childhood Cancer: Where do we go from here?

Revised Edition 1988 by David W. Adams and Elenor J. Deveau.

COPING WITH CHILDHOOD CANCER (revised edition) is a book directed at parents of young patients with an illness that strains every aspect of daily family experiences and relationships. It deals directly and honestly with the feelings and problems that arise during the course of a child's treatment and offers practical suggestions to help family members cope successfully with the disease.

The book differs in its approach from other resources available to parents. Rather than simply relating medical information, the authors focus on the emotional and social

impact, for both child and family, in response to the stress of cancer. It addresses everyday concerns in a straightforward, step-by-step manner.

It is available for \$21.95
Plus shipping from:

Kinbridge Publications,
PO Box 5035, Station "E"
Hamilton, Ontario.
L8S 4K9



KALEIDOSCOPE '89

LOHANIA Regional branch is please to present KALEIDOSCOPE '89. the 16th annual Conference of the OALT/ABO. May 31 to June 4 should be fun filled and productive days as the dedicated members of the LOHANIA Region have been planning for the last year. McMaster University will be the site of this event and we hope the registration will exceed previous conferences.

=====

WORKSHOPS

CD ROM

HANDICAPPED SERVICES

RESEARCH COLLECTIONS
(PRESERVATION)

HOW TO BUY A COMPUTER
(HARDWARE) FOR BUSINESS OR
PERSONAL USE

COMPUTERIZED REFERENCE

REFERENCE COLLECTION - HOW TO
EVALUATE AND SELECT KEY
REFERENCE TEXTS

PUPPET POWER FOR LIBRARIES

PAY EQUITY

PERSONAL POWER - HOW TO
DEVELOP IT IN YOUR
ORGANIZATION

COMMUNICATIONS IN LIBRARIES

PAY EQUITY

LIBRARY AUTOMATION

DISASTER PLANNING

STATISTICS CANADA

NEWSPAPER COLLECTIONS

MAP COLLECTIONS

ONE PERSON LIBRARIES

=====

UNCONFIRMED WORSHOPS

COPYRIGHT

WEEDING

A/V COLLECTION
STORY TELLING

TOUR OF LIBRARIES IN HAMILTON

PANEL - CHANGING TRENDS IN
LIBRARY EDUCATION



ENTERTAINMENT - 50'S NIGHT

"I've got a girl named Boney Maroney & and she's a skinny as a stick of macaroni." Does this sound familiar? Polish up those saddle shoes, round up those sweater sets and poodle skirts, and get ready to rock and roll!! Fifties night will be a blast!!

Start planning your outfit - proper attire is very important in the 50's!!! Greaser, beatniks, bobby soxers - get ready!

=====

ADDED FEATURES

DISPLAYS AND EXHIBITS

A LOUNGE AREA TO AFFORD YOU OPPORTUNITIES TO EXCHANGE IDEAS AND INFORMATION WITH FELLOW DELEGATES

RECREATION FACILITIES AT McMASTER INCLUDE TENNIS COURTS, AND SWIMMING POOL ETC.

WALKING TRAILS OF THE ROYAL BOTANICAL GARDENS

AREA FACILITIES SUCH AS HAMILTON PLACE, THE ART GALLERY OF HAMILTON, COPP COLOSSEUM AND FLAMBORO DOWNS

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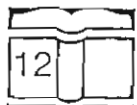
COSTS

FULL CONFERENCE - \$345.00

Includes workshops, all meals and accomodations, banquet and 50's Night.

PARTIAL CONFERENCE - \$210.00

Includes wokshops, lunches and banquet.



KALEIDOSCOPE '89

La section regionale de Lohania est heureuse de présenter Kaleidoscope '89 - la 16eme Conference Annuelle de l'OALT/ABO. La conference aura lieu a l'universite McMaster a Hamilton du 31 mai au 4 juin, 1989.

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ATELIERS

CD ROM	SERVICES AUX HANDICAPÉS
LE POUVOIR DES MARINETTES	REFERENCE AUTOMATISEE
PARITE DES SALAIRES	COLLECTIONS DE REFERENCE
LE POUVOIR PERSONNEL	RÉDACTION DE RÉSUMÉ
COLLECTION DE JOURNEAUX	COMMUNICATIONS
STATISTIQUES CANADA	COLLECTIONS CARTOGRAPHIQUES
LES BIBLIOTHÈQUES A UNE PERSONNE	PLANIFICATION EN CAS DE DESASTRE
COMMENT ACHETER UN ORDINATEUR POUR LE BUREAU OU LA MAISON	

=====

ATELIERS NON-CONFIRMES

DROIT D'AUTEURS

ELAGAGE

COLLECTIONS AUDIO-VISUELLE

L'HEURE DU CONTRE

VISITE DES BIBLIOTHEQUES D'HAMILTON

DISCUSSION-PANEL LES ORIENTATIONS CHANGEANTES DES L'EDUCATION DES BIBLIOTHECHNICIEN(NE)S

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DIVERTISSEMENTS

La soiree des annees '50 - "I've got a girl named boney Maroney and she's skinny as a stick of macaroni." Vous reconnaissez? Cirez vos souliers bas bicouleurs, chercher vos ensembles de tricot et vos jupes a caniche - preparez-vous pour un rock and roll!! La soiree des annees '50 sera formidable!! Preparez votre comstume four l'occasion. Souvez-vous dans les annees '50 la facon de s'habiller etait tres importante!! Motards, Beatniks, Minettes - preparez-vous!!

AUTRES ATTRACTIONS

EXPOSITIONS

Un salon sera mis a la disposition des delégues leur permettant de se rencontrer et e'echanger des idees et des informations.

Les installations a l'université McMaster inclus des courts de tennis, une piscine etc...

Les pistes de promenades du Royal Botanical Gardens.

Les possibilites de la région, incluant Hamilton Place, la Galerie d'Arts d'Hamilton, les Colisé Copp et Flamboro Downs.

COUTS

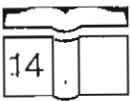
La Conférence Complète pour les membres sera de \$345.00 - ceci inclus 5 ateliers, tous les repas et logement ainsi que le banquet et lasoирée desannées "50".

La Conférence sans logement - \$210.00

Provisoire Suelement - \$210.00

Pour plus de renseignements communiquer avec:

Kaleidoscope '89, Lohania Regional Branch, OALT/ABO
P.O.BOX 611,
Niagara Falls, Ontario
L2E 6V5



>> HELP WANTED ~ HELP WANTED <<

At the Annual Business Meeting June 4th, conference members will be electing a new Provincial Executive. The following are short descriptions of the elected positions. Please give some thought to this learning experience and serving your association.

VICE PRESIDENT

The position of V P may be seen as a learning experience. As president elect you must be able to assist the president and be aware of that positions function and responsibility. One constant duty is the arrangement of all details for executive and Board Meetings, accommodation for members travelling from out of town and any needs pertinent to those meetings. The Editor of Newsletter/Nouvelles is responsible to this position.

SECRETARY

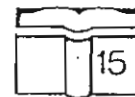
As secretary of the OALT/ABO one is able to be well informed of all that goes on in our association. Attendance at all the Board meetings is compulsory for taking these minutes. Various documents must be updated to reflect changes made by the Board throughout the year. Meeting deadlines, maintaining accurate records and close communication with executive members are a must. There is great opportunity to learn new skill and make use of present organizational and/or technical knowledge.

TREASURER

The treasurer of the OALT/ABO is responsible for keeping all financial records and carrying out all financial transactions. She/he pays bills as submitted, reimburses travelling expenses, and balances the books at the end of every month. Another duty is to liaise with the Membership Chairpersons both Provincial and Regional to control dues. At the end of every year, a complete financial report is prepared and presented at the Annual Business Meeting.

PUBLIC RELATIONS OFFICER

The person who holds this position acts as a liaison between OALT/ABO and other provincial library associations, Library Technician programmes and libraries. He/she prepares all publicity, attends workshops, conferences and meetings to represent the association. Preparation of displays, magazine advertisements and newspaper articles are the responsibility of this position.



"IN A BOOK"

by Evadne Benson
performed at the 1988 OALT/ABO CONFERENCE.

Where can you find all the wisdom of Aristotle?
Where can you learn how to dance?
Where can you find out the worth of an old milk bottle?
Where can you find sweet romance?

Where can you read of the heroes of wartime,
And the daring panache of their plan?
Where can you read of the kings of three-four time
Josef Straus and his brother Johann?

Where can you learn about Zen Meditation
or of makeup that's meant to allure?
Where can you learn all the Art of Arbitration
or the breathtaking search for a cure?

Where can you read about rascals and lovers
about king, bishop, pawn and a rook,
Where can you have so much fun between covers,
In a book, in a book, in a book.

Where can you learn how to train little Rover,
or to decorate home with pizazz?
Where can you read of the White Cliffs of Dover
or meet characters famous for jazz?

Where can you study the crises and stages of the planet that we
know as earth?
Where can you brace yourself at any ages for the life changing
saga of birth?

where can you read about helpin' and hurtin', to macrame",
crochet or cook?
Where can you run into Mowat and Berton,
In a book, in a book, in a book.



BOOK BUYING WITH EASE

The task of book selection and purchasing is reaching new levels of comfort and ease at The Learning Tree in Mississauga, thanks to a friendly and helpful staff, large well lit showroom and efficient procedures. Workshops, bibliographies and help with budget control are just some of the services available to both school and public libraries.

The Learning Tree (TLT) is presently the largest full-service wholesale (jobber) in Canada. A few years ago they merged with the National Book Centre, but retained their name. With approximately 7,000 titles being offered in various media formats, each of the basic five collections (elementary, SVE filmstrips-teaching aids, secondary, French elementary, paperback & audio books) is well stocked with high quality materials. Catalogue cards and/or processing kits may be provided or attached at a minimal costs. MARC records are also available on disc.

The sales representatives at TLT gladly welcome individuals or groups visiting the showroom. Workshops can be set up on any variety of topics. Book selection, History of Children's Lit., Current Trends in Publishing and Curriculum Development are examples. Special subject bibliographies can be ready at your arrival on any subject

you request.

While visiting TLT in late December, I met with David Payne, a member of OALT/ABO who is at TLT. Our chat was both informative and a pleasure. David's job is in the cataloguing department of TLT, where he utilizes his knowledge of AACR II, DDC, and Sears. It was also my pleasure to be introduced to other LT's who are employed by TLT.

My only regret at the end of the day was my ignorance about these services prior to my arrival. Next time, I intend to take full advantage of all TLT has to offer. Barbara Rodgers, Secondary School Library Services will certainly be made aware of my schools needs well in advance of my next visit.

I wish to thank everyone who made my visit so pleasant, with special thanks to Kelly Karpiuk for her help with material selection.

Anyone wishing to further investigate a visit to The Learning Tree, please call;

1-800-263-8738 (all Ont except area code 807)

1-800-387-3178 (area code 807 or outside Ont.)

You will not only efficiently complete your selection, but will do so most enjoyably.

Submitted by
Bette Gore, Sudbury



BOARD OF DIRECTORS/PROVINCIAL EXECUTIVE MEETING

February 4, 1989

Richview Public Library

Rexdale, Ontario

9:28 a.m. - 4:10 p.m.

All directors, executive, and administrative personnel were in attendance, with the exception of Louise Campbell and Janet Scheibler, who were excused.

Meeting called to order at 9:28 a.m.. The morning was spent editing, revising, and updating the document on Board Policies established by various Boards of Directors over the years. These policies are the working core of the Association over and above the Constitution, and assist all Administrative personnell with a clear understanding of their duties as well as providing some guidelines in specific areas.

The Conference Procedures Manual and the current Job Description Manual will be updated at future meetings.

Executive/Directors/
Administrative reports were presented and accepted.

Report Highlights

2.a.i. President (M. Hotchkiss) - Copies of CLA's report on the "Roles and Responsibilities of Librarians and Library Technicians" were recommended for purchase for use by each region. This suggested was accepted by the Board.

- Maggie has received a request to respond to material on the accreditation of Library Technicians. She will investigate the information further and respond accordingly.

2.a.iv. Treasurer's Report (S. Wigney) - Bank Balance Dec. 31/88 was \$12,699.43.

2.a.v. Public Relations Coordinator (P. Graham)

- The completed Fact Sheet was handed out to the regions for their use. Other copies will be used for PR purposes to encourage new memberships or inform new members of our system.

- Public Libraries will be encouraged to have Library Technicians as members of their Boards of Trustees.

2.a.vi. Membership Chairperson (C. Boardman)

- One set of mailing labels will be produced for each region at the Provincial's expense to let them see what is available should they choose to use the membership database for regional purposes.

- A Membership Directory Supplement will be produced and distributed with Vol. 14 No. 1 of Newsletter/Nouvelles.

2.a.vii. Newsletter Editor (P. Kiteley) - A new cover was chosen for Newsletter/Nouvelles as a result of the cover contest. This cover will be used for the March issue of the newsletter. Jennifer Drummond of Algonquin College's Graphic Arts Program was the winner.

2.b.v. Sudbury (P. Burton)

- The Ministry of Education document titled Job Search Skills Program Manual does not include library technicians, nor does it differentiate

between library workers or office and clerical jobs. This will be clarified and corrected by Public Relations (Pat Graham) and the President (Maggie Hotchkiss).

4. Kaleidoscope '89
- 15 workshops are confirmed.
- An estimated cost has been established for the whole conference package (\$345).

12. New Business

- The Vice-President (Susan Morley) may be attending the Special Library Association's workshop on CLA's "Report on the Roles and Responsibilities of Librarians and Library Technicians".

Meeting adjourned 4:10 p.m.

Next meeting: 9:00 a.m. Sat.,
April 15, 1989, Richview
Public Library, Toronto, Ont.

WORKSHOP - AACR II, 1988 REVISION

This workshop was presented as part of Seneca College's Continuing Education Program, and in co-operation with the TALTA Region of OALT/ABO. It was aimed at those library technicians who are actively using their cataloging skills, and will most likely encounter the AACR II changes in their day to day work.

The seminar was based upon a work, co-authored by Jean Weihs and Lynne Howarth, entitled "A brief guide to AACR II, 1988 REVISION, and implementations for automated systems."

The main part of the seminar was spent in reviewing rule revisions, and how they will affect our use of our "beloved" AACR II. The goals that the International AACR II Revisions Committee have been met regarding corrections, wording and example clarifications, economy of storage and ease of use. Due to the advent of new technologies, and the establishment of "industry standards" for non-book materials, minor details once used are no longer required. For example, you no longer need to indicate that sound motion picture film is 24 fps (frames per second) as this is an accepted "industry standard".

As a cataloguer in a special library, I was particularly interested in "Headings for Corporate Bodies" (Chapter 24). A major part of our collection is either authored or published by a "corporate body", and I appreciate the clarification of this section.

I found this seminar was very informative. It is very important to remain aware of the changes affecting our profession and such seminars are an excellent opportunity for this.

Submitted by Susan Morley,
Vice President, OALT/ABO.



seven ways to say

"GOODBYE"

When your conversations in the office and elsewhere come to an end, the manner in which you part company can effect the final impression you make on the other party. It can also determine the tenor of your future encounters.

If you sometimes feel awkward when ending a conversation, it's possible that you haven't chosen the right way to say goodbye. Psychologists have identified seven different ways to terminate a chat:

SUPPORTIVE. If you want to continue or increase contact with the person in the near future, use a good-bye that both expresses satisfaction with the present discussion and anticipates your next contact: "This has been very informative for me. Let's talk again soon"

SUMMATION. When you expect results from a conversation, remember that the last remark made is the one that is most likely to be remembered. Use a good-bye that clarifies and pins down what you've both talked about: "So we'll begin training on the 15th."

CONTINUANCE. To save time, you make the date for your next discussion right then and there.

LEGITIMIZING. When you want to end your discussion, put a final seal on your talk that justifies ending it. "Well that's the last item on the agenda."

APPRECIATION. For a simple, up beat ending, express your satisfaction: "I really enjoyed talking to you."

DOWNSHIFT. You've finished you business, and want to end on a friendly note. "By the way, how's your family?"

FILLING. Your conversation started a little tensely but now is ending in an amiable spirit. An irrelevant, light close is appropriate. "Say before I go, did you hear the story...?"

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(Taken from PERSONAL REPORT FOR THE EXECUTIVE, Feb 1.89, a publication of The National Institute of Business Management, NY, NY.)