



from the President

Many thanks to Anita Sikma, Adrienne Price and Susan West for arranging our October 19 meeting at the Bradford Public Library. Sharon Sinclair's workshop on The how to of presentations was excellent. Lunch, especially that wonderful choice of desserts was superb. Congratulations, Anita, Adrienne and Susan on a job well done!

Our Owen Sound group, Janet Iles, Pat Froom and Bette Hutton have been working hard editing, compiling, typing and mailing NETWORKS on a quarterly basis. Please remember that they are the editors of the newsletter not the authors. It is the responsibility of all Huronia Regional Branch members to ensure that NETWORKS continues to be an excellent communication vehicle for our Branch. PLEASE SEND IN YOUR CONTRIBUTIONS!

Our Annual Meeting will be coming up early in 1986. Please give some thought to becoming more involved in your association. Think about running for one of the executive positions. Details of the duties of each of the available positions are elsewhere in this newsletter. Making an active contribution to your association is a two fold process. You will be working for the good of library technicians in general as well as gaining valuable personal experience. LET'S ALL GET INVOLVED!

Jackie Druery

from the Director

Our provincial president attended the CLA conference in Calgary last June and found it very interesting and beneficial to our organization in that she made several good contacts with people who are also promoting library technicians.

Newsletter/Nouvelles is once again going to be published. The first issue should be out sometime in January.

Essay contest winners: Tied for 1st place are Ruth Swartzman and Jean Saunders; tied for 2nd place are Gloria Valentine and Theresa Bryant; 3rd place goes to Ginny Oakley; runners-up are Dorothy Phillips and Charlotte Jaffar.

Volunteers are needed to sit on the Essay Contest committee.

Start thinking now about deserving recipients of our Presidential Award. Nomination deadline is fast approaching. Also nominations for the provincial executive.

Ottawa conference "Spectrum '86" will be held at Carleton University from May 27 to June 1. Activities will last 4½ days with a Sunday brunch for those who wish/must stay over for the sixth day.

Janet Scheibler

CONFERENCE NEWS

More on Spectrum '86

Projected cost is \$300

Tentative Schedule

Tuesday, May 27 - work in a federal library for a day

Wednesday, May 28 - trip to Rideau Hall and or Montreal
alumni night, formal opening

Thursday & Friday, May 29 & 30 Workshops

Saturday, May 31 Annual Business Meeting

Afternoon workshops?

Evening - banquet with disco theme

Possible Workshops

software using IBM PC, management, stress management, medical field, self-improvement, UTLAS, situational leadership, on line searching, 2 day phys. ed. classes, interviewing skills

NEWS AND VIEWS

Workshop - October 16 - The How to of Presentations by

Sharon Sinclair

In one word this workshop could be summed up as "fantastic". The agenda shows the wealth of information the participants received; pre-presentation preparation - a checklist; dressing for the presentation; style and colour; arrival - arrival - final presentation and checklist; physical accomodation and set up; mechanics of visual aids equipment; the talk - how to write up your script; body language; and questions and answers.

Sharon Sinclair used a variety of presentation techniques and each of these were explained.

Giving a talk? --- A few things to remember KISS - Keep it short and simple and the 5 S's -- Shortness, Simplicity, Strength, Sincerity and above all what is said must make Sense.

Thank you again to Susan, Anita and Adrienne.

F.Y.I.

The Continuing Education Division of Sheridan College, Oakville has just announced their new Information Technology Certificate programme which begins Janary 1986. This certificate programme is aimed at practicing technicians and librarians whose original formal education included little or no exposure to automated systems in libraries.

The programme offers basic hands-on training in two areas: the use of computers (in particular micro computers and online searching. Courses consist of one or more short intenstive workshops. The complete certificate includes three phases: Introdouction, In-depth, and Special Topics made up of 6 courses totalling 87 hours of study.

Courses are offered on Friday evenings, Saturdays and Sundays. For example: Computer Fundamentals and software applications is a 9 hour course and it is offered during the winter semester Friday, January 17 19:00-22:00 and Saturday January 18 9:00-16:00. There are three semesters Fall, Winter and Spring. The workshop sessions will be offered on a regular but rotating basis each semester. Course costs range from \$60 to \$180.

PROGRAM OVERVIEW

Introduction:

One: Computer Fundamentals & Software Applications (9 hours)

Two of:

Database Management I (18 hours)

Spreadsheet Basics (18 hours)

Online searching I (18 hours)

In Depth Option:

One of: Database Management II (30 hours)

Online Searching II (30 hours)

Special Topics:

One: Managing New Technologies in Libraries (6 hours)

One of: Library Specific Software (6 hours)

Use of Microcomputers in Libraries (6 hours)

For more information:

Contact:

Darlene Fraser, Coordinator, 367-1450 Ext. 289 (Toronto)

or

Moria Camm, Asst. Coordinator, 845-9430 Ext. 231 (Oakville)

or for course outlines etc.

Information Technology Certificate

Continuing Education Division

Sheridan College

Trafalgar Road

Oakville, Ontario.

L6H 2L1

ANNUAL MEETING

April 5, 1986 at the Collingwood Public Library.

ELECTIONS

All executive positions are up for election at the Annual Meeting. Please consider letting your name stand. If you wish to know more about any position speak to the present executive.

DUTIES OF THE EXECUTIVE

PRESIDENT

- i) is the head of the Branch.
- ii) promotes the objectives of the association.
- iii) chairs the executive and general meetings.
- iv) maintains liason with other related associations.
- v) shall be a signing officer for the Branch.

DIRECTOR - representative to OALT/ABO Board of Directors

- i) shall attend and represent HRB at all Board of Directors meetings.
- ii) shall keep the membership informed of OALT/ABO activities.
- iii) in the event that the representative is unable to attend a meeting of the OALT/ABO Board of Directors, the HRB executive is empowered to appoint a temporary representative for that meeting only.

VICE-PRESIDENT

- i) performs the duties as delegated by the President.
- ii) in the event that a vacancy should arise in the office of the President, the Vice-President shall serve until the next Annual Business Meeting.
- iii) shall be responsible for arranging the non-business aspects of meetings, e.g. speakers, social events, refreshments, etc.
- iv) shall act as job placement contact person for HRB and to be liason person with the OALT/ABO job placement representative.

SECRETARY

- i) maintains minutes of executive and general meetings.
- ii) is responsible for the maintenance and distribution of records.
- iii) shall maintain and distribute the constitution.
- iv) shall act as corresponding secretary.
- v) notifies members of executive and general meetings.

TREASURER/MEMBERSHIP

- i) is responsible for all financial transactions of the association.
- ii) presents a financial statement to the membership at each business meeting.
- iii) shall arrange to have the books audited if requested to do so by the executive or general members.
- iv) shall be a signing officer for the Branch.
- v) shall maintain membership files and notify members of membership renewals.
- vi) submit to the Provincial Treasurer the provincial portion of the fees, the reconciliation forms and any other statements as required by the Provincial Treasurer.

ADVISOR FROM THE PAST EXECUTIVE

- i) acts as advisor to on-going executive.

Remember the following when making nominations:

"The term of office for an executive position shall be one (1) year, with re-election possible to a maximum of three (3) consecutive terms in any one position"

"Only members in good standing may run for an executive position"

Please plan to attend the annual meeting. We must have a quorum (no less than one third of the members in good standing). Bring a friend or two.

CONGRATULATIONS

Carol Anne McNabb is now head of Technical Services at Georgian College Barrie.

Louise Campbell has been appointed Supervisor of Technical Services at Barrie Public Library.

During the morning on the day of the Annual Meeting we would like to have a workshop, tour or speaker. Any suggestions????

Send your suggestions to: Janet Iles
Owen Sound Public Library
824 First Avenue West
Owen Sound. N4K 4K4

Before December 15

Fantasy Literature _____

Tour _____

Time Management _____

Other (please list) _____

Any suggestions for speakers.

MEMBERSHIP

Please inform Judy Koenig, Treasurer/Membership of any changes in addresses, job position, place of employment, etc. She can then inform your newsletter editors, executive and the provincial level.

Welcome to Barrie Public Library - our regions first institutional membership.

on the lighter side



"I can't handle it anymore, I'm ...running, hiding, living in cheap hotels.
For goodness sake take your books back to the library!"