

from the President

Thank you to Gale Moreau for the informative tour of the Simcoe Board of Education offices at our October 6th meeting. Thank you also to Gale and Louise Campbell for the arrangements for the delicious supper. Visitors are always welcome at our meetings. At that meeting we had 5 visitors. Since then both Pat Macmillan and Joanne Ashwin have joined our region. WELCOME!

Please read carefully the items enclosed in this issue. We are counting on all the graduate library technicians to help us regarding the task force. For those who are not graduate library technicians this task force will also affect you in terms of education and future job descriptions.

I hope that we can have a good turn out to the December 6th meeting. This will be the last meeting until the annual meeting on March 28, 1987 in Collingwood. (It is not too early to start thinking about holding a seat on the executive.) Let's have a quorum at our meeting. We need at least 1/3 of our members in good standing to be there. We now have 24 members. The workshop certainly looks interesting. So be sure to let Carol Anne McNabb know if you are attending the meeting, lunch and workshop. Hope to see you on the 6th.

Best wishes for a Merry Christmas and a happy holiday season.



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

The Canadian Library Association has at present a task force on the Roles of Librarians and Library Technicians. The task force is composed of librarians, library/library technician instructors and one library technician. Mary Lloyd is an OALT/ABO member and a Reference Technician at the Richmond Hill Public Library.

The task force is collecting submissions/definitions of the tasks that librarians and library technicians are presently assigned or are capable of undertaking. The task force will then compile the data and write a draft (or drafts) of their findings.

The draft(s) will be forwarded to interested library professionals, library/library technician schools and library/library technician associations for comments/responses. A final report will then be compiled by the task force and submitted to CLA in November 1987.

The information in the final report will be used as a basis for determining the CLA policy that defines what tasks a library technician is capable of undertaking in the library field.

The task force will be examining the role of the library technician in the following manner:

- a) what personal qualities/characteristics should a person possess to enter a library technician programme or have to be a library technician
- b) what skills does the library technician acquire in a library technician program
- c) what tasks is the new graduate library technician capable of undertaking
- d) what tasks is the graduate library technician who has various years of experience capable of undertaking
- e) the Task Force will be examining library technicians at two different levels a) Junior Level and b) Senior level
The criteria to be used to define these levels will be: a) number of years of work experience, b) present job descriptions and c) level of education
- f) what tasks is the graduate library technician who has various years of experience capable of undertaking
- g) the task force will be examining how the library technician interacts with librarians, clerks and library patrons
- h) the task force will be examining present and proposed job descriptions and job classifications as well as salary levels
- i) the task force will be examining the role of library technicians in all types of library environments a) public, b) special and c) academic

OALT/ABO plans to get involved by a) asking for additional library technician representation on the task force b) compiling and submitting definitions to the task force c) by responding/commenting on the draft(s) from the task force.

The proposed plan of operation:

i) regional committees, responsible for compiling definitions would be established

ii) regional committees would submit their definitions (written brief) to an OALT/ABO provincial task force

iii) OALT/ABO provincial task force would then be responsible for compiling the responses and submitting a final submission to the Executive and Directors, before submission to the CLA task force

iv) an OALT/ABO provincial task force will be established to review, compile and submit a final submission to the executive and directors, before submission to the CLA task force

v) this same structure would then be in place and followed when responding to the CLA task force's draft(s) - CLA draft(s) would be sent to the regional committees for comments. The regional committees will be responsible for submitting written comments to the OALT/ABO provincial task force who in turn will compile the data into an official OALT/ABO response, and after approval of the Executive and Directors the official response will be submitted to the CLA task force.

vi) Regional committees should be composed of dedicated members who are willing to remain on a committee for as long as two years. The final report of the CLA task force is due November 1987, but the date could be extended.

vii) the OALT/ABO provincial task force should be composed of members who are in the same geographical area for travel and meeting purposes. The executive and directors will select from the volunteers the members and chairperson for the provincial task force.

viii) If a regional does not wish to form a committee, members can submit their own definitions to the chairperson of the OALT/ABO provincial task force.

DEADLINE All regional committees and concerned members should have their submissions of definitions submitted to the OALT/ABO provincial task force by January 24, 1987.

HURONIA'S REPOSE

The executive at their November 9th meeting did not establish a committee. We are asking interested graduate library technician members to submit copies of their job descriptions (see details which follow) and to comment on the Statement of Ethics and the Statement of Ethics and Professionalism and the Statement of Standards. (copies of these are included in this issue.

GRADUATE LIBRARY TECHNICIANS WE NEED YOUR HELP

By DECEMBER 6th submit a copy of your JOB DESCRIPTION to
Louise Campbell
41 Davies Cres.
Barrie Ontario or Barrie Public Library
L4M 2M4

§ If you wish to remain anonymous delete all references to your particular library.

§ If the following information is not included it would be helpful to have it added at the beginning or the end of the job description.

- ° year of graduating as a library technician
- ° number of years experience in this particular position
- ° total number years work experience as a library technician
- ° the type of library
- ° if it is a supervisory position the number of employees supervised
- ° the education of the technician
- ° and any other information that you feel is pertinent and relates to the task force's objectives.

§ If there are any other library technicians employed at your library or of any others who would be willing to submit their job descriptions please ask them.

§ Comment on the two statements included in this issue.

§ If you are willing and interested in serving on either a regional committee or the provincial committee please let Louise Campbell know by November 19th.

§ If you don't have an official job description a list of your tasks and responsibilities would also be useful.

§ Feel free to comment on the various areas the task force will be studying.

" OALT/ ABO is very concerned about what is written and considered as an authoritative position on library technicians. The role that CLA defines for library technicians will effect us in terms of job assignments, salary scales and career opportunities. OALT/ABO is composed of dedicated and concerned professionals whose goal is to promote thier profession. In this respect it is our responsibility to involve ourselves with the task force. We as an association will be voicing our opinions on the definition and role of library technicians."

F.Y.I.

STATEMENT OF THE STANDARDS COMMITTEE
as approved at the
Annual Meeting
May 27, 1977

DEFINITION

A Library Technician is a graduate of a two-year programme of Library Techniques or Library Arts.

ROLE OF A LIBRARY TECHNICIAN

According to the Canadian Classification and Dictionary of Occupations, 1971, produced by Canada Manpower, a Library Technician has acquired a specialized knowledge of library systems and methods to assist in developing, organizing, and maintaining a collection of library material. A Library Technician carries out functions in any area of the library with little in-service training, and can be expected to direct the work of other technicians, clerical staff and pages.

DUTIES OF A LIBRARY TECHNICIAN

Public service duties

1. Reference services, which include:
 - (a) giving reference and directional information
 - (b) locating bibliographical information
 - (c) literature searching
 - (d) maintaining information files
2. Organizing and using government documents.
3. Management of:
 - (a) circulation procedures
 - (b) audio-visual materials and equipment
 - (c) periodicals
 - (d) inter-library loans
4. Preparation of materials for display and publicity purposes.
5. Special services programmes, e.g. children's programmes, bookmobiles.

Technical services duties

1. Bibliographical searching.
2. Acquisitions:
 - (a) ordering
 - (b) receiving
 - (c) cost management
3. Cataloguing and classification.
4. Maintenance of catalogue files.
5. Computer oriented procedures.
6. All aspects of periodical control.

STATEMENT ON ETHICS AND PROFESSIONALISM

Library technicians as individuals and as a group should maintain professional job attitudes and work performance. They should be accountable for their actions, since it is by these actions that they and their fellow technicians will be judged.

The OALT/ABO encourages library technicians to use the following guidelines:

Relationship to the public

Library technicians have obligations to the public they serve and to the larger community. One of those obligations is recognizing the patron's right to information, limited only by the internal regulations of the organization served. Library users should be treated impartially; their transactions with library technicians should be confidential.

Work relationships

Library technicians should be aware of and adhere to the applicable written or understood policies regarding conditions of employment, such as punctuality, sick leave, appearance appropriate to the position and methods of redressing grievances.

Library technicians should have a sense of obligation when accepting an offer of employment; they would normally expect to stay for a reasonable period of time (at least a year); they should give reasonable notice of termination of employment (e.g. one month). In case of dismissal, library technicians should make every endeavour to discuss cause with their employer.

Library technicians should use discretion and diplomacy, and maintain active communication in all working relationships.

Library technicians should strive to be creative and flexible beyond their assigned role, willing to undertake special and emergency duties. However, library technicians should not be expected to undertake unrecompensed overtime or special duties on a regular basis.

Professional development

Library technicians should have interests beyond the narrow definition of library work. They should belong actively to library oriented organizations, attend workshops of value to their position, and consider further educational opportunities, including those offered by the employer.

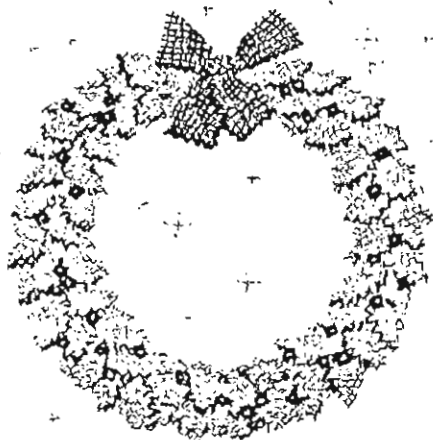
Professional attitudes

Library technicians respect themselves and the comprehensive training they have received. They are a highly skilled group, capable of functioning in both a supportive and an independent role, with a sense of self discipline, courtesy and dignity.

Prepared by:

Standards Committee
The Ontario Association of Library Technicians/
Association des bibliotechniciens de l'Ontario

1978/79



Have a read

Weeks, Jean. "Predictions for library technicians: a look at their education and training" Canadian Library Journal October 1986 vol. 43 no. 5 p. 303-306.

This is Jean Weeks' presentation which was given at the Library Technicians Interest Group Workshop "The future of Library technicians and what curriculum changes are required" on June 22 at the CLA ASTED conference in Quebec City.

"Library Technicians Role needs defining" Feliciter July - August 1986 p. 5.

"Membership findings (CLA) are spelled out" Feliciter, July-August 1986. p. 4 & 19.

Note item #6 in recommendations. Launch new member drive aimed at junior librarians including library technicians

If any member is interested in reading the whole report contact Janet Iles to borrow her copy of the report.

"libraries get you through tough times of no money better than money gets you through tough times with no libraries."

Please note the changes in addresses, job changes, etc. Please keep Janet Scheibler informed of any changes. Good luck to Louise Campbell in her new position. Hope you are having a good time at school Jackie and of course learning lots too. Rumour has it that Nancy Bradley is doing something new. LET US KNOW WHAT YOU ARE UP TO.