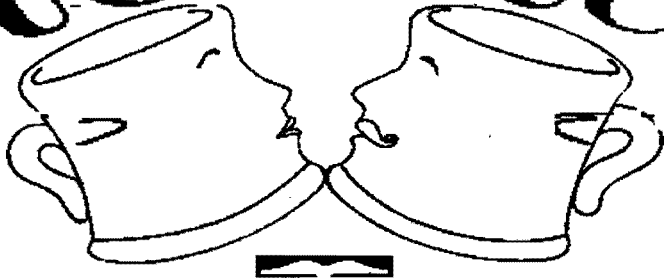


tête-à-tête



August/août, 1994

Vol. 13 N.2

tête-à-tête is published three times a year by ORB/SRO. Copies are available to all members. Enquiries and articles should be forwarded to:

tête-à-tête est publiée trois fois par année par ORB/SRO. Les copies sont disponibles à tous les membres de la région toutes questions ou contributions doivent être remises à:

OALT/ABO - ORB/SRO
Box/C.P. 5182, Station/Succ. "F"
OTTAWA, ONTARIO K2C 3H4

A Word From the President/Un mot du président

Here we are at the conclusion of another fiscal year, the Annual Business Meeting has been scheduled for August 24 (see notice within the newsletter). The agenda includes some topics issued from discussion at the provincial level and no major changes to the Constitution - at last!!

The activities were quite diversified and we hope they fulfilled some of your expectations. We had a good balance of social and professional gatherings that were directed at students as well as graduates.

Additionally, we sponsored a student for the Conference in Halton Peel (see article in the newsletter).

Financially this year, we are a little more comfortable due to the 1993 Conference revenues.

At this time, I am notifying the membership that I will not be seeking re-election this year. I find that my commitments to my new job are quite demanding and I do not want to do half of a job in both areas. We need a "renewal" within the organization! Think of becoming involved at the decision-making level - it is quite an eye-opener!

As usual, it has been a pleasure to serve on the Regional Executive and I wish the best of luck to my successor.

Nous voici à la fin d'une autre année d'exercice, la réunion d'affaires a été cédulée pour le 24 août (voir avis dans le bulletin de nouvelles). L'ordre du jour couvrira surtout des sujets provinciaux et pas de changement à la Constitution - enfin!!!

Les activités ont été très diversifiées cette année. Nous espérons qu'elles ont su répondre à vos attentes. Nous avons eu un bon mélange de social et de professionnel, tout en tenant compte de notre clientèle d'étudiants et de gradués.

Nous avons commandité un étudiant pour la conférence d'Halton Peel (voir son article).

Au point de vue financier, cette année, nous avons un bon petit coussin grâce aux profits de la conférence.

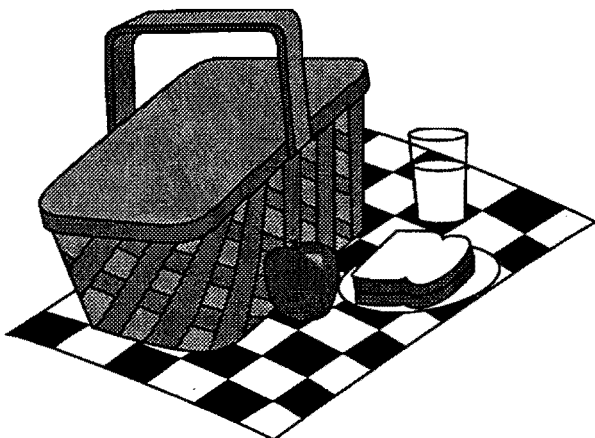
Par l'entremise de cet article, je désire prévenir les membres que je ne me présenterai pas aux élections régionales. De plus, mes obligations professionnelles - nouvel emploi - sont très exigeantes. Je ne désire pas faire de travail à moitié. Nous avons besoin de re-nouveau au sein de l'organisation. Pensez à vous impliquer au niveau décisionnel, ceci vous donnera une autre aperçu de l'Association.

Comme d'habitude, ça été un plaisir de servir sur l'Exécutif régional et je souhaite à mon successeur un franc succès.

Danielle Amat

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**ONTARIO ASSOCIATION OF LIBRARY TECHNICIANS /
ASSOCIATION DES BIBLIOTECHNICIENS DE L'ONTARIO**

OTTAWA REGIONAL BRANCH / SECTION RÉGIONALE D'OTTAWA

A Novice's View of the OALT/ABO Conference in Mississauga

The OALT/ABO conference was held at the Erindale campus of the University of Toronto from May 25th to May 29th. It was a privilege for me to be sponsored to attend this conference by the Ottawa chapter of OALT/ABO. I have finished the first year of the Library Technician program at Algonquin College and so the conference was a wonderful opportunity to meet people working in the library field and to find out what their jobs entail.

The workshops provided glimpses into many different aspects of the work done by library technicians, from the introduction of the Columbia Library System into the schools of a large school board to the many ways in which information specialists can make use of Internet to a guided trip through Desktop Publishing which made it look remarkably easy. I also attended a helpful workshop on Personality Type and the World of Work which introduced the Myers Briggs Personality Type Indicator as a tool to aid self-understanding and working relationships. All the workshops I participated in were ably and enthusiastically led and the information was imparted in an interesting way.

A conference, of course, is more than just workshops and some of the most important dialogues take place over coffee, at meals and at special social events. I met many interesting people who were more than generous in answering my questions and sharing their experiences. I am grateful for the opportunity to attend what I hope will be the first of many OALT/ABO conferences.

Deborah Sims-Williams

**OALT/ABO
Ottawa Regional Branch / Section régionale d'Ottawa**

**Annual Meeting/
Réunion Annuelle**

**Thursday / jeudi,
24 August / août, 1994
7:00 p.m. / 19:00h.**

520 rue Bronson Avenue
(Bronson & Flora)
(Street Parking Only)

Meeting Room - 7th floor /
Salle de réunion - 7ième étage
[Ring / Sonner #182]



**ONTARIO ASSOCIATION OF LIBRARY TECHNICIANS /
ASSOCIATION DES BIBLIOTECHNICIENS DE L'ONTARIO**

OTTAWA REGIONAL BRANCH/SECTION REGIONALE D'OTTAWA

CONSTITUTION

AND

BY-LAWS

APPROVED: June 12, 1974.

AMMENDED: June 11, 1979.
March 31, 1981.
March 31, 1982.
March 30, 1983.
March 28, 1984.
February 23, 1988
April 8, 1994

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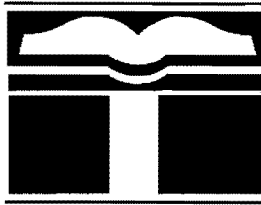
PURPOSE

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**ONTARIO ASSOCIATION OF LIBRARY TECHNICIANS /
ASSOCIATION DES BIBLIOTECHNICIENS DE L'ONTARIO**

OTTAWA REGIONAL BRANCH / SECTION RÉGIONALE D'OTTAWA

Preamble to the Constitution

Whereas the Library Technician graduates and Library Technician students domiciled in and about the Ottawa Region are desirous of forming a Regional Branch of the ONTARIO ASSOCIATION OF LIBRARY TECHNICIANS - ASSOCIATION DES BIBLIOTECHNICIENS DE L'ONTARIO

Now therefore be it resolved that the following shall be and are the Constitution and By-Laws of the said formed branch.

PURPOSE

The Library Technicians feel the need to join together so as to pool their knowledge and working experience and by so doing promote their status.

Article 1 - NAME

a) The name of this branch of OALT/ABO shall be the OTTAWA REGIONAL BRANCH - SECTION REGIONALE D'OTTAWA, hereinafter referred to as the ORB/SRO.

b) The ORB/SRO shall operate on the principle of local autonomy. The regional branch shall be responsible for the maintenance and coordination of regional affairs.

c) All information from ORB/SRO shall be available in English and in French.

Article 2 - OBJECTIVES

a) To define clearly the role and duties of the Library Technician and to make this definition widely known.

b) To publicize and promote the value of Library Technicians.

c) To advance the status of the Library Technician as both necessary and valuable members of the library supportive staff, and to promote wide understanding and acceptance of this status.

d) To maintain recognized standards, as defined by the Association.

e) To work in liaison with related professions and institutions, and to promote effective communication among Library Technicians, their employers, and those involved in educational programs for Library Technicians, and for others in closely related fields.

f) To be receptive to and aware of the needs and constant changes in the field of library technology and in the community.

g) To function as a clearing house for information relating to Library Technicians.

Article 3 - MEMBERSHIP

a) Membership shall be open to graduate Library Technicians, graduate senior citizens, and associates/institutions, who upon payment of dues shall become members as provided for in the By-Laws (see By-Law 1).

b) Payment of dues will entitle the member to membership in OALT/ABO, subject to the Constitution and By-Laws of the Association.

Article 4 - ORGANIZATION

a) The Executive shall consist of:

- i) President
- ii) Vice-President
- iii) Director
- iv) Treasurer
- v) Secretary

b) At the discretion of the Executive, a member of a previous executive may be chosen to advise the current executive.

Article 5 - TERM OF OFFICE

a) The members of the Executive shall be elected for a term of one year with the option of re-election. The election shall be conducted by a vote at the Annual Meeting (see By-Law 8).

Article 6 - MEETINGS

a) The Executive shall meet no fewer than six times annually.

b) The ORB/SRO shall meet no fewer than four times annually.

c) The Annual Meeting shall be the last general meeting of the Branch Year (see By-Law 10).

d) Special general meetings of the members shall be held at the discretion of the Executive.

Article 7 - QUORUM

No decision of the Branch made at any meeting where less than the quorum is present shall be binding on the Branch.

Article 8 - RULES OF ORDER

All meetings shall be conducted in accordance with the Constitution and By-Laws of the ORB/SRO, and Parliamentary Procedures.

Article 9 - AMMENDMENTS

a) Amendments to the ORB/SRO Constitution shall be made only at an annual meeting.

b) Notice of resolutions to alter any Article of the Constitution shall be given to the President, in writing, and the wording thereof signed by any five members in good standing, at least one month prior to the date of the Annual Meeting.

c) Any such amendments to Articles must have the consent of the majority of paid up full members present and voting at the said meeting; whereupon it will, unless otherwise indicated by its own wording, become forthwith an Article of this Constitution.

BYLAWS

By-Law 1 - MEMBERSHIP

a) There shall be the following classes of membership:

i) Full membership will be given to Library Technicians (defined as graduates of a recognized Library Technician program).

ii) Full membership will be given to students (defined as those studying to be a Library Technician, in a recognized Library Technician program) for a period of two years.

iii) Full membership will be given to Continuing Education Library Technician Students after their two-year Student Status has expired.

iv) Full membership will be given to graduate senior citizens (defined further as those beyond the age of retirement).

v) Associate membership will be open to all individuals who are interested, subject to review and acceptance by the membership committee.

vi) Institutional memberships will be open to institutions or organizations which are interested in the development of Library Technicians, subject to review and acceptance by the membership committee.

b) Suspension of demission:

i) Ceased to be a member: when his/her dues are not fully paid by March 1.

ii) Ceased to be a member: when submitting a written resignation to the Executive.

iii) Membership is cancelled when the said member acts in a way detrimental to the Association as decided by the membership committee and a two-thirds vote of the full members in good standing present at the meeting.

iv) A member who has been suspended can only be readmitted into the Association with the approval of the membership committee and a two-thirds vote of the full members in good standing present at the meeting.

c) Member in good standing:

A member in good standing is one who has paid his/her dues by the date set by the branch.

By-Law 2 - FEES

- a) i) ORB/SRO's annual membership fees shall be:
 - \$50.00 Graduate Library Technician;
 - \$20.00 Library Technician Student;
 - \$20.00 Library Technician Senior Citizen;
 - \$45.00 Associate;
 - \$80.00 Institution/Organization/Corporation.

These fee increases are effective 1992/93.

ii) Fees shall be set by the Executive and ratified by the full membership at the Annual Meeting.

b) A portion of the fees levied by the Region will be forwarded to the Provincial Treasurer of OALT/ABO at the rate set by OALT/ABO.

By-Law 3 - VOTING

Only those with full membership status shall be accorded voting rights.

By-Law 4 - DUTIES OF THE EXECUTIVE, ATTENDANCE, VACANCIES

PRESIDENT

1. The President is the head of the Branch, and the Provincial representative at the Annual Meeting of the Branch.
2. Upholds the ideals and purposes of the Branch.
3. Chairs Executive Meetings, General Meetings and the Annual Meeting of the Branch.

VICE-PRESIDENT

1. In the absence of the President or at the request of the President shall perform the duties and exercise the powers of the President.
2. It is understood that she/he has the option to be a nominee for incoming President.
3. May be appointed chairperson of a special committee by the Executive.

DIRECTOR

1. Attends all regional Executive meetings, and shall submit a brief written report of the previous meeting of the provincial Board of Directors.
2. Presents a written report at each regional General Meeting, and reports back to the provincial Executive and Board of Directors.
3. Takes an active part in the activities of the regional Branch.
4. Attends all meetings of the Board of Directors, which are to be not less than four times a year, acting on behalf of the region. (There are usually six meetings - two at the Conference in May, and one each September, November, January and March).
5. Submits a brief written report at each Board of Directors meeting, with copies to each member of the provincial Executive and Board of Directors.
6. Submits written report at the Annual Business Meeting, held at the Conference in May, of the activities of the regional Branch during the past year.

TREASURER

- 1. Makes all financial transactions of the Branch.
- 2. Maintains complete records thereof and reports fully thereon.
- 3. Settles accounts passed for payment by the Executive.
- 4. Presents a financial statement to the general membership at the Annual Meeting.
- 5. If requested in writing by five (5) full members in good standing two months prior to the end of the designated fiscal year, arranges to have the books audited at the end of the Branch year.

SECRETARY

- 1. Records minutes in the Branch minute book of all meetings.
- 2. Shall see that copies of minutes of General meetings are distributed to Executive members at least three weeks prior to the succeeding General Meeting.
- 3. Shall call each officer and committee head two days prior to Executive Meetings as a reminder.
- 4. Shall contact the President as to the agenda of all meetings and include with the minutes.
- 5. Shall collect all written committee reports four (4) weeks prior to the Annual Meeting for typing and duplicating.
- 6. Maintains an up-to-date copy of the Constitution at all times.

ATTENDANCE

- 1. A person who accepts an Executive position is required to attend meetings of the Executive regularly.
- 2. Failure to attend on a regular basis (absence from three Executive Meetings) would require a review by the Executive of the position of the member in question.

VACANCIES

In the event that a vacancy should occur, the Executive may appoint a member in good standing to fulfil the duties of the vacant office until the term expires.

By-Law 5 - COMMITTEES

- a) There shall be such committees as the Executive may from time to time determine; and the composition and duties of each standing committee shall be set forth by the Executive.
- b) Standing committees shall be established at the discretion of the current executive. Each committee shall be responsible to the President.
- c) The head of each committee shall be notified of all Executive Meetings. Attendance is not required, but, a progress report should be submitted when unable to attend.
- d) Written annual reports of all committees and of all temporary committees shall be submitted to the Secretary four (4) weeks prior to the Annual Meeting.

By-Law 6 NOMINATING COMMITTEE

- a) The nominating committee shall be appointed by the Executive no later than two (2) months prior to the termination of the Branch year. (see By-Law 10)
- b) Shall be composed of no less than three (3) full members in good standing, not wishing to stand for nomination.
- c) Shall accept notification from those willing to stand for any office, as well as nominations for any office, up to thirty (30) days before the Annual Meeting.
- d) Shall be responsible for conducting the election.

By-Law 7 - ANNUAL MEETING

The notice of the Annual Meeting shall include the Agenda. This shall be mailed out to all members, at least three (3) weeks prior to the Annual Meeting.

By-Law 8 - ELECTIONS

- a) The voting for the Executive shall be conducted at the Annual Meeting.
- b) Nominees for Executive positions will consist of those nominated by mail as well as those nominated from the floor at the Annual Meeting.
- c) To be valid, the vote must consist of fifty (50) percent plus one (1) of the votes of the full members present and in good standing at the Annual Meeting.

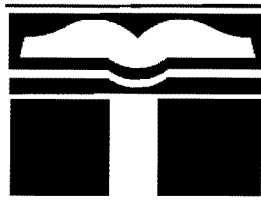
By-Law 9 - DEFINITIONS

QUORUM

- a) At any General Meeting of the Branch there shall be a quorum of no less than six (6) of the full members in good standing.
- b) At any Annual Meeting of the Branch, there shall be a quorum of no less than ten (7) of the full members present, and in good standing.
- c) A quorum of the Executive shall be three officials. This must consist of the President, either the Vice-President or the Director, and either the Treasurer or the Secretary.

By-Law 10 - BRANCH YEAR

The Branch Year shall be from September 1st to August 31st.



**ONTARIO ASSOCIATION OF LIBRARY TECHNICIANS /
ASSOCIATION DES BIBLIOTECNICIENS DE L'ONTARIO**

Director's Report



This will be my last report as the Ottawa Region's Director. At the Annual Business Meeting, May 27, I became the Provincial Vice President of the Association.

I decided to accept the position for several reasons:

- Ottawa needs to be represented at the provincial level, particularly as it is one of the only two bilingual regions;
- for many years, most of the positions at the executive level were held by members from one region with a few others in single positions. Ottawa had not been active in the Provincial Executive for some time.
- I was ready for a change. I had been on the regional level for many years and needed to go forward.

Past annual meetings have been delayed over the elections. People had to be coerced into positions. This year, the meeting lasted approximately one hour ... fastest it has been in years!

The New Provincial Executive is as following:

President:	Marion Doucette	(Lohania)
Vice-President:	Susan Bourdeau	(Ottawa)
Secretary:	Penni Lee	(TALTA)
Public Relations:	Mary Grace Stewart	(Halton/Peel)
Treasurer:	Theresa Kennedy	(TALTA)

Some of the new jobs the Provincial Executive will be doing are:

- A Salary Survey;
- A Review and revision of the Standing Rules and Orders;
- The Constitution (which was passed at this ABM) is to be translated into French and will have to be voted on at the next ABM;
- A new membership directory is to be published. We are going back to the smaller purse-size. Expected date: late September.

**FOR CHANGES OR CORRECTIONS TO THE MEMBERSHIP INFORMATION, PLEASE CONTACT
DIANA BROWN (234-0718) (H).**

Susan Bourdeau
ORB/SRO

From the Screens of INTERNET ...



INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS AND INSTITUTIONS

The International Federation of Library Associations and Institutions (IFLA) is a federation of 154 associations, 935 institutional members and affiliates, 180 personal affiliates, and 15 bodies with consultative status in 135 countries. IFLA has consultative status A with Unesco, associate status with the International Council of Scientific Unions, and observer status with the World Intellectual Property Organization (WIPO) and the International Organization for Standardization (ISO). IFLA has offered consultative status to 14 non-governmental organizations working in related fields, including its closest counterparts in the documentation (FID) and archival (ICA) worlds.

Objectives of IFLA

Founded in 1927 in Edinburgh, IFLA was created to provide librarians throughout the world with a forum for exchanging ideas, promoting international cooperation, research and development in all fields of library activity, including bibliography, information services and the education of personnel and to provide a body through which librarianship can be represented in matters of international interest. IFLA is an independent, international, non-governmental association with Headquarters in The Hague, Netherlands.

Categories of Membership and Affiliation

There are two main categories of voting members (all members have voting rights in all meetings and on all matters), those of Association Member and Institutional Member. Additionally, there are two important categories of non-voting members, those of Personal Affiliate and Institutional Affiliate.

Structure of IFLA

IFLA is democratically structured. The Council (= general members' meeting) is IFLA's highest organ. Members nominate candidates for IFLA's Executive Board and elections are held during Council meetings. Members also have the right to register for Sections and, if registered, nominate and elect the Standing Committees (= core groups of experts) for those groups. Through the Standing Committees the major professional steering bodies are formed. IFLA's main steering bodies as defined by the Statutes are the EXECUTIVE and PROFESSIONAL BOARDS; the first has full powers of administration and management, the second deals with coordinating and planning professional activities. The Executive Board consists of an elected President and seven elected members, with the Chairperson of the Professional Board serving as an ex officio member. The Professional Board is composed of the Chairperson from each of the eight Divisions, plus a Chairperson elected from the outgoing Professional Board by the incoming PB members.

IFLA works through two kinds of unit: the professional groups of 32 Sections and 12 Round Tables grouped in 8 Divisions for type of library or library activity; and the 4 core programmes, whose activities intersect the interests and concerns of all libraries and their users, plus a 5th core programme for ALP. The policy matters of IFLA are conducted by the Executive Board. The professional programme as overseen by the Professional Board includes that of all professional groups and for the

core programmes of Advancement of Librarianship in the Third World (ALP), Universal Availability of Publications (UAP), Universal Bibliographic Control and International MARC (UBCIM), Preservation and Conservation (PAC), and Universal Dataflow and Telecommunications (UDT)).

The work of Headquarters in The Hague is complemented by Regional Offices located in Sao Paulo, Bangkok, and Dakar and by Core Programme Offices located in Frankfurt (for UBCIM), Boston Spa (for UAP), Ottawa (for UDT), and Paris, France (for PAC) with Regional Offices for PAC in Washington DC, Leipzig, Caracas, Tokyo and Canberra.

Funding

In addition to support from membership fees, IFLA's professional programme is supported by Unesco, NCLIS (National Commission for Libraries and Information Science, USA), CIDA (Canadian International Development Agency), DSE (German Foundation for International Development), IDRC (International Development Research Centre, Canada), SIDA (Swedish Agency), DSE (German Foundation for International Development), IDRC (International Development Research Centre, Canada), SIDA (Swedish International Development Authority) and more than 15 national libraries worldwide.

Grants, Funds and Fellowships

IFLA administers several grants, funds and fellowships, all of which have been set up under the auspices of the Executive Board. Details and application forms can be obtained from IFLA Headquarters.

IFLA's annual conferences are traditionally held in varying parts of the globe. The host country is responsible for all local arrangements, e.g., the exhibits, receptions, tours, the plenary programme, etc., in close cooperation with IFLA Headquarters. In 1992, the 59th IFLA General Conference will be held in Barcelona, Spain with the theme: "The Universal Library: Libraries as Centres for the Global Availability of Information". More than 2500 participants will hear approximately 150 papers in the programme meetings of IFLA's professional groups. Future conferences will be held in Havana, Cuba, 21-28 August 1994; Istanbul, Turkey, 20-26 August 1995; and Beijing, China, 25-31 August. There are approximately 150 papers in the programme meetings of IFLA's professional groups. Future conferences will be held in Havana, Cuba, 21-28 August 1994; Istanbul, Turkey, 20-26 August 1995; and Beijing, China, 25-31 August 1996. Many of IFLA's professional groups organize satellite meetings (2 to 3-day meetings which allow experts to meet for a concentrated period to discuss such topics as continuing professional education; newspaper preservation and access; multicultural librarianship; literacy programmes;) either proceeding or following IFLA's Conferences.

Publications

The most tangible results of the research and other activities of an association are usually the publications. IFLA offers the following publications free of charge to its members: IFLA Journal (quarterly); IFLA Annual; IFLA Trends (biennial report); IFLA Medium-Term Programme; IFLA Statutes and Rules of Procedure; Divisional and Sectional Newsletters; Newsletters of the Core Programmes; IFLA Communications: A Bibliography of IFLA Conference Papers (annually). The list of still available IFLA monographs contains some 250 titles.

Reminder

KEEP in TOUCH / GARDON le CONTACT

We wish to hear from you and find out what YOU would like the Region to do for you !!! Contact a member of the Executive or drop us a line at the regional post office.

Nous désirons connaître vos idées et savoir ce que l'on peut faire pour vous !!! Communiquez avec un des membres de l'Executif ou envoyez-nous un.



OALT/ABO - ORB/SRO
Box/C.P. 5182, Station/Succ. "F"
OTTAWA, ONTARIO K2C 3H4



Change of Membership Information/Request for Membership Information:

Change to:

Name: _____

Name: _____

Address: _____

Address: _____

Send Membership Form