

**Ontario Association of Library Technicians/
Association des bibliotechniciens de l'Ontario
Ottawa Chapter/Section d'Ottawa**

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Editor's Comments

Welcome to Volume 22, Number 2 of "tête-à-tête". This will be a unique issue. If we could have an underlying Theme for this edition of our little newsletter, it would be

=> a demonstration of how our Organization has changed and adapted to stay current!

As you know by now, we are no longer calling ourselves "Ottawa Regional Branch/Section régionale d'Ottawa". Effective this year, we have formed "**Ottawa Chapter/Section d'Ottawa**" of OALT/ABO. So, because of the reforms that have taken place within the Association, our Executive has struck a Committee to update our Constitution. Therefore, inside, we are including our existing ORB/SRO Constitution with our proposed OC/SO Constitution. After you have reviewed the modifications to the document, you will be prepared to ratify the revised Articles and Bylaws at our upcoming Annual General Meeting in April.

With respect to the "Historical" excerpts that we have been running during the past year, we now have made our way up to the 1990s. This was the Decade that marked a Technology Explosion for our entire population. Nothing was left untouched by Computerization – not our Libraries, nor our Businesses nor Personal Lives. OALT/ABO - ORB/SRO, for its part, did not shy away from Technology either. During the 1990s we hopped on the Band Wagon by offering several topical workshops. Furthermore, we streamlined our newsletter and made better use of computer graphics and digitized text that employed Optical Character Readers. All-in-all, it was one of the most significant periods of adjustment for everyone.

We hope that you will enjoy your reading and we look forward to seeing you at our upcoming Meetings and Events.

Linda Landreville
Editor/rédactrice
"tête-à-tête"

Commentaires de la rédactrice

Bienvenue au numéro 2 du volume 22 de "tête-à-tête! Ce numéro sera spécial. Si nous avons à choisir un thème pour cette édition de notre petit bulletin de nouvelles, ce serait <<une démonstration illustrant comment notre organisation a changé et comment elle s'est adaptée pour continuer à assumer un rôle d'actualité.

Comme vous le savez, le nom de notre section "Ottawa Regional Branch/ Section régionale d'Ottawa" n'existe plus. Cette année, nous sommes devenus "**Ottawa Chapter/Section d'Ottawa**". En raison des réformes qui ont eu lieu dans notre association, notre exécutif a établi un comité chargé de réviser notre constitution. Nous avons donc inclus la constitution actuelle de l'ORB/SRO ainsi que l'éventuelle constitution de l'OC/SO. Après avoir pris connaissance des modifications proposées, vous serez prêts à ratifier les articles et règlements révisés lors de notre prochaine assemblée générale annuelle en avril.

En ce qui a trait à nos extraits historiques que nous avons publiés au cours de l'année dernière, nous sommes maintenant rendus en 1990. Cette décennie fut marquée par une explosion technologique pour tous. Tout a été touché par l'automatisation, nos bibliothèques, nos commerces et nos vies personnelles. OALT/ABO - ORB/SRO a fait face à ces changements en offrant des ateliers sur divers sujets. De plus, nous avons modernisé notre bulletin de nouvelles en utilisant l'infographie, des textes numérisés où des lecteurs de caractères optiques sont utilisés. En fin de compte, ce fut une période d'ajustement très significative pour tous.

Nous espérons que vous aurez un grand plaisir à lire ce numéro et que vous participerez en très grand nombre à nos prochaines réunions et activités.

Linda Landreville
Editor/rédactrice
"tête-à-tête"

A Word from the President

Wow! What a winter, eh!! We've been somewhat event-challenged over the past couple of months!!!

We had acquired an impressive list of registrants for the Metadata presentation in mid-January, but the speaker had to cancel due to an injury. However, we had Carol

Bennett (Chapter Coordinator) in from Toronto who was eager to meet with us. I managed to gather up most of the executive for dinner at the East India Company. It was one of Ottawa's coldest nights of the year...but the food and company were warm!

After much scrambling, we got Louise Decarie to speak on Web Accessibility on Feb 10th for the joint OALT/ABO Ottawa and LANCR event at Ottawa Public Library. We had 26 in attendance...pretty good for such short notice. In an effort to increase numbers I had sent the notice to NCALL, CASLIS Ottawa Chapter and to OPL. The additional challenge we faced was a data projector malfunction. It was incompatible with Louise's Dell laptop. However, despite the speaker's flu symptoms, she managed to deliver a very informative and interesting presentation with the group having to huddle closer to her computer. Hey, we even got some positive feedback from a couple of the attendees the next day!

Now that the constitution committee have done the awesome job of re-writing the Ottawa document, we're having a "town hall" Q&A session on March 25th. This concept worked so well during the conference for the provincial constitution changes, we decided to do it here!

Also, as a heads up for April...mark you calendars for our dinner AGM on April 15th at the Courtyard Restaurant!

I was delighted to learn recently that our membership has increased a bit! There must be more out there? With all the government, school, public and special libraries in this city...there's gotta be lots of techs!! And I wanna find 'em!! But I need your help. Know anyone who's not an OALT member...yet!? If so, please encourage them to join us! We're gonna need lots of help to put together a conference in May 2005, not to mention a conference co-ordinator!

Kathy Heney
President/Présidente
Ottawa Chapter/Section d'Ottawa

Mot de la présidente

Ah! Quel hiver, n'est-ce pas? Nous avons eu quelques défis ces derniers mois en ce qui concerne la tenue de nos activités.

Nous avons plusieurs inscriptions à notre présentation

sur les métadonnées qui devait avoir lieu à la mi-janvier mais à la toute dernière minute, notre invitée s’est blessée et nous avons dû annuler. Cependant, Carol Bennett, notre coordinatrice de section, était en visite de Toronto et tenait à nous rencontrer. J’ai réussi à rassembler plusieurs membres du conseil et nous nous sommes rencontrées au restaurant East India Company pour souper. C’était une des soirées les plus froides de l’année, mais heureusement la bouffe était chaude et la compagnie, chaleureuse.

Puis, malgré quelques difficultés, nous avons réussi à trouver Louise Décarie pour nous présenter une session sur l’accessibilité du Web, lors de notre événement conjoint de l’OALT/ABO et l’ABRCN du 10 février, à la bibliothèque publique d’Ottawa. Nous étions 26 personnes, pas si mal pour une activité de dernière heure. Dans le but d’augmenter la participation à cette session, j’avais envoyé l’avis à *NCALL*, à la section d’Ottawa de *CASLIS* et à la bibliothèque publique d’Ottawa. Le déficit additionnel auquel nous avons dû faire face était le fonctionnement défectueux du projecteur d’image-écran qui s’est avéré incompatible avec l’ordinateur portatif Dell de Louise. En plus, notre invitée souffrait de la grippe. Malgré tout ça, Louise Décarie a su nous présenter une session très informative et intéressante avec notre groupe assis collés les uns contre les autres autour de son ordinateur. On a même reçu des réactions positives le lendemain!

Maintenant que le comité chargé de la constitution a complété le travail ardu de reviser le document d’Ottawa, nous tiendrons une assemblée le 25 mars en vue de répondre à vos questions. Ce genre de session avait tellement bien fonctionné pour les changements constitutionnels provinciaux lors de notre dernière conférence que nous avons pensé procéder de la même façon à Ottawa.

De plus, à noter sur vos calendriers, notre assemblée générale annuelle et souper aura lieu le 15 avril au restaurant Courtyard.

J’étais enchantée d’apprendre que nous sommes un peu plus nombreux dans notre section. Mais, il doit y avoir d’autres techniciens, avec toutes les bibliothèques gouvernementales, scolaires, publiques et spécialisées qui se trouvent dans cette ville...et je veux les trouver. Mais j’ai besoin de votre aide. Vous connaissez quelqu’un qui est technicien mais qui n’est pas encore membre de l’ABO? Si oui, encouragez-les à se joindre à nous! Nous devons organiser la conférence de mai 2005 et nous aurons besoin d’aide et surtout, d’un(e)

coordonateur/coordinatrice de conférence.!

Kathy Heney
President/Présidente
Ottawa Chapter/Section d’Ottawa

“tête-à-tête”...History/Histoire!

Editor’s Note:

The following excerpts cover miscellaneous articles and announcements published in “tête-à-tête” throughout the 1990s.

You will notice that during the early part of this decade, we had a few challenges in acquiring Translators and newsletter contributions. As a result, some of our items were a little on the unusual side and printed in English only.

As the years progressed, however, we made significant strides in improving the quality of our newsletter.

Note de la rédactrice:

Les extraits suivants couvrent différents articles et annonces publiés dans “tête-à-tête” au cours des années 1990.

Vous remarquerez qu’au début de cette décennie, nous avons de la difficulté à trouver des traducteurs et des soumissions à nos bulletins. Comme résultat, certains de nos articles étaient quelque peu inusités et imprimés en anglais seulement.

Cependant, au fil des ans, par nos efforts nous avons pu améliorer la qualité de notre bulletin de nouvelles.

“tête-à-tête”...History/Histoire!

Volume 11 - 1991 ==>

“IS IT JUST ME?”

Have you ever wondered why the Patron with the Reference Question that will take at least an hour to answer seems to show up just before Lunch, or just

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when it is time to go Home? How come after the book truck is full to overflowing, nobody seems to put any more books on it? For that matter, nobody takes a book off the shelf...but, the moment you get everything put away, people descend on the Library like a horde of locusts on a ripe grainfield ...only to leave like ghosts once the place is in total chaos again.

Have you ever been tempted to go outside your Library and look for that sign which says: 'PLEASE DO NOT ENTER ONE AT A TIME, BUT ONLY IN GROUPS, AND ONLY WHEN ALL OF YOU HAVE QUESTIONS.' ...It should be hanging just above the sign which says: 'IF THE LIBRARY STAFF IS BUSY ANSWERING QUESTIONS, CALL THEM ON THE PHONE.'

Enough from me. Now it is your turn!

Ian A. Leslie

Volume 12 - 1993 ==>



The Jean Desislets Memorial Fund:

The OALT/ABO Conference is coming up! Each year, the Hosting Region steps up its efforts to reach out to new and long-time members and to the Library Community as a whole.

It is now our turn again! Ottawa Regional

Branch/Section régionale d' Ottawa has chosen the title "Reflections '93 ". This name has a very special meaning for us. It is an occasion to think about not only how far we have progressed as an Association, but, we should also consider and appreciate the many people who have influenced us along the way. Therefore, it is a perfect time to take a few minutes to inform our new colleagues and remind the current membership of a cause that is very dear to our hearts: The Jean Desislets Memorial Fund.

Jean Desislets joined OALT/ABO, ORB/SRO in 1974 and remained extremely active in the Branch until her death in 1990. Through her various regional positions (including, Membership Chairperson, and President), Jean strongly promoted the use of our Regional Bursary Fund to subsidize a student to attend the OALT/ABO Annual Conference. She believed that Students are the backbone and THE FUTURE of our Association. She felt that all Library Technicians would benefit by supporting students and encouraging them to belong to OALT/ABO; perhaps continuing on in a leadership capacity. To Jean's credit, a few students have done just that. After attending a conference through the help of this Fund, they have stayed and made a significant contribution on our behalf.

Furthermore, Jean understood that with increasing costs, this fund must continually be built-up. Each year, ideas were being generated that could raise awareness for this worthwhile endeavour.

It is in tribute to her dedication and strength of spirit that we have renamed this Bursary Fund - The Jean Desislets Memorial Fund.

All Library Technicians and friends of the association are encouraged to keep Jean's dream alive. *Donations can be sent to: The Jean Desislets Memorial Fund c/o: OALT/ABO ORB/ SRO P.O. Box/c.p. 5182 Station F Ottawa, Ontario K2C 3H4

* - Please note that these donations are not tax deductible.

"tête-à-tête"... History/Histoire!.....

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ONTARIO ASSOCIATION OF LIBRARY TECHNICIANS /
ASSOCIATION DES BIBLIOTECHICIENS DE L'ONTARIO
OTTAWA REGIONAL BRANCH / SECTION RÉGIONALE D'OTTAWA



**ORB / SRO SHORT STORY CONTEST,
1995**

Get rid of the Winter Blues!
Give your imagination some exercise!

"Library Technician" stories - approx. 500 words
Typed

[English or French]

Deadline: April 1, 1995

Send to: ORB/SRO Post Office Box



Winning entry will be published in Spring issue of "tête-à-tête"

First Prize: Free Membership for 1995-96

(ORB/SRO Executive is not permitted to enter Contest)

Volume 15 - 1997 ==>

A Word from the President:

I can hardly believe that summer is finally here. After such a cool spring, it puts one in the mood for celebration. Perhaps that is one of the reasons, we've decided that our next ORB/SRO gathering should be a picnic. It's a great opportunity to meet and get to know your fellow members, as well as catch up on the news from your association. As it may also be our last chance to get together before the Annual Business Meeting, it could be a perfect time to meet your executive personally and hear about their experiences over the past year. Who knows, perhaps you'll be inspired to run for a position on next year's executive, help out on a committee or just lend a hand when needed. So check out the enclosed flyer and mark it on your calendar.

The big events in OALT/ABO since our last issue are, of course, this year's conference, Transformations '97 and the posting of the **OALT/ABO web page**. If you were not fortunate enough to attend the first you can read all about it in Léone Mineault's article. As for the second, you can check that out for yourself. **The URL is**

<http://www.interlog.com/~oaltabo>. There has been a committee established to oversee the administration of the webpage and the Committee is currently looking for a chairperson. If anyone would be interested in hearing more about this position, please contact a member of your executive.

Have a great summer!

Ann Censner
President
ORB/SRO

Un mot de la Présidente

J'ai peine à croire que l'été est enfin arrivé. Après un printemps très frais, cela nous met l'esprit en fête. C'est pour ça que nous avons décidé que la prochaine rencontre de l'ORB/SRO sera un pique-nique. C'est une belle occasion pour se rencontrer, pour faire connaissance d'autres membres de la région et aussi pour se tenir à jour sur les faits et gestes de l'association. Se sera peut-être la dernière chance que l'on aura de se rencontrer avant la prochaine réunion annuelle, c'est l'occasion parfaite de rencontrer les membres de votre exécutif et de les entendre parler de leur expérience à l'exécutif. Qui sait peut-être qu'en entendant parler les membres de l'exécutif de leur expérience vous décideriez de vous présenter aux prochaines élections de la région, accepteriez de faire partie d'un comité ou de donner un coup de main quand cela serait nécessaire. Alors vérifiez le pamphlet ci-joint et inscrivez-le à votre agenda.

Les événements importants qui eurent lieu depuis le dernier numéro est comme de raison la conférence de cette année, Transformations '97 et l'affichage sur Internet de la **page web de l'OALT/ABO**. Si vous n'avez pas eu le chance d'assister à la conférence vous pouvez lire l'article de Léone Mineault sur ce sujet; quand à la page web vous pouvez la consulter vous-même. **L'adresse Internet est:**

<http://www.interlog.com/~oaltabo>. Un comité a été établi pour veiller à l'administration de la page web; l'association est à la recherche de quelqu'un pour présider le comité. Si vous désirez plus d'information à ce sujet s.v.p. entrer en contact avec un membre de l'exécutif. Passer un été agréable.

Ann Censner
Présidente, ORB/SRO

"tête-à-tête"... History/Histoire!.....

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CONGRATULATIONS to Susan Bourdeau on winning the President's Award, at the May conference. Susan has put in untold hours and effort in support of OALT/ABO and is most deserving of this recognition. We at ORB/SRO are especially grateful for all her hard work and proud that she is part of our region.



FÉLICITATIONS à Susan Bourdeau qui a gagné le trophé du Président à la conférence en mai. Susan s'est dévoué sans compter les heures pour supporter l'OALT/ABO, elle mérite bien ce trophé. Nous de l'OALT/ABO sommes très

reconnaisant de tous les efforts fournis par Susan et sommes fiers qu'elle fasse partie de notre région.

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Director's Report

The Board of Director's and Provincial Executive have been quite busy trying to accomplish what the membership has asked us to do at this year's Roundtable, and Brainstorming. Both the September and November meetings brought us closer to accomplishing these goals. Below are some of the items brought up at the meetings.

Programs closing down

It was announced that Sheridan College was closing their LT program down in 2000. The main reason given was declining enrollment. Georgian College has also closed their program, while Seneca College and Fanshawe have become concerned about declining enrollment. Since Mohawk College is a part time program now, that leaves only Lakehead University and Algonquin College still going strong (as far as we know). The Board of Directors has raised the question, what can OALT/ABO do?

Conference reports

Lohania has closed their books, and showed a modest profit. A cheque for \$997 was given to the Provincial.

This year's conference will be in Sudbury on May 13-16 (Perspectives '99) at the Sheraton Four Points Hotel. The room rate will be \$70/night (single or double). The Conference will be open Thurs with a welcome event and feature exhibits. There will be 2 Workshops on Friday, and 1 Sat. morning. The ABM will be Sat. afternoon, and banquet that evening. The registration package should be in the mail the 1st week of March. At the November meeting it was discussed whether we would be able to get a group rate either flying, or busing down to Sudbury. An email went out to Ottawa members for feedback. Please contact Diana Brown (234-0718), for more information .

OALT/ABO at CLA Conference

There will be a brunch open to any OALT/ABO member who wish to attend on Saturday, 19 June, 1999. The \$15 brunch will be partially subsidized by The Provincial. After brunch, attendees are invited to the workshop "Tips for the New Supervisor - Step onto the Management Ladder in Style" for free. There will be a news release out to everyone.

List/serv

The list/serv is up and running. To subscribe send a message addressed to:

oaltabo-request@faxon.ca
leave the subject line blank and type 'subscribe' in the body of the email. You will receive an email message confirming that you are subscribed to the list/serv. Once you receive confirmation, you can post messages using the address: oaltabo@faxon.ca

Public Relations Co-ordinator

Gislaine Janveaux has been hard at work since she took over this position. With the help of Valerie Welsh and Heather Houston she has updated the perspective members packages by conforming all information going out on one type of paper, as well as one font (making the packages look more professional), as well as having the map redone. She has also submitted an article about our 25th anniversary in Feliciter, Information highways, OLA, and several alumni newsletters, as well as other Library Associations. The article is below.

Diana Brown
ORB/SRO Director

“tête-à-tête”... History/Histoire!

Rapport du directeur

Le Comité des directeurs et les membres de l'exécutif provincial ont été très occupés durant les derniers mois à essayer de réaliser toutes les idées des membres qui ont été exprimées lors de la table ronde et du remue-ménages de cette année. Les réunions de septembre et de novembre nous ont rapprochés de ce but. Ce qui suit sont le résultat de ces réunions.

Fermeture de programme

On a annoncé que le Collège Sheridan fermerait son programme pour les techniciens en bibliothéconomie en l'an 2000. La raison principale de cette fermeture est le manque d'inscription au programme. Le Collège Georgian ferme eux aussi leur programme, tandis que le Collège Seneca et Fanshawe sont aussi inquest du manque d'inscription à leur programmes. Depuis que le Collège Mohawk a réduit son programme de moitié ils ne restent que les programmes de l'Université Lakehead et du Collège Algonquin qui fonctionnent à temps plein (autant que l'on sache). Le Comité des directeurs a soulevé cette question que peut faire OALT/ABO?

Rapport sur les conférences:

Lohania a fermé ses livres et a fait un modest profit. Un chèque pour 997\$ a été remis au provincial. La conférence cette année aura lieu à Sudbury du 13 au 16 mai (Perspective '99) à l'hôtel Sheraton Four Points. La chambre sera de 70\$ par nuit (simple ou double). La conférence ouvrira le jeudi par un événement social de bienvenue ainsi qu'une exposition. Il y aura 2 ateliers le vendredi ainsi 1 le samedi matin. La réunion annuelle d'affaire sera le samedi après-midi et le banquet aura lieu le soir. L'envoi pour l'inscription nous parviendra durant la première semaine de mars. À la réunion du mois de novembre il a été discuté si il y aura possibilité d'avoir des tarifs de groupe soit en avion ou en autobus pour se rendre à Sudbury.

Un message par courrier électronique fût envoyé aux membres de la région d'Ottawa pour consultation. S.v.p. entrer en communication avec Diana Brown (234-0718) pour plus d'information.

Conférences de l'OALT/ABO et ABC

Il y aura un brunch, le samedi 16 juin, ouvert aux membres de l'OALT/ABO qui désirent y assister. Le

brunch de 15\$ sera subventionné en partie par le provincial. Après le brunch il y aura un atelier gratuit où tous sont invités. Le titre de l'atelier est le suivant: Tips for the New Supervisor - Step onto the Management Ladder in Style. Il y aura un communiqué de presse à cet effet.

List/serv

La List/serv est maintenant en fonction. Pour s'abonner il suffit d'envoyer un message à oaltabo-request@faxon.ca; laisser la ligne de titre du message libre et dans le corps du message inscrire 'subscribe'. Vous recevrez un message par courrier électronique confirmera votre abonnement à la list/serv. Une fois que vous avez reçu confirmation vous pouvez poster des messages à l'adresse suivante: oalt/abo@faxon.ca

Coordonatrice des relations publiques

Gislaine Janveaux travaille très fort depuis qu'elle a pris charge de ce poste.

Avec l'aide de Valérie Welsh and Heather Houston, elle a mis à jour l'envoi pour les nouveaux membres en s'assurant que l'information envoyée était inscrite sur une seule sorte de papier et que les caractères d'imprimerie était le même (les envois ont l'air beaucoup plus professionnel), elle a aussi refait la carte. Elle aussi soumis un article sur le 25e anniversaire de notre association à Felicter, Information Highways, OLA plusieurs bulletin de nouvelles d'alumnus ainsi que d'autres association de bibliothèque. L'article publié en anglais se trouvent ci-dessus.

Diana Brown
Dir. ORB/SRO



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**To catalogue or not to
catalogue? - Part II**

And, the excitement continues! I know, I know, you've all been waiting with bated breath since my last column. Well, the wait is over.

Since I gave a summary of the background last time, let's discuss the fields that apply to electronic publications.

These fields are used regularly. (*I'm about to start MARC21speak!*).

- here at Statistics Canada, we use the 516 field (type of computer file) to describe the type of periodical and/or monograph and the format. (Not all libraries do so):
 - ☞ Electronic serial in PDF format.
 - ☞ Electronic monograph in HTML format.
- the 538 field (system details note) is also used for mode of access and system requirements:
 - ☞ Mode of access: World Wide Web.
 - ☞ System requirements: Adobe Acrobat reader.
- the GMD for the 245 (title field) is:
 - ☞ \$h[electronic resource].
- a 500 is also required. (general note):
 - ☞ Title from title-screen (viewed Feb. 2 2004).
- the 856 (electronic location) is also given, which includes the url and an explanatory note.
 - ☞ www.statcan.ca \$zINTERNET access.

If you are using MARC21, there are a number of fixed fields which also apply to electronic publications.

Web resources fall under the electronic resources area, which include Websites, databases and online systems. With the above mentioned fields, we often use a 520 (summary note) to describe the resource. This information can be gleaned from the "about us" section typically found in most Web resources. We provide subject analysis, but no classification. We use INTERNET as our call number.

Many Canadian Government electronic monograph and serial records are available through Amicus. However, Websites, databases and the like are often not available. I will find some through OCLC, but the subject analysis is poor or non existent. Mostly, original cataloguing is required and can be timing consuming depending on the extent of the resource. (*I know, line ups are forming as you read to apply for positions in cataloguing electronic resources! Not to worry, as more and more libraries start cataloguing e-resources, more records will become available.*)

Even though it does take time, I do enjoy dissecting these sites. Figuring out what is exactly contained within is challenging and interesting. Do not pay mind to the description given by the publisher. They do not understand the difference between a Website and a database and will often refer to a Website as a "database of ...". Unless a sophisticated research strategy can be conducted, it is a Website! There are many points to consider when cataloguing these items and therein lies the fun!

OK, gotta stop yakkin!

Part three of the fulfilment and a vast array of fascinations in e-resources are coming to a "tête-à-tête" near you!

Gislaine Hamelin (formerly Janveaux)
Statistics Canada cataloguer.



Cataloguer ou ne pas cataloguer - partie II

Comme c'est excitant! Je sais, je sais, vous attendiez tous la suite avec grande anticipation! Eh bien, nous y voilà!

Étant donné que je vous ai fourni un sommaire du contexte la dernière fois, discutons maintenant des champs propres au catalogue des ressources électroniques. Ces champs sont utilisés régulièrement (*je vais maintenant parler en MARC21!*)

- ici à Statistiques Canada, nous utilisons le champ 516 (genre de fichier d'ordinateur ou de données) afin de décrire le genre de périodique et/ou monographie ainsi que le format (ceci n'est pas pratique courante dans toutes les bibliothèques)
 - ☞ périodique électronique sous format PDF
 - ☞ monographie électronique sous format HTML.
- le champ 538 (note sur les particularités du système) est aussi employé pour spécifier le mode d'accès et la configuration requise:

- ☞ Mode d'accès: World Wide Web
- ☞ Configuration requise: Lecteur Adobe Acrobat.

- l'indication générale du genre de document dans le champ 245 (titre) est:
 - ☞ \$h[ressource électronique].
- il faudra aussi entrer un champ 500, (note générale):
 - ☞ Titre de l'écran-titre (visionné le 2 février 2004)
- le champ 856 (emplacement et accès électroniques) devra aussi apparaître. Ce champ comprend l'adresse URL et une note explicative.
 - ☞ www.statcan.ca\$zINTERNET access.

Si vous utilisez MARC21, vous devez aussi tenir compte d'un certain nombre de champs fixes propres aux publications électroniques.

Les ressources web font partie de la catégorie des ressources électroniques, comprenant les sites web, les bases de données et les systèmes en direct. En plus des champs mentionnés ci-dessus, nous utilisons souvent le champ 520 (résumé) pour décrire la ressource. À cette fin, de l'information pertinente est disponible sur la page <<À propos de nous>> que l'on retrouve généralement sur la plupart des sites web. Nous ajoutons les vedettes-matières mais nous ne faisons pas la classification. Nous employons INTERNET comme cote.

Plusieurs monographies électroniques ainsi que des registres d'entrée de publications en série du gouvernement du Canada sont disponibles sur Amicus. Cependant, les sites web, les bases de données et matériel similaire n'y sont pas répertoriés. À l'occasion, je retrouve certains titres sur OCLC, mais l'analyse des sujets est très pauvre ou inexistante. Le catalogage original est donc nécessaire mais dépendamment de la ressource, le processus peut prendre beaucoup de temps. *(Je sais, vous êtes déjà en ligne pour postuler pour des postes de catalogueurs de ressources électroniques! Mais ne vous inquiétez pas, comme il y a de plus en plus de bibliothèques qui commencent à cataloguer ces ressources, il y aura de plus en plus de notices disponibles).*

Même si cela prend beaucoup de mon temps, j'aime bien

dissecter ces sites. Découvrir ce que ces sites contiennent est stimulant et intéressant. Ne vous fiez pas trop à la description fournie par les éditeurs. Ils ne comprennent pas la différence entre un site web et une base de données et identifieront un site web comme étant "une base de données de...". À moins qu'une stratégie de recherche sophistiquée puisse être employée, c'est un site web. Il y a plusieurs aspects à considérer lorsque nous cataloguons ces documents et c'est cela qui est enthousiasmant!

D'accord, j'arrête mon bavardage!

La troisième partie et une multitude d'attractions dans le domaine des ressources électroniques vous attendent dans un prochain numéro de <<tête-à-tête>>

Gislaine Hamelin (anciennement Janveaux)
Catalogueur, Statistique Canada

Ottawa - Constitutional Changes/Changements constitutionnels!

RESOLUTION TO REVISE THE ARTICLES AND BY-LAWS OF THE CONSTITUTION OF THE OTTAWA CHAPTER/SECTION D'OTTAWA, OALT/ABO

PREAMBLE/BACKGROUND

Whereas the graduate, student and retired Library and Information Technicians domiciled in and about Ottawa are desirous of forming a Chapter of the ONTARIO ASSOCIATION OF LIBRARY TECHNICIANS/ ASSOCIATION DES BIBLIOTECHNICIENS DE L'ONTARIO also known as OALT/ABO, be it resolved that revisions must be made to the Constitution and By-Laws of the said formed Chapter.

This being said, due to major Constitutional changes at the Association level, in October 2003 a Constitution Committee was struck by the ORB/SRO Executive with the mandate to review and revise the Articles and By-Laws of the current Constitution. Upon completion of this task, a written report is to be presented to the membership four (4) weeks prior to the Annual General Meeting, according to existing By-Laws.

RESOLUTION:

Therefore, we, the undersigned, being members in good standing (see ORB/SRO Constitution By-Law 10), move to amend the Articles and By-Laws of the Constitution of the new Ottawa Chapter/Séction d'Ottawa of the Ontario Association of Library Technicians/Association des bibliotechniciens de l'Ontario as presented by the Constitution Committee.

Signed:

Ann Censner

1) Ann Censner

Barbara Cope

2) Barbara J. Cope

Linda Landreville

3) Linda Landreville

Kathy Heney

4) Kathy Heney

José Gélinas

5) José Gélinas

Ottawa - Constitutional Changes/Changements constitutionnels!



Constitutional Changes - Question and Answer Session

Date: **Thursday, March 25th, 2004**
Time: **7:00 – 8:30 p.m.**
Where: **Room 154, National Library
395 Wellington Street**

The Constitution Committee and Executive are offering this discussion opportunity to respond to any questions the members have regarding this major revision of the Chapter's Constitution.

Very little discussion will take place during the Chapter's upcoming Annual General Meeting (AGM) on April 15th. This is your chance to ask your questions, clarify issues or express any concerns. Please be sure to take advantage of it.

Changements constitutionnels - Session de questions et réponses

Date: **Jeudi, 25 mars, 2004**
Heure: **19:00 à 20:30**
Où: **Bibliothèque nationale, Salle 154,
395 rue Wellington**

Le comité chargé de la constitution et l'exécutif vous offre la possibilité de discuter et de répondre à vos questions concernant les révisions apportées à la constitution de la section.

Ces changements ne seront pas discutés en profondeur lors de notre assemblée générale annuelle (AGA) du 15 avril. Cette session est votre unique chance pour poser des questions, demander des clarifications ou exprimer vos préoccupations. Assurez-vous d'en prendre avantage.

FAQ re Constitutional changes:

Why is it now called the Ottawa Chapter/Section d'Ottawa when it used to be called the Ottawa Regional Branch/Section regional d'Ottawa?

This reflects changes in the Association's Constitution as of the Annual Business Meeting (ABM) in May 2003 which will allow for more than just geographical make-up in OALT/ABO. Ottawa Regional Branch was changed to Ottawa Chapter just as other Regions will have renamed themselves.

Was the Chapter's Executive affected at all?

Yes, there is no longer the position of Director. The Chapter's Vice-President acts as Chapter liaison with the Association's Chapter Coordinator, a new position at that level.

Were memberships affected at all?

By-law 2 was rewritten to reflect that a member may now be a member of the Association only or with an additional payment they may also be a member of the Ottawa Chapter/Section d'Ottawa.

The Constitution Committee standardized some of the text. Here are some examples:

- The previous *Provincial* level of OALT/ABO is now referred to as *the Association*.
- Of course, *Regional Branch* was updated to *Chapter* throughout.
- The official meeting of the Chapter was standardized to *Annual General Meeting* (AGM), whereas that of the Association is the *Annual Business Meeting* (ABM).
- Where appropriate, the text was updated to *Library and Information Technology or Technician*.
- By-laws are now cross-referenced where appropriate in the Articles and other By-laws.
- A standardized duty to submit their Annual Reports to the membership has been added under each Executive position except for the Treasurer who presents a financial statement. Submitting Annual Reports is also applicable to any Committees.

Ottawa - Constitutional Changes/Changements constitutionnels!

en anglais seulement =>

Published in the pages to follow are two versions of our Constitution. The first is our current ORB/SRO Articles and By-Laws as ratified on **November 20, 2001**. The second document is the latest revision of our Constitution as proposed by the Constitution Committee of the Ottawa Chapter/Section d'Ottawa. This latter piece of legislation will be voted on during our Annual General Meeting on **April 15, 2004**.

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

Amended:	June 11, 1979
	March 31, 1981
	March 31, 1982
	March 30, 1983
	March 28, 1984
	February 23, 1988
	April 8, 1992
	September 22, 1998
	November 20, 2001

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ARTICLES:

- 1- Name
- 2- Objectives
- 3 - Membership
- 4 - Organization
- 5 - Term of Office
- 6 - Meetings
- 7 - Quorum
- 8 - Rules of order
- 9 - Amendments

BYLAWS:

- 1 - Membership
- 2 - Fees
- 3 - Voting
- 4 - Duties of the Executive
- 5 - Attendance,
- 6 - Vacancies
- 7 - Committees
- 8 - Annual Meeting
- 9 - Elections
- 10 - Definitions
- 11 - Branch year

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 also known as OALT/ABO and also referred to in the text as the "Association".

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", also referred to as the "Branch".
- b) As the Association operates on the principle of local autonomy, the Branch shall be responsible for the maintenance and coordination of regional affairs.
- c) When possible, 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 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 technology.

Article 3 - MEMBERSHIP

- a) Membership shall be open to graduate Library Technicians, students enrolled in a recognized Library Technician program, graduate senior citizens, associates and institutions, who upon payment of dues shall become members as provided for in By-Laws 1.
- b) Payment of dues will entitle the member to membership in OALT/ABO at both the provincial and regional level, subject to the Constitution and By-Laws of the Association.

Article 4 - ORGANIZATION

The ORB/SRO Executive shall consist of a:

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

And an Ex-officio, a member of a previous executive chosen to advise the current executive.

Article 5 - TERM OF OFFICE

The members of the ORB/SRO 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 9).

Article 6 - MEETINGS

- a) The ORB/SRO Executive shall meet at least six times per year.
- b) The ORB/SRO membership shall meet at least four times per year at general meetings. (see By-Law 8)
- c) The Annual Meeting (see By-Law 8) shall be the last general meeting of the Branch fiscal year (see By-Law 11).
- d) Special general meetings of the membership maybe called at the discretion of the Executive.

Article 7 - QUORUM

Only when a quorum is present at any meeting, will a decision be binding on the Branch. (see By-Law 10)

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 as stated in Robert's Rules of Order.

Article 9 - AMENDMENTS

- a) Amendments to the ORB/SRO Constitution shall only be made 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) Changes to ORB/SRO Bylaws shall be made with a quorum vote at an General Meeting.

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.
 - v) Associate membership will be open to all individuals who are interested in the development of Library Technicians. (see By-Law 10)
 - vi) Institutional membership will be open to

institutions or organizations which are interested in the development of Library Technicians. (see By-Law 10)

- b) Suspension or demission:
- i) Ceases to be a member: when dues are not fully paid by October first.
- ii) Ceases to be a member: when submitting a written resignation to the ORB/SRO Executive
- iii) Membership is suspended when the said member acts in a way detrimental to the Branch as decided by the membership
- iv) A member who has been suspended can only be readmitted into the Association with the approval of the membership.

By-Law 2 - FEES

- a) annual membership fees shall be:
 - \$60.00 Graduate Library Technician
 - \$20.00 Library Technician student
 - \$20.00 Library Technician Graduate Retired or Unemployed
 - \$60.00 Full student- after 2 years at student rate for those in continuing education programmes who wish full membership
 - \$50.00 Associate
 - \$80.00 Institution/Organization/Corporation
- b) The fees shall be set by the OALT`ABO Executive and ratified by the membership at the Annual Meeting.
- c) A portion of the fees levied by the Provincial shall be forwarded to the Branch Treasurer of OALT/ABO at the rate set by the Association.

By-Law 3 - VOTING

Only members in good standing shall be accorded voting rights.

By-Law 4 - DUTIES OF THE EXECUTIVE

President:

The President:

- a- is the head of the Branch

- b- is the Provincial representative at the Annual Meeting of the Branch.
- c- chairs Executive Meetings, General meetings and the annual meeting of the branch.
- d- upholds the ideals and purposes of the Branch
- e- presents a written report to the membership at the Annual Meeting.
- f- in the event of a vacancy in the position of Treasurer, will perform the duties of ORB/SRO Treasurer

Vice-President:

- a- shall perform the duties and exercise the powers of the President in the absence or at the request of the President.
- b- attends all meetings
- c- may be appointed chairperson of a special committee by the Executive
- d- presents a written report to the membership at the Annual Meeting.

The Director

- a- represents the ORB/SRO at the provincial level.
- b- attends all regional executive meetings, and shall submit a brief written report of the previous meeting of the provincial Board of Directors.
- c- presents a report at each regional general meeting
- d- attends all meetings of the Board of Directors
- e- will submits a written report an Provincial ABM, of the activities of the regional branch during the past year.
- f- presents a written report to the membership at the Annual Meeting.

The Treasurer:

- a- is responsible for all financial transactions of the branch
- b- maintains complete records thereof and reports fully thereon
- c- presents a financial statement to the general membership at the annual meeting
- d- arranges to have the books audited, if requested in writing by five (5) full members in good standing two months prior to the end of the designated fiscal year.

e- attends all meetings

The Secretary:

- a- records minutes of all meetings and maintains and is the custodian of the up to date Regional Constitution.
- b- shall see that copies of minutes of general meetings are distributed to executive members at least three weeks prior to the succeeding general meeting.
- c- shall call each officer and committee head two days prior to executive meetings as a reminder.
- d- shall contact the president as to the agenda of all meetings and include with the minutes
- e- shall collect all written committee reports four (4) weeks prior to the annual meeting for typing and duplicating.
- f- shall attend all meetings.
- g- presents a written report to the membership at the Annual Meeting.

By-Law 5 - ATTENDANCE

- a- A person who accepts an executive position is required to attend meetings of the executive regularly
- b- 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.

By-Law 6 - VACANCIES

In the event that a vacancy should occur, the Executive may appoint a member in good standing to fulfill the duties of the vacant office until the term expires. A notice of appointment must be sent to all of the membership.

By-Law 7 - 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.
- c- Each committee shall be responsible to the Vice-President
- d- The Chair 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.

e- Written annual reports of any committees shall be submitted to the Secretary four (4) weeks prior to the annual meeting.

f- NOMINATING COMMITTEE

- i- Shall be responsible for conducting the election.
- ii- Shall accept notification from those willing to stand for any office, as well as nominations for any office up to thirty day before the annual meeting
- iii- The committee shall be composed of no less than three full members in good standing, not wishing to stand for nomination
- iv- The Nominating Committee shall be appointed by the Executive no later than two months prior to the termination of the branch year. (see By-Law 11)

By-Law 8 - MEETING NOTICES

- a- Notice of General Meetings shall be mailed at least 3 weeks prior.
- b- The notice of the Annual Meeting shall include the agenda. This shall be mailed out to all members at least three weeks prior to the annual meeting.

By-Law 9 - 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
- d- Elections are run by the Nominating Committee.

By-Law 10 - DEFINITIONS

- a- Member in good standing:

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

- b- Quorum
 - i- Annual meeting of the branch, there shall be a quorum of no less than seven (7) of the full members present, and in good standing.
 - ii- General meeting of the branch there shall be a quorum of no less than six (6) of the full members in good standing.
 - iii- A quorum for an Executive decision 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 11 - BRANCH YEAR

The branch fiscal year shall be from April 1st to March 31st.

ONTARIO ASSOCIATION OF LIBRARY
TECHNICIANS/
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L'ONTARIO

OTTAWA CHAPTER/SECTION D'OTTAWA

CONSTITUTION
AND
BY-LAWS

APPROVED: June 12, 1974

- Amended: June 11, 1979
- March 31, 1981
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April 2004

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- 12 - Chapter Year

Preamble to the Constitution

Whereas the graduate, student and retired Library and Information Technicians domiciled in and about Ottawa are desirous of forming a Chapter of the ONTARIO ASSOCIATION OF LIBRARY TECHNICIANS/ ASSOCIATION DES BIBLIOTECHNICIENS DE L'ONTARIO also known as OALT/ABO and also referred to in the text as the "Association", be it resolved that the following shall be and are the Constitution and By-Laws of the said formed Chapter.

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 Chapter of OALT/ABO shall be the Ottawa Chapter/Section d'Ottawa, hereinafter referred to as the "Chapter."
- b) As the Association operates on the principle of local autonomy, the Chapter shall be responsible for the maintenance and coordination of the Chapter affairs.
- c) When possible, all information from the Chapter 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 and Information Technician as both necessary and valuable members of the library 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 programmes for Library and Information 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.

Article 3 - MEMBERSHIP

- a) Membership shall be open to graduate Library Technicians, students enrolled in a recognized Library and Information Technician Programme, graduate senior citizens, associates and institutions upon payment of annual dues to OALT/ABO as provided for in the Chapter By-Law 1.
- b) Payment of additional Chapter dues will entitle the member to membership in OALT/ABO at both the Association and Chapter levels, subject to the Constitution and By-Laws of both the Association and Chapter.

Article 4 - ORGANIZATION

The Chapter Executive shall consist of:

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

and an Ex-officio (a member of a previous Executive) chosen to advise the current Executive.

Article 5 - TERM OF OFFICE

The members of the Chapter Executive shall be elected for a term of one (1) year with the option of re-election. The election shall be conducted by a vote at the Annual General Meeting (see By-Law 9).

Article 6 - MEETINGS

- a) The Chapter Executive shall meet at least six (6) times per year.
- b) The Chapter membership shall meet at least four (4) times per year at membership meetings (see By-Law 9).
- c) The Annual General Meeting (see By-Law 9) shall be the last meeting of the Chapter fiscal year (see By-Law 12).

- d) Special meetings of the membership may be called at the discretion of the Executive.

Article 7 - QUORUM

Only when a quorum is present at any meeting, will a decision be binding on the Chapter (see By-Law 11).

Article 8 - RULES OF ORDER

The rules contained in the latest edition of Robert's Rules of Order shall govern this Chapter in all cases to which they are applicable and in which they are not inconsistent with these Articles and By-Laws.

Article 9 - AMENDMENTS

- a) Amendments to the Chapter Constitution shall only be made at an Annual General 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 (5) members in good standing (see By-Law 11), at least one (1) month prior to the date of the Annual General Meeting.
- c) Changes to Chapter By-Laws shall be made with a quorum vote (see By-Law 11) at a membership meeting.

BY-LAWS

By-Law 1 - MEMBERSHIP

- a) There shall be the following classes of membership:
 - i) Full membership will be given to a graduate library technician from a Library and Information Technician Programme that meets the requirements as established by the Canadian Library Association.
 - ii) Student membership will be given to a Student enrolled in a Library and

Information Technician Programme for a two (2) year limit. After that time, he/she is asked to pay graduate fees and is granted full membership.

- iii) Full membership will be given to retired or unemployed graduate library and information technicians.
- iv) Associate membership will be given to an individual interested in the objectives of the Association. At the end of five (5) consecutive years, if he/she wishes to pay graduate fees, he/she will be granted Full membership. This is to be affective retroactively from May 3, 1985.
- v) Institutional membership will be given to an Institution/Organization/Corporation. This membership shall include one(1) copy of any OALT/ABO publication and cover two (2) people. Additional members may be included.

- b) Any individual or organization ceases to be a member:
 - i) when dues are not fully paid by October 1st;
 - ii) when submitting a written resignation to the Chapter Executive;
 - iii) when the said member acts in a way detrimental to the Chapter or the Association as decided by the membership. The Chapter will notify said member of their suspension.

And a member who has been suspended can only be re-admitted into the Chapter and or Association with the approval of the membership.

By-Law 2 - FEES

- a) The following amounts are the membership fees

levied by the Association:

- \$40.00 Graduate Library Technician
- \$12.00 Library Technician student
- \$12.00 Retired/Unemployed Graduate Library Technician
- \$40.00 Associate
- \$60.00 Institutional (includes two (2) people)
- \$10.00 additional institutional fee per extra person

- b) Members wishing Ottawa Chapter affiliation shall remit the following additional fees:
 - \$20.00 Graduate Library Technician, Associate, Institutional.
 - \$8.00 Library Technician Student, Retired/Unemployed Graduate Library Technician.
- c) The fees shall be set by the OALT/ABO Executive and ratified by the membership at the Annual Business Meeting.

By-Law 3 - VOTING

- a) Full and Student members(see By-Law 1) in good standing (see By-Law 11) shall be accorded voting rights.
- b) One representative of an Institutional Membership (see By-Law 1) in good standing (see By-Law 11) shall be accorded voting rights.
- c) Associate Members (see By-Law 1) are not accorded voting rights.

By-Law 4 - DUTIES OF THE EXECUTIVE

The President:

- a- is the head of the Chapter;
- b- is the Chapter representative at the Annual Business Meeting of the Association;
- c- attends and chairs all Executive Meetings, membership meetings and the Annual General Meeting of the Chapter;

- d- upholds the ideals and purposes of the Chapter;
- e- in the event of a vacancy in the position of Treasurer, will perform the duties of the Chapter Treasurer;
- f- presents a written report to the membership at the Annual General Meeting which must be submitted for translation at least four (4) weeks prior to the meeting.

The Vice-President:

- a- shall perform the duties and exercise the powers of the President in the absence or at the request of the President;
- b- acts as the Chapter liaison with the Chapter Coordinator of the Association, including submitting an annual report on Chapter activities and a financial statement;
- c- attends all meetings;
- d- may be appointed chairperson of a special committee by the Executive;
- e- presents a written report to the membership at the Annual General Meeting which must be submitted for translation at least four (4) weeks prior to the meeting.

The Treasurer:

- a- is responsible for all financial transactions of the Chapter;
- b- maintains complete records thereof and reports fully thereon;
- c- presents a financial statement to the Chapter membership at the Annual General Meeting;
- d- arranges to have the books audited, if requested in writing by five (5) full members in good standing (see By-Law 11) two (2) months prior to the end of the designated fiscal year;
- e- attends all meetings.

The Secretary:

- a- records minutes of all meetings and maintains and is the custodian of the up-to-date Chapter Constitution and By-Laws;
- b- shall see that copies of minutes of Executive meetings are distributed to Executive members at least one (1) week prior to the succeeding meeting;
- c- shall contact each officer and committee head two (2) days prior to Executive meetings as a reminder;
- d- shall contact the President as to the agenda of all meetings and include with the minutes;
- e- shall distribute notices of the Chapter's Annual General Meeting or any other business meetings of the Chapter by Post to serve the needs of members requiring correspondence in non-electronic format.
- f- shall contact each Officer and committee head six (6) weeks prior to the Annual General Meeting as a reminder to ensure that all written reports to the membership are prepared and translated;
- g- attends all meetings;
- h- presents a written report to the membership at the Annual General Meeting which must be submitted for translation at least four (4) weeks prior to the meeting.

By-Law 5 - FINANCES

- a- All Chapter monies shall be deposited in a Chartered Bank, Credit Union or Trust Company under the name of Ottawa Chapter/Section d'Ottawa, ONTARIO ASSOCIATION OF LIBRARY TECHNICIANS/ ASSOCIATION DES BIBLIOTECHNICIENS DE L'ONTARIO (OALT/ABO). An amount to be determined by the Executive is to be kept as petty cash by the Treasurer.
- b- The President or President's delegate and the Treasurer shall have signing authority, with two

(2) signatures being necessary for each transaction.

By-Law 6 - ATTENDANCE

- a- A person who accepts an Executive position is required to attend meetings of the Executive regularly;
- b- Failure to attend on a regular basis (absence from three (3) Executive meetings) would require a review by the Executive of the member in question.

By-Law 7 - VACANCIES

In the event that a vacancy should occur, the Executive may appoint a member in good standing (see By-Law 11) to fulfill the duties of the vacant office until the term expires. A notice of appointment must be sent to all of the membership.

By-Law 8 - 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.
- c- Each committee shall be responsible to the Vice-President.
- d- The Chair 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.
- e- Presents a written report to the membership at the Annual General Meeting which must be submitted for translation at least four (4) weeks prior to the meeting.
- f- NOMINATING COMMITTEE
 - i- Shall be responsible for conducting the election;

- ii- 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 General Meeting;
- iii- The committee shall be composed of no less than three (3) full members in good standing (see By-Law 11), not wishing to stand for nomination;
- iv- The Nominating Committee shall be appointed by the Executive no later than two (2) months prior to the termination of the Chapter year (see By-Law 12).

By-Law 9 - MEETING NOTICES

- a- Notice of membership meetings shall be mailed at least three (3) weeks prior.
- b- The notice of the Annual General Meeting shall include the agenda. This shall be mailed out to all members at least three (3) weeks prior to the Annual General Meeting.

By-Law 10 - ELECTIONS

- a- The voting for the Executive shall be conducted at the Annual General Meeting.
- b- Nominees for Executive positions will consist of those nominated by mail as well as those nominated from the floor at the Annual General 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 (see By-Law 11) at the Annual General Meeting.
- d- Elections are run by the Nominating Committee.

By-Law 11 - DEFINITIONS

- a- Member in good standing:

A member in good standing is one who has paid

his/her dues by the date set by the Chapter (see By-Law 1).

b- Quorum:

- i- Annual General Meeting of the Chapter: there shall be a quorum of no less than seven (7) members who are accorded voting rights (see By-Law 3).
- ii- Membership meeting of the Chapter there shall be a quorum of no less than six (6) members who are accorded voting rights (see By-Law 3).
- iii- A quorum for an Executive decision shall be three (3) officials, one (1) of which must be the President.

By-Law 12 - CHAPTER YEAR

The Chapter fiscal year shall be from April 1st to March 31st.

Ottawa Chapter Annual General Meeting

The Executive of the Ottawa Chapter of the Ontario Association of Library Technicians/Association des bibliotechniciens de l'Ontario is pleased to invite the Chapter's membership to the Chapter's Annual General Meeting (AGM). This year's meeting will be historic and important as the Chapter's greatly revised Constitution will be put to the membership for acceptance. The Executive would really appreciate seeing a good turnout.

Take heart though -- the AGM is one of our more pleasant Chapter activities. As with the past few AGMs, it will take place at the Courtyard Restaurant.

Past years the Executive had organized a table d'hôte menu, but this year the meal will be à la carte.

So, as you can see, it won't all be business, although besides the acceptance of the revised Constitution, annual reports will be presented to the membership and a new Executive will need to be elected -- any volunteers?

Date: Thursday, April 15th, 2004
Time: 6:00 – 9:00 p.m.
Where: The Courtyard Restaurant
21 George Street, between
Sussex and Byward

There will be the long-standing tradition of awarding a member present through a draw, a free membership, as well as a couple of door prizes.



Assemblée générale annuelle de la section d'Ottawa

L'exécutif de la section d'Ottawa de l'Ontario Association of Library Technicians/Association des bibliotechniciens de l'Ontario a le plaisir d'inviter tous les membres à son assemblée générale annuelle (AGA). Cette année, notre réunion aura une valeur historique et sera très importante puisque la constitution révisée de la section d'Ottawa vous sera soumise pour votre approbation. L'exécutif apprécierait qu'un bon nombre d'entre vous puissiez participer à cette réunion.

Notre AGA est une de nos meilleures activités. Comme par le passé, elle aura lieu au restaurant Courtyard.

Auparavant, l'exécutif planifiait une table d'hôte mais cette année, vous pourrez commander à la carte.

Donc, comme vous pouvez constater, ce ne sera pas uniquement une réunion d'affaires bien qu'en plus d'approuver la constitution révisée, les rapports annuels seront présentés et un nouvel exécutif devra être élu. Des volontaires?

Date: Jeudi, 15 avril, 2004
Heure: 18:00 à 21:00
Où: Restaurant Courtyard
21, rue George, entre Sussex et
Byward

Nous continuerons notre tradition de tirage de prix de présence dont une adhésion gratuite.





"HTTP://www..."

OALT/ABO:
<http://www.oaltabo.on.ca>

Library of Congress: <http://www.loc.gov/>

Special Libraries Association: <http://www.sla.org/>

Canadian Libraries Association (CLA):
<http://www.cla.ca/>

Ontario Library Association: <http://www.accessola.org/>

"The Resource Shelf" - Resources and News for
Information Professionals: www.resourceshelf.com

further OLA urls...

www.freepint.com/gary/olafavtools.htm
www.freepint.com/gary/olawebsearch.htm

"Libraries on the World-Wide Web":
<http://www.freenet.victoria.bc.ca/libraries.html>
[it links to a number of other library sites]

<http://www.lights.com/webcats/countries/CA.html>: an
alphabetical list across Canada of different
types of libraries with free online catalogues:

National Library of Canada: <http://www.nlc-bnc.ca/>

Research-it! Your one-stop Reference Desk:
<http://www.itools.com/research-it/research-it.htm>
Treasury Board of Canada Secretariat
<http://www.tbs-sct.gc.ca>

The Checklist of Indexes to Canadian Newspapers held
by the National Library of Canada is now available at:
<http://www.nlc-bnc.ca/services/checklist/intro-e.htm>

La liste de contrôle des index de journaux canadiens
conservés à la Bibliothèque nationale du Canada est
maintenant disponible à:
<http://www.nlc-bnc.ca/services/checklist/intro-f.htm>

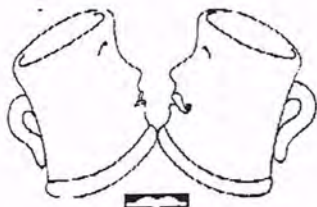
Used, secondhand, rare, and
out-of-print booksellers around the world:
<http://www.abebooks.com/>

Search Engines:

Google:	www.google.com
Metacrawler:	www.metacrawler.com
Altavista:	www.altavista.digital.com
Hotbot:	www.hotbot.com
Infoseek:	http://www.wwwinfoseek.com
Northern Lights:	http://www.nlsearch.com
Altavista Canada:	http://www.altavistacanada.com
Yahoo Canada:	http://www.yahoo.ca
Canada.com:	http://www.canada.com

Software Sites:

Tucows:	http://www.tucows.com
Slaughterhouse (a rival software website to "Tucows"):	http://www.slaughterhouse.com
Shareware.com:	http://www.shareware.com
Download.com:	http://www.download.com
Jumbo!:	http://www.jumbo.com



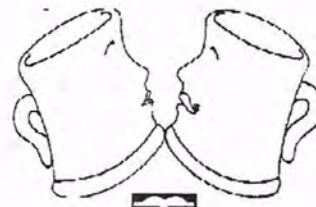
"tête-à-tête" is published three times a year by ORB/SRO. Copies are available to all members.



Keep in Touch! We wish to hear from you and find out what you would like us to do for you!



Correspondence should be forwarded to:
OALT/ABO
Ottawa Chapter/Section d'Ottawa
P.O. Box 1094, Station B
Ottawa, ON
K1P 5R1



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Gardons le contact! Nous désirons connaître vos idées et savoir ce que l'on peut faire pour vous!



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