

# APROPOS

Archival  
vol. 3 no. 2

June 1981

Summer is here with lots of news from OALT/ABO! Plans and projects are underway--stay tuned for details.

## PRESIDENT'S REPORT

Hope you will all have a peaceful and sunny summer holiday! We look forward to having you participate in the activities planned for the fall.

On June 16, the regional executive met to discuss the upcoming Board of Directors' meeting and other matters. Our treasurer reports that we have a balance of \$111.00 in our account.

A membership drive is planned in early September. Persons have been assigned to make up membership packages to be distributed to potential members.

**SEPTEMBER MEETING**—The week of Sept. 14-18 has been tentatively chosen... so keep these dates in mind. In October, the Sudbury branch wishes to have a Saturday workshop which will promote library technicians to the public and provide opportunities for workshop leaders to speak on themes of general interest. If you can think of anyone who might be interested in speaking on our behalf, or, on a general theme for our workshop, please call me at 675-4428.

MF

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## DIRECTOR'S REPORT

At the May 2, 1981 provincial Executive and Board of Directors' meeting, most of the discussion revolved around the agenda to be covered at the annual business meeting to be held at Brock University on May 16, 1981.

Francine Lacasse, director for Ottawa, was selected to present honoraria to

the outgoing executive, archivist and newsletter editors.

Some of the highlights of this meeting were:

Dorothy Kew, interim treasurer, read a list of recommendations for adoption by the incoming executive and board of directors.

The funding committee was deemed not to have filled its mandate. Letters of apology will be sent by Paulette Thibault, President, to everyone who received letters of solicitation from the funding committee. This matter will be dealt with at the annual business meeting.

Paulette Thibault will have a convention procedures manual ready by Sept. 21, 1981.

OLA has a "Job Hotline" - call 1-416-363-3380 for a recording of current job opportunities for library technicians and librarians.

The meeting agreed that board policy regarding mileage should be changed. The rate of 12 cents/km will be reimbursed to directors and PE members travelling to meetings.

Andrew Porteus, archivist, stated that Ontario Archives are interested in OALT/ABO Archives. A letter will be sent to them requesting they take over our materials.

Janet Fear, Newsletter Editor, was given permission to announce that advertising space is available in vol. VI, no. 1 of News/Nouvelles.

Dorothy Kew will attend the C.L.A. convention as a group leader on the salaries of library technicians.

In Sudbury, Bette Heard, Public Relations Coordinator, was refused time off to attend OALT/ABO 8th annual convention. The Board of Directors suggested she inform her supervisor that she is going to see the Director of Education since permission has been denied. It is hoped this will resolve the matter.

DIRECTOR'S REPORT cont.

On June 20th, the new Provincial Executive and Board of Directors met for the first time since the annual business meeting.

Nancy Carlucci, P.R. Coordinator, with the help of Francine Lacasse, Secretary, will be sending letters of congratulations to graduate students throughout Ontario. The regions were asked to submit a list of names and addresses of recent graduates in their area.

This year the membership directory will include an index of members by region.

The Archivist requested that each region send him the name of their local archivist. Sudbury's archivist is Judy Laplante.

FEEDBACK: The newsletter editors require translators for the next newsletter. This is perhaps one area where Sudbury members could make a positive contribution to the provincial association. If you are interested and would like to help, call me at 675-4428.

FEEDBACK: A representative from each region must be selected to act on the committee to examine A Proposal for Change. P. Thibault is the liaison person.

FEEDBACK: It is thought that the membership card format should be changed. If you have any ideas on ways to improve it, please call me at 675-4428.

FEEDBACK: Each region will submit a list of industries, businesses, etc. with 300 or more employees. This will lead to a job survey to be done by OALT/ABO which will explore new areas where library technicians might find employment.

FEEDBACK: Newsletter editors are needed at the provincial level. If you are interested, please call me.

A committee will be established to look after the essay contest. A minimum of 3 members is required. More information regarding the essay contest will be available in early fall.

The OALT/ABO's 8th annual convention, hosted by the Niagara region, has made a profit of approx-

imately \$4,000. On October 3, the results of the survey of convention delegates will be presented by A. Porteus.

D. Kew reported on the CLA convention. She thought meeting with library techs from other provinces was great and the workshops were very successful.

For technicians in search of employment, job hotlines exist throughout Canada:

B.C. Assoc. of Lib. Techs. 1-604-263-0014  
Ontario Library Assoc. (as previously mentioned) 1-416-363-3380

Manitoba Assoc. of Lib. Techs.-number not available at press time.

The Funding Committee, when reestablished, will become a presidential committee in order to have all communications approved by the executive.

BOARD POLICIES: New board policies were drawn up to include the details of meetings of the Provincial Executive and Board of Directors, and the supper meetings held by the executive alone.

Annual reports will need to meet certain guidelines designed by the Board of Directors and the Executive.

The cheapest rate (usually bus fare) will be paid to provincial executive and board members for travel costs to meetings, regardless of the method of transportation actually used.

Persons representing OALT/ABO on official business are permitted to submit expenses with prior approval of the Board of Directors.

M.F.

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FAIRY TALE FAVORITES

Look for these two new releases destined to become popular favorites!

The Water of Life by Jay Williams (Four Winds Press, c1980)

Pilchard, a kind and helpful fisherman answers the king's bidding to search for the "water of life." His kind heart and charitable manner almost lead to his undoing, but how he finally discovers the "water of life" makes a warm and amusing story. Delightful illustrations add to the charming tale.

East of the Sun and West of the Moon by Mercer Mayer (Four Winds Press, c1980)

A new version of the classic The Frog Prince, tells of a maiden's quest to prove her true love. Her final happiness is achieved only through work and patient waiting. The bold illustrations are rich in color and detail.

L.D.

I guess the best way to begin this article is to say that I am happy my course is over and that I hope no one ever has to go through that sort of experience again.

For any of you who missed out on the problems of the Cambrian College Library Technician Program, you can be thankful. To make a long story short, the students encountered countless instructors, chairpersons and problems. We were always arguing or angry with someone, be it teacher or administration. Now the course is over and so should our problems be, but this isn't so.

We lacked employment information and now we are beginning to see that Sudbury has little to offer a graduate library technician, especially if she speaks only English. In fact, I have been refused four positions because of language--I can't speak French and in Sudbury that's beginning to sound like a disease. The job opportunities are promising in southern Ontario and out west, but if I had wanted a job down south I would have taken my education there.

For now, I'll try to find something for the summer and in the meantime I'll keep applying out west. I have to say that if it wasn't for the program though, I wouldn't be the determined and decisive person I am.

J.O.

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THE JOHN HOWARD SOCIETY: A SPECIAL LIBRARY

In relation to the size of the population, we are fortunate in Sudbury to have so many libraries at our disposal.

We have access to the Sudbury Public Library with the main branch in the heart of the city on McKenzie St. Its many branches such as Sinclair, Regency, as well as the beautiful Civic Square Reference Library Branch make it easy for patrons to receive service anywhere in the city.

Outlying areas such as Garson, Chelmsford, Hanmer, Coniston, etc. are also served by branches of the North Central Regional Library System within each community. We also have libraries which are virtually unknown to most people. One of these is the John Howard Society Library.

It is a very small library consisting mainly of material related to criminal law and prisons, as well as any information

obtained from government or secular groups. It is made up mostly of government documents, pamphlets and a large vertical file. The John Howard Society has a standing order to receive a copy of each new publication from the government as soon as it is printed.

The vertical file is made up of material collected by the workers and volunteers of the Society. It is considered the most important part of the library since it consists of articles concerning prisons and inmates. It is made up following certain subject headings such as: alcohol, drugs, criminal law, probation, half-way houses, delinquency, rape, etc.

Many students from Laurentian University and the community colleges in the area come to the John Howard Society for their field work. These are students interested in the field of social work, law, etc.

The idea of a library originated in 1979 when Mr. Bruce Taylor, in charge of the John Howard Society at that time, set about trying to find someone to organize their material. Until then, people in search of information sometimes had to spend hours to find what they needed. Since the Society is a non-profit organization existing on a low budget, it could hardly afford to hire a library technician to do the job. He found help through the Library Technician Program at Cambrian College. Two students accepted the challenge both as field work and as a major project for their course. This resulted in a catalogue arranged in alphabetical order, with all the material shelved as a large vertical file.

The library is used by the John Howard Society workers, as well as students on field placement. High school, university and college students refer to this collection often in search of information for essays. Many telephone requests are also received.

Borrowing is on an honour system with patrons signing out the material themselves and returning it when it is requested or they have finished with it.

The library is open to anyone who has need of the information it contains. Since the Society depends largely on the help of volunteers and since it operates on a restricted budget, the expansion of the library is a long, slow process. Let us hope it will one day rival its main branch in Toronto.

M.S.



SUDBURY PUBLIC LIBRARY SUMMER PROGRAM

Beginning July 7th, children will have the opportunity to participate in the many activities offered by S.P.L.

Stories, games and crafts are offered for 6-10 year olds at the Sinclair Branch every Tuesday at 10 a.m. until Aug. 11th. The same activities take place at the main branch every Wednesday.

Children aged 9-13 will be able to make apple head characters at weekly after-noon workshops. These will be given on Wed. at the main branch (until Aug. 11th), and Thurs. at the Regency Branch (until July 30th).

On Thursday, August 13th, a magic show will be presented. Contact your nearest branch for the time. L.D.

PROGRAMME D'ETE 1981

A partir du 7 juillet, les jeunes auront la chance de participer à plusieurs activités offertes par la bibliothèque publique de Sudbury.

Il y a aura des contes, des jeux et du bricolage pour les jeunes âgés de 6 à 10 ans tous les jeudis avant-midi (10 à 11 h) dès le 9 au 30 juillet à la bibliothèque centrale de Sudbury.

Un programme d'artisanat sera offert pour les enfants âgés 9 à 13 ans qui va leur permettre de démontrer leurs talents en fabriquant des poupées avec des pommes, tous les mardis après-midi (14 h à 15 h 30) du 7 juillet au 11 août, à la succursale Sinclair au centre commercial du Nouveau Sudbury.

Les formulaires d'inscription et la liste du matériel seront disponibles à toutes les succursales de la bibliothèque publique de Sudbury pour le programme d'artisanat.

Si vous désirez d'autres renseignements, téléphonez 673-1155.

Y.L.

DID YOU KNOW?

-The Canadian Library Assoc. has announced the winners of its annual awards for children's books. Donn Kushner has won the Book of the Year Award for The Violin-maker's Gift (Macmillan), and Douglas Tait was given the Amelia Frances Howard-Gibbon Award for his illustrations in The Trouble with Princesses (Harris, C., McClelland & Stewart)

THE LIBRARY TECHNICIAN AS SUPERVISOR

"Are you a supervisor? If you are responsible for training, orienting, selecting or evaluating part-time, full-time or casual employees, you are a supervisor."

The above statement was made to a group of library technicians in attendance at the 8th annual OALT/ABO convention in Ste. Catharines by Barbara J. Land. Ms. Land is personnel officer at the Brampton Public Library and Art Gallery.

If you are a library technician in a supervisory position, have you ever really given much consideration to the implications of such a responsibility? Even as an employee, are you aware of the government legislation protecting you?

Listed below are most of the publications provided by the Ontario government which would affect anyone who is a supervisor. All of the publications are available from the Ministry of Labour or the Workmen's Compensation Board, free of charge, in English or French.

The Employment Standards Act, 1974. October 1979. 34 p. Free.

Regulations Made Under the Employment Standards Act, 1974. March 1981. 60 p. Free.

The Ontario Human Rights Code; Revised Statutes of Ontario. 1970. 23 p. Free.

An Act to Revise and Extend Protection of Human Rights in Ontario. (Bill 7, before the legislature at this time) 1981. 17 p. Free.

The Labour Relations Act; Rules of Procedure, Regulations and Practice Notes. March 1977. 171 p. Free.

A Guide to the Ontario Labour Relations Act. June 1980. 59 p. Free.

The Occupational Health and Safety Act, 1978. 39 p. Free.

Workmen's Compensation Act. December 1979. Free.

You should always have a copy of the collective agreement or contract of your organization if it is unionized. If it is not, beware of the pitfalls of interference with the employees' right to form a union.

Many brochures and pamphlets are also available to help interpret some of the legislation.

The basic elements of supervision as described by the workshop leader are:

- a) Determining work to be performed
- b) Selecting employees
- c) Orienting employees
- d) Training employees

THE LIBRARY TECHNICIAN AS SUPERVISOR cont.

- e) Delegating work or tasks
- f) Motivating
- g) Evaluating

In a large organization, some of the tasks involving personnel may be shared by several supervisors, e.g. selecting employees may be done by a library manager, while orienting, training and delegating work may be left to a library technician in a specific department.

You may think your role as supervisor is a minor responsibility but it takes up a tremendous amount of your time and effort.

Helpful Hints for the Supervisor:

1. Make sure this aspect of your position is included in your job specification and is reflected in your pay.
2. Become aware of the legislation; you may be faced with a legal charge and not even know what mistake you've made.
3. Be prepared. Read as much as possible on the subject of supervision, take courses (in-house, or at a nearby college or university) and attend workshops.
4. Join professional associations. This will help you to keep abreast of all innovations in the field and provide opportunities to share your feelings and ideas with others in your situation.

In attending such a workshop, as described, most of the library Technicians were amazed at what is involved in supervision and realized they had only touched the tip of an iceberg.

M.F.

OALT/ABO ANNUAL CONFERENCE

May, 1981 saw five of our members at the annual Conference in St. Catherines. Monique Fuchs and I travelled down together, while Paulette Thibeault, Bette Heard and Kathi Martin (South Porcupine) all travelled down alone.

The Conference was a well planned, well organized one, which we all enjoyed. At each Conference I've attended I've had the opportunity to renew all friendships and make new ones. I also have learned an awful lot about library technicians and their jobs.

I attended three workshops, two of which were excellent, the third was

alright. The Government documents one was done at the University by the Government docs. librarian. She dealt with federal and provincial docs, and was very informative.

I also attended a workshop on the acquisition of Canadian materials which was also very good and very helpful. It also touched briefly on the acquisition of French material.

The workshop on reference services was good but abit repetative.

The OALT/ABO Conference was a huge success, we all enjoyed the Henry VIII feast, and even the Business Meeting was bearable.

We said good-bye and thanks to our old executive and welcomed our new one.

So all in all, the Conference was well worthwhile, and I for one look forward to next year's. J.A.

CAMBRIAN COLLEGE NEWS

The Sudbury Regional Branch would like to welcome Cambrian's new librarian, Diane Henry. Diane comes to us with many years experience and already has started to clean up the place. We all welcome Diane and wish her every success in her new position.

WELL IT'S SUMMER

Your executive would like to take this chance to wish everyone a happy, safe summer and hope to see you at our first meeting in Sept.

Special thanks for this issue go to:

- Monique Fuchs
- Jo-anne O'Connor
- Marie St. Pierre
- Yolland Laurin
- Judy Laplante
- Linda Davis.

Take care, see you in Sept.

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