

APROPOS

vol.5 no.3

[winter 1984]

COMING SOON ...

All Members' Meeting

(Monday, February 27, 7:00 p.m.)

Our guest speaker, Joe Natale, Credit Officer with the Federal Business Development Bank will provide the unemployed and ambitious technicians in the region with some valuable information. "Self-employment: starting your own business" will be the topic of this presentation. He will supply facts about planning, searching and funding your own business. A discussion period will follow.

Annual Business Meeting

Following the guest speaker, the Sudbury executive members will report on the year's activities. The highlight of the evening, the election of a new local executive, will be left to the end.

Details will be mailed to members closer to the date.

OALT/ABO-CLA EVENT

June 10, 1984

Come and meet library technicians from associations across Canada during CLA's annual conference. You will be able to share information and make new acquaintances.

Look for the pink sheet in this issue for more information and a registration form.

LOCAL WORKSHOP BROUGHT TO YOU BY

The OALT/ABO Provincial Body will sponsor our next workshop Saturday, March 31st to be held at the North Central Regional Library.

UTLAS and its many services will be demonstrated by Sonja Hackett, Marketing Representative with the use of NCRL's terminals. Participants will be informed of all aspects of UTLAS's system including acquisitions, cataloguing, inter-library loans and something new called REF CATS.

Further details and registration forms will be sent to members. Non-members will be required to pay a registration fee.

FIND OUT ABOUT ...

LEARNING MORE IN '84

May 30th to June 2nd 1984

Geneva Park, Orillia
Hosted by Huronia Regional Branch

For further information you may contact:

Janet Scheibler
c/o Orangeville Public Library
144 Broadway
Orangeville, Ontario
L9W 2Z7

Phone: (519) 941-0610 (Work)
(519) 941-4720 (Home)

or Jackie Druery

Phone: (705) 728-1951, Ext. 209 (Work)
(705) 436-5532 (Home)

APROPOS is published four times a year by OALT/ABO Sudbury Region. Letter and enquiries should be directed to Box 2351, Sudbury, Ontario, P3A 4S8

Sudbury Regional Branch

OALT/ABO

PRESIDENT'S REPORT

Minutes of the dinner meeting held December 5th, 1983 at the Cedar Hut Restaurant:

1. Meeting called to order at 6:30 p.m.
2. Attendance:
 - Paulette Burton, President
 - Diane Gagnon, P.R. Coordinator
 - Linda Davis, Director
 - Monique Fuchs, Newsletter Editor
 - Debbie Ranger
 - Arlene Joyce
3. Minutes of the last meeting held September 8, 1983: not available.
4. Secretary/Treasurer's Report
 - Submitted by Judy Laplante
 - Membership for region as of December 1983: 27
 - Bank balance, December 5, 1983, \$3,850.69.
5. Public Relations Coordinator's Report

Financial report of workshops held November 5, 1983 submitted by Diane Gagnon. Total cost: \$908.45.

Response to the workshops was excellent. We would like to thank the people who attended, mostly the ones from out of town. It's certainly encouraging to know that the effort involved in organizing these workshops is worthwhile and that we can respond to the needs of other library workers in the Sudbury vicinity.
6. Director's Report

Regional members had to discuss and decide for the next Board of Directors and Provincial Executive meeting the possibility of having a Job Hotline for OALT/ABO. Since OLA has one and they said we could make use of it, the consensus of the group was to use theirs. In this case, we would concentrate on updating our exhibit, along with raising OALT/ABO's profile.

7. Next meeting

As indicated in our Fall issue of APROPOS, our next meeting will be held Monday, February 27, 1984. It will be our annual business meeting, so please keep this date in mind. Details about the guest speaker, Joe Natale of the Federal Business Development Bank and other activities planned for the evening, can be found in this newsletter.

8. Meeting was adjourned at 8:00 p.m.

ELECTIONS '84

Nominations are now being accepted for the positions of president, secretary/treasurer, public relations coordinator(s) and newsletter editor.

If you would like to inquire about the duties of these positions, call me at 693-4317 (Home) or 675-4428 (Work) or Paulette Burton at 556-5510 (Work) or 674-7540 (Home).

Holding an executive position is extremely rewarding. It is an excellent way of promoting yourself to your employer and the library community. (It also looks impressive on a resumé)

The Sudbury Branch now has a substantial budget to use on projects, activities, publications, etc... We welcome your suggestions for the new fiscal year and hope that you will seriously consider involving yourself in the executive.

Nominations will be accepted from the floor at the meeting Monday, February 27, 1984.

MEMBERSHIP RENEWAL

A reminder that your membership fees are now due. Please fill in the attached form and mail your fee and forms to the address at the bottom of the sheet.

On behalf of the members of the executive, I would like to thank you for the support you have given us in the past. Please feel free to offer us your ideas so that we may continue to work for you and with you to keep the Sudbury Region alive. Please stay with us - we need you!

Paulette Burton
President

DIRECTOR'S REPORT

There have been two executive/board of directors' meetings in Toronto since our last newsletter appeared.

Highlights of the November 19th, 1983 meeting include:

- 1) Competency Guideline - The Ministry of Colleges and Universities has published a document titled "Provincial Competency Guideline: Library Technician". It was decided to purchase reference copies for the executive and board members.
- 2) OLA Exhibit - OALT/ABO's exhibit at the OLA conference was well-attended. Alicia Friese, PR Coordinator, reported that she received many inquiries from OLA delegates regarding library technicians and the association. She recommended that we participate as an exhibitor at future OLA conferences.
- 3) London Regional Branch Files - Directors were asked to inform members that this item will be on the agenda for the next ABM at which time we will come to a decision. When London Regional Branch folded, they requested that their files be held indefinitely by OALT/ABO who would continue to add current material. In this way, there would be a complete set of documents available to London in the event that reforming the group was feasible. However, the difficulty of maintaining and storing this file is growing and it is questioned whether it is practical or possible to continue to honor the original commitment. As a group, we should be prepared to vote on this matter at the ABM.
- 4) OALT/ABO Brochure - The supply of brochures is low so it was decided that it will be updated and reprinted.

Highlights of the March 28, 1984 meeting include:

- 1) Job Hotline - TALTA presented a brief to the board members outlining their opposition to the immediate implementation of OALT/ABO's job hotline. They would like to see a feasibility study and a cost benefit analysis done prior to any commitment being made. The past executive, however, feels that the project is both feasible and affordable as a follow-up to the job survey which was done last year. President L. Taylor informed the meeting that the only way to rescind the motion to proceed with the hotline which was passed at the October meeting, was to refer the matter to the annual business meeting. A lengthy discussion ensued and a majority of directors felt that this additional delay would not be in our best interest. The board thereby voted to provide \$2000 for the immediate implementation of OALT/ABO's own job hotline. Ron Cheney, treasurer, will undertake to form a committee and make the necessary arrangements. It is our hope to have the phone line operational before the end of the fiscal year.
- 2) Essay Contest - Andrew Porteus pointed out that CIA has organized a student article competition which, by coincidence (?), has the same deadline as OALT/ABO's essay contest. The deadline for submissions to our own contest is March 31st and all members are encouraged to participate.
- 3) Annual Conference - Huronia reported that they mailed approximately 750 conference registration kits to members and institutions. Thirty people have registered to date with the majority expected to register in the first two weeks of February. Delegates, whose spouses wish to

accompany them to the conference at Geneva Park, may make arrangements for accommodation and meals (including the banquet) at a cost of \$140.

- 4) Constitutional Changes - L. Taylor, president, has so far, received two proposed constitutional changes, signed by five members in good standing. Members have until March 1st to submit any additional proposals to the president for consideration at the A.B.M. June 1st.

The next board meeting will be held in Toronto, March 10th. If you have any questions or items you want discussed, please bring them to my attention.

L. Davis
Director

WELCOME!

New Members

We're always pleased to see our numbers grow.

Here are some of the technicians we wish to greet:

Julie Rancourt, Elliot Lake
Margaret Martel, Lively
Lori-Jean McQueen, Sault Ste. Marie

Hope you find your way to Sudbury for the March 31st workshop on "UTLAS".

STORYTELLERS WITH SAVVY

Just when you think you have tapped every resource and technique for your storytelling, you find out that there is a non-profit educational organization called...

STORYTELLERS SCHOOL OF TORONTO
412-A College Street
Toronto, Ont.
M5T 1T3

... and they offer extension courses, touring programs and concerts. Write to the above address to find out more.

PRESS RELEASE

The Ontario Association of Library Technicians/Association des bibliothécaires de l'Ontario announces that it is once again sponsoring its annual research essay contest in order to encourage and promote a continuing dialogue between library technicians and other related professions.

The judging panel will consist of librarians, library technicians, and English and French language specialists. Essays may be submitted in either French or English and will be judged in the language of submission.

Prizes will be awarded for first (\$100.00), second (\$50.00) and third place entries (25.00) and for runners-up (\$5.00).

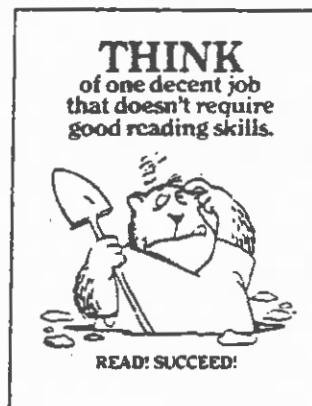
Essays must be post-marked no later than March 31, 1984.

For a copy of the rules and guidelines, please contact:

Andrew Porteus
Chairman
OALT/ABO Essay Contest
P.O. Box 611
Niagara Falls, Ontario
L2E 6V5

Alicia Friese
OALT/ABO P.R. Coordinator

SOURCE OF LIBRARY POSTERS



Posters are large—
19 x 25 inches

Posters are printed
in different
color combinations

\$3.50 each



PINETREE MEDIA LTD

P.O. Box 1070
Station B
Mississauga, Ontario L4J 3W4
Canada

Raison d'être

Selling or promoting yourself is something that many people find very difficult to do. Yet, self-promotion is important and can be advantageous to the employing institution and to the individual technician.

Before you can sell yourself to others, you need to find out what you think of yourself, what governs your thoughts and your perceptions of how others view you.

Education

The most important step in improving yourself is through further education. Not just taking courses, but becoming educated. There's a difference between training and education. One prepares you for a job while the other prepares you for a profession, a way of thinking. Informal education through journal readings and possibly writing for publication promote the individual and are becoming far more important than they used to be.

Professional Activity

Choose a professional organization or organizations which suit your needs and become active. Even more importantly, become the link between that organization and yours. It is one of the best ways of promoting yourself.

Selling Yourself

Most paraprofessionals, as well as professionals are faced with a reviewing process of some sort at work. Critical evaluation may be a painful process but can provide you with insight on how to improve yourself. Responding to criticism is how one sells one-self since it shows an interest in personal improvement.

Promoting a Positive Image

Be a positive force. There are always people who are unhappy with their jobs, with bosses, with the profession. Adding your voice to that group is not one of the ways of promoting yourself.

Technology

Be in the forefront of technological change: do it by becoming aware of what is coming. There are many people who are opposed to technology in libraries but, they forget that the world is changing fast and so is the library world.

To conclude, don't promote what you can't deliver; actions speak louder than words.

(The ideas for this article were taken from a column in the COLT Newsletter, October 1983, written by Dennis Thomison, Associate Professor, School of Library and Information Management, University of Southern California)

M. Fuchs
Newsletter Ed.

IN PRAISE OF "GREAT" TECHNICIANS--THE PRESIDENTIAL AWARD

After ten years of development, OALT/ABO felt it was time to let the members know exactly which technicians were responsible for the association's success and expansion and to let those technicians know that they are appreciated.

This annual award called "Presidential Award" is presented to the winning candidate at the Annual Business Meeting and consists of a wall plaque with an engraved brass plate.

The criteria necessary to qualify a nominee are listed in the latest issue of Newsletter/Nouvelles. A selection committee will decide who shall receive the Award.

Attached is a nomination form. As a member of the Sudbury Branch, I encourage everyone to take the time and small effort to send your suggestions. We have several members who deserve the recognition and praise.

VIOLENCE and SEX

A sizeable number of workshop participants were visibly shocked during a slide demonstration of easily accessible pornographic materials. Vivianne Leduc of the Sudbury Women's Center showed the detailed pictures at the Sudbury Regional Branch workshop on Saturday November 3. As Vivianne made very clear to us, these were simply samples of material available through local corner and variety stores. They were not searched out from stores selling 'Marital Aids' or 'Adult Books'.

The main intent of the Women's Center is to remove this material from children's eyes, to have it placed on a high shelf behind an opaque covering, with only the titles visible, or even behind the counter for sales people to distribute on request.

Since women are portrayed as being subservient to men, lacking control over their own lives and bodies, and enjoying violent onslaughts which often lead to sexual gratification for both partners, the photographs and books are considered pornographic. There is some material in existence which demeans men the same way, and the Women's Center is against it as well on the basis of showing a total lack of respect for the individual and subliminally encouraging this type of behaviour by observers.

Constable Tony Plexman of the Sudbury Regional Police followed Vivianne's presentation, and he thoroughly outlined where the law stands on the pornography issue - what he as a police officer can and cannot do about suspected infractions of the law. Reports from the general public are the best way Tony receives tips about places or issues to be checked, but a lot of monitoring is also done in known potential trouble spots.

When a magazine is considered pornographic and is judged to be so by the law enforcement agencies, only the particular issue in question can be prevented from being sold. Each subsequent issue must go through the entire process if they, too, are thought to be outside the law.

Judgements concerning the acceptability of dubious material are based on the tolerance of 'the community'. However, the legal 'community' is the country as a whole from the attitudes of vendors and consumers on Toronto's Yonge Street to the Hutterite settlements in Western Canada. Only by making personal views known and finding support for those views is it likely that judges will be able to pass a sentence perhaps more in keeping with the social, or local community.

Mr. Peter Hallsworth, Chief Librarian at Sudbury Public Library, helped to tie in the information gleaned from Vivianne and Tony to library work. Sudbury Public Library's censorship policy and problems experienced as a result of the policy were discussed. General consensus appeared to agree with Mr. Hallsworth, that the most effective and efficient method of censorship is to examine materials as complaints are raised.

Sudbury Public Library has basically set its policy on censorship to Canadian Library Association and Ontario Library Association's standards.

These associations feel they have no right to censor materials because libraries must serve the whole community by representing all points of view. However, they do abide by legislation set by the government on banned material.

The workshop was well received by the participants, and coverage by the Sudbury Star showed support of our efforts in discussing these issues.

Bette Heard
Capreol High

BETWEEN THE LINES

"People needing information rarely say what they really want to know, at least initially" is what the library worker must remember, say Catherine Ross and Pat Dewdney of the School of Library and Information Science, University of Western Ontario.

In the morning session of this Saturday workshop held November 3rd at the Civic Square, participants were asked to share examples of experiences which had led them in "communication accidents" because of a breakdown in the reference interview.

The workshop leaders explained that the major function of a patron's first question is to establish contact and it is the information provider's responsibility to use verbal and non-verbal communication skills to establish the person's real information needs.

Although information providers may engage in active listening and inquire into the user's problems, they do not always do it systematically.

The participants practiced and discussed neutral questioning, a technique which works well according to P. Dewdney and C. Ross. Here are some examples of neutral questions:

To find out how the person sees his/her situation:

- What aspect of this situation concerns you?
- What are you trying to do in this situation?
- Where do you see yourself as going with this?
- What happened that got you stopped?

To assess the gaps:

- What seems to be missing?
- What are you trying to understand?
- what questions are you trying to answer?

To assess the kind of help wanted:

- What would help you?
- If you could have exactly the help that you wanted, what would it be?
- If we could find this out, would that be all the help you need?
- How will this help you?

Handouts of six interview microskills, research on communication in library work, bibliographies and a workshop evaluation sheet were given to the group.

The leaders emphasized the importance of practising communication skills such as neutral questioning with co-workers to get feedback and learn from missed opportunities or "communication accidents".

Many thanks to Diane Gagnon, Maysel Dag, and Bette Heard for a well-organized and beneficial day. I'm looking forward to the next workshop on March 31st.

M. Fuchs
Newsletter Ed.

LIBRARY TECHNICIAN 2
(Schedule 3,7)
\$306 - 339 per week
(restricted)

Required by the Ministry of the Environment, lab library, to: circulate books and journals; maintain library records; process interlibrary loans; catalogue and process books; answer reference questions; organize and maintain shelving; prepare statistics and acquisition lists; type correspondence. Location: Rexdale.

Qualifications: knowledge of library operations including circulation systems for books and journals, interlibrary loan procedures, reference tools, card filing, book processing, shelving using Library of Congress; typing; initiative, tact.

Return application by Feb. 24 to: File EN-12/H, Human Resources and Personnel Development Branch, Ministry of the Environment, 135 St. Clair Avenue West, 7th Floor, Toronto, Ontario, M4V 1P5.

OLA EVENT

OLA's annual conference held October 27-30, 1983 at the lavish Skyline Hotel proved to be fairly exciting for a first-time participant like myself.

At special events, such as the official opening on Thursday featuring Diane Cohen, Columnist and Economic Consultant and the "Turn Back the Clock Banquet" with Minister of Citizenship and Culture, Susan Fish, a person can make new acquaintances and re-establish old ones. But these get-togethers are luxurious if you are trying to keep expenses over and above registration fees (95.00 for members, 140.00 non-members) to a minimum.

The Music Lover's Luncheon was delightful and relaxing. The string quartet, a group of students from the University of Toronto, enhanced the cheery atmosphere and light conversation.

On Friday afternoon, conference attendants were free to browse through the 83 exhibits. There must be a great deal of business done at these conferences to attract such a large group of publishers, suppliers, book binders, etc. It certainly is an impressive display.

Of the three workshops I attended, "Putting your microcomputer to work", "Managing the aging collection" and "Why and how to produce a library newsletter", the latter is the one which I found most practical and interesting.

WORTHWHILE WORKSHOP

Why and How to Produce a Library Newsletter: Speakers,

Joan MacLeod, Eastern Ont.
Regional Library System

Jytte Birnbaum,
Publications Supervisor
Metro Toronto Library Board

According to Joan MacLeod, the newsletter is the most effective public relations vehicle. Its function can range from trying to change a library's image to announ-

cing special programs. In a large operation, an internal newsletter or a combined internal/external one is highly recommended.

She stressed that a library should select a good editor and release this person from regular duties.

To cut costs of distribution of the newsletter, a library might consider community groups such as boy scouts, girl guides, etc. at 1 or 2 cents per copy for their help. They can be left in grocery stores, senior citizens homes, lounges in doctor or dentist's offices, etc.

The mailing list should include anyone who asks for it, but it should also include high ranking officials, principals, presidents and heads of local government. Remaining visible is your aim because survival is no easy task for libraries at any time and especially during periods of restraint.

Jytte Birnbaum, the editor of the Metro Toronto Library Board Newsletter, has no formal training but has become an esteemed and talented editor.

At one time the Publications Department had a large staff but budget cuts have reduced it to three including Birnbaum, a clerical aid and an art/design person.

With the help of a slide presentation, J. Birnbaum led participants through the various steps that the MTLB Newsletter must be carried to obtain its desirable format. While some of the sophisticated equipment and procedures she uses are not feasible for most libraries, it was emphasized that the same results can be obtained with very basic supplies and equipment.

Here are some simple hints which will give your newsletter a professional look:

Format

- Make columns. They are easier to read and more appealing to the eye.
- Change the colour of paper and masthead periodically ie. with each new volume, year, etc.
- Change the dimension of the newsletter to anything other than 8½" X 11"
- Reduce your typeset by 10 percent, if the newsletter is typed.
- Use catchy and witty headings over articles and vary their size

Content

- Use interviews to highlight special features
 - Send sheets to obtain information from various departments or persons involved in new activities
 - Add pictures. Not your regular "face" pictures, but people doing things
- Annual reports:
- Involve others in writing them and obtain opinions and comments.
 - Use charts and graphics to display statistics
 - Include many short pieces ie. cartoons, announcements, citations, etc...

The editor's work can be simplified if it is organized for the upcoming year. J. Birnbaum recommends the preparation of a production schedule for the year with monthly flowcharts of articles to be included in the newsletter.

However small your newsletter might be, the workshop leader emphasizes that it must look good and have something to say. If you don't have much to report, don't write anything.

It is obvious that the workshop leader is a serious editor and she claims anyone can do the same. To begin, she advises anyone to attend many workshops and become a member of several field-related associations.

She distributed many types of newsletters including a bibliography of useful publications for aspiring editors. To obtain a copy of this bibliography, call me at 675-4427 or write:

Monique Fuchs
Ministry of Education
Library
199 Larch St.
SUDBURY, Ont.
P3E 5P9

M. Fuchs
Newsletter Ed.

PLANNING A SECOND CAREER?

Then you can write to the Rawalt Resource Center for a free copy of a booklet entitled Where the Jobs Are: Selected Careers for Women. 17 pages. 1983.

This booklet gives a brief overview of women and their role in the labour force followed by information in various fields of employment from accounting to engineering. Advice on education, salaries to be expected, and contacts for further information are also provided for each job category. A very useful source of information for the woman planning her career.

Rawalt Resource Center
Business and Professional Women's
Foundation
2012 Massachusetts Av. N.W.
WASHINGTON, D.C. 20036

(From Free! the Newsletter of Free Materials and Services, Jan.-Feb. 1984)

HOSPITALS "MAKE WORK" FOR LOCAL TECHNICIANS

The Laurentian, General and Memorial Hospital libraries have hired three library technicians through a federal government project to update a union catalogue of their resources.

Millie Cayen, a Cambrian graduate is supervising the project. She, Rannah Brosseau and Heather Potvin hope to complete an author, title and subject authority files.

EDITOR'S NOTE

Contributions from the following members for this issue of APROPOS were made by:

Paulette Burton, President
Linda Davis, Directory
Bette Heard

and from the provincial executive:

Alicia Friese, Public Relations

Many thanks to all!

DO IT NOW!

Fill in your membership renewal form...