

# APROPOS

vol. 5 no. 4

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## 'Spring 1984'

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#### Goodbye Note From Past President

At our annual business meeting in February, a new executive was elected, or should I say chosen, and they are as follows:

President	Judy Laplante
Director	Millie Cayen
Secretary/Treasurer	Monique Fuchs
Public Relations	Maysel Day and Diane Gagnon
Newsletter Editor	Bette Heard
Membership	Linda Davis

As you can see, the new executive is composed of members who were present. We do have a new member as Director, Millie Cayen. She has already been initiated to the Board of Directors' meetings. I'm sure she will do a very good job. Even though Bette Heard has already done a lot of work for the Association in past years, she has decided to give Monique Fuchs a break and replace her as Newsletter Editor. For myself, I will not be active on the executive this year. I am moving on to bigger and better things-- that simply means that I will be a mother in October. Since this will

be new to me, I thought that I would do things one at a time. At this moment, I would like to wish all the best to the new executive for the coming year. Good luck!

Paulette Burton  
President

#### Annual Business Meeting--Highlights

February 27, 1984, 7:00 p.m.  
Ministry of Education Boardroom  
199 Larch St., Sudbury

#### Guest speaker:

Monique Fuchs introduced guest speaker, Joe Natale, of the Federal Business Development Bank. Mr. Natale addressed the group on the topic of starting a small business and outlined the nature of assistance available from the FDBD. He discussed training, market and financial analysis, and regulations or laws applicable to small businesses. He also outlined additional sources of information for the entrepreneur. Paulette Burton expressed the appreciation of those in attendance in thanking Mr. Natale for his presentation.

#### Elections: (as in president's message)

#### Annual reports:

The group received annual reports from the president, newsletter editor and director. The treasurer reported a balance of \$4,099.35.

#### New business:

Linda Davis moved that Sudbury Region reimburse the director up to \$50.00 for hotel costs and \$15.00 for meal expenses for each executive/board meeting attended in Toronto. Seconded by P. Burton. Carried. This will be reviewed on an annual basis.

Linda Davis  
Director

Sudbury Regional Branch

OALT/ABO

## Director's Report

The most recent executive/board of directors' meeting was held in Toronto at the Bell Canada Building on March 10, 1984. The highlights of this meeting include:

- 1) 1984 Conference- 134 delegates had registered as of this date. Confirmations were to be mailed the week of March 12th to those already registered. Six exhibitors have confirmed their participation and Huronia will have souvenir items from past conferences available for sale.
- 2) Provincial Workshops- Sudbury indicated its intent to proceed with a workshop on UTLAS for March 31st. Travel and accomodation costs for the speakers will be reimbursed by the provincial association. Talta's provincial workshop was held Feb. 4th with a speaker from Systemhouse. Other regions indicated they were not having provincial workshops this year.
- 3) Dominion Tapes Program Proposal- Doug Willford (Halton-Peel) is investigating the possibility of OALT/ABO participating in this plan in order to purchase items such as page turners, or talking books which would be donated to libraries or groups for use by physically disabled persons. In anticipation of implementing this project, he has asked that members save any grocery purchase tapes made at Dominion or Best for Less stores. These tapes will then be exchanged for donations toward the purchase of reading aids.
- 4) Slide-tape Presentation- Alicia Friese, PR Coordinator, presented a report on the research she had done regarding the production of a slide presentation on OALT/ABO and library technicians. The consensus was that such a presentation would be a valuable public relations tool which could

be used during conference exhibits, career week, membership drives, visits to library technician programs and at regional meetings. (If you have any questions about this proposal, please contact me for more details. The provincial also welcomes suggestions re style and content of the presentation)

- 5) CLA Conference- The board voted to proceed with plans to exhibit at the CLA Conference in Toronto, June 6-10th. Alicia Friese will coordinate the arrangements for our display. Alicia also reported that 16 registrations have been received for the library technician event at the CLA conference. Representatives from SALT, MALT and LTBC will be in attendance. If you are going to CLA, please consider attending this event which will provide a forum for exchange of information about the status of and opportunities for library technicians across Canada.
- 6) Financial Report- The balance as of Feb. 29, 1984 was \$7098.74. Copies of the detailed financial statement are available from your regional director upon request.

The next meeting will take place in Toronto, May 5th. Millie Cayen, Director for 1984-85 will attend.

Linda Davis  
Director

## Bicentennial Bibliographies

To mark bicentennial year in Ontario, the Ministry of Education Library in Sudbury has compiled three bibliographies of available materials. Available on request are:

- 1) Making History: historiography, archaeology, genealogy, local history/  
L'histoire vécue: historiographie, archéologie, généalogie, histoire locale
- 2) Ontario History: some curriculum materials
- 3) From Slate to VDT: the history of education in Ontario/De l'ardoise à l'écran de visualisation vidéo: l'histoire de l'éducation en Ontario.

Telephone the Library 675-4427 or ISWATS 1-800-461-0183 to obtain your copy.

# Sharing the Work:

## An Alternative to Unemployment and Rigid Work Schedules

Recently I read an interesting article in Chatelaine on job sharing. I became interested in the topic and how it could be applied to workers in the library field and decided to research it further.

"Job sharing is a concept for a new pattern for quality of work and life." The term "job sharing" refers to two employees who hold what was formally one full-time position. There seems to be an increase in the number of people who want to work and who need to work, but who also have other responsibilities & seek less than full-time employment. Job sharing differs from part-time employment in that it does not require the creation of part-time jobs. Full-time jobs are shared by two or more (but usually two) people. Sharing the work is but one way to facilitate a growing trend toward more flexible work schedules. A few examples where job sharing would be desirable include: a parent who may desire, and find financially feasible, a reduced work arrangement to devote time to child rearing; or an older employee nearing retirement may wish to reduce time on the job as a way of making the transition to retirement a gradual one. Whatever the motives, there is a growing interest in more flexible work arrangements. The number of persons preferring permanent part-time employment comes from the rising number of multiple-earner families, changing values about male and female roles in the labour force, & the desire for a more gradual approach to retirement.

The strain on family life when a large number of all mothers are working full-time is cause for re-examination of rigid work schedules. One of the greatest concerns of parents of young children is the inflexibility of their work. Job sharing can provide an opportunity for parents to spend more time with their children and still retain their job status outside of the home.

Since this is a relatively new concept, many employers are still skeptical. Some argue that there is an additional cost of an extra person in terms of paperwork, supervision, benefits, & training. When you present your job sharing proposal to an employer, it is important to emphasize that job sharing can create efficient cost savings in a number of other ways, i.e.: retaining a valued employee who would be expensive to replace; reducing absenteeism and the use of sick leave (studies have shown that job sharing can reduce the cost of both). Time lost to vacations, and accident or illness all interrupt the work flow. When job sharers agree to fill in for each other, there is in most cases no time or service lost and the cost for substitute staff is eliminated. As well, the quantity & quality of work done by job sharers often increases as their fatigue decreases and morale improves.

What jobs can be shared, and, who can share? Basically most jobs can be shared. Exploration of the duties involved, time required for each, and careful planning are needed. You, as a job sharer, will have to decide how you will divide your time, agreeing on how to divide whatever fringe benefits are available, and develop ways to ensure communication between the two of you and your supervisor. The second option--if you do not already have a job--is to find a partner and job hunt together with a joint resumé. Several samples of these can be found in The Complete Guide to Job Sharing, by Patricia Lee. When considering job sharing for yourself, it is important to make sure of two things. Be certain you can afford it, and secondly that you are willing to share your niche in the workplace.

I view job sharing as a very positive step in alternative work schedules. I personally would have benefited from this type of information when I was seeking less than full-time employment. Had I been better able to present the benefits of a shared job, with the idea that two heads are better than one, I might have been able to re-structure a more suitable work arrangement.

The books that I read on this subject tended to be U.S. oriented but the concepts in them can be applied to Canadian workers. For anyone interested in job sharing, the following titles may prove to be useful:

Lee, Patricia. The Complete Guide to Job Sharing. New York, Walker & Co., c1983.

Meier, Grels S. Job Sharing. Kalamazoo, Michigan, W.E. Institute for Employment Research, c1978.

Meltz, Noah, M. et al. Sharing the Work. Toronto, University of Toronto Press, c1981.

Olmstead, Barney. The Job Sharing Handbook. Middlesex, England, Penguin Books, c1983.

Lorrie Roberts  
Valley East P.L.

#### ARE YOU STILL A MEMBER?

This issue of APROPOS is the last one of volume 5 that you will receive. The new volume will appear for those who have renewed their membership.

If you have not renewed yet, call Linda Davis at 675-4427 or 1-800-461-0183 for a membership form. The summer issue, vol.6, no. 1, will feature:

- Sudbury Region's calendar of events for 1984-85.
- A membership list for 1984-85.
- Highlights of the 1984 OALT/ABO conference in Orillia.
- ....and much more.

#### SEE ONTARIO

For assistance in planning your summer trip, call Travel Ontario at 1-800-268-3735. Maps and brochures on all areas of the province are available.

#### SUDBURY PUBLIC LIBRARY ANNOUNCES SUMMER HOURS

Sudbury Public Library's summer hours will commence the end of June. The Civic Square Reference Branch will be closed every evening while Mackenzie St. Main Library will only be open on Tuesday evening. The audio-visual department will remain closed for the entire summer due to budgetary restraint.

#### FITNESS POSTERS

Get in shape - write for these free posters!

Fitness for All Canadians  
Don't Take It Easy  
Fit Tips  
Balance

Write: Fitness Canada  
Fitness and Amateur Sport  
365 Laurier Ave. W.  
OTTAWA, Ont.  
K1A 0X6

#### SEEKING ARTICLES FOR SUMMER ISSUE OF APROPOS

If you are attending the 11th annual conference of OALT/ABO in Orillia, send us your impressions of any event or workshop for the newsletter. If you are not attending, write to us about your concerns, about your job, about the future role of library technicians, about anything.

What's the worst that could happen?...



# UTLAS:

## Beyond Cataloguing

On Saturday, March 31st, the Sudbury Region held the second of all-day workshops this year at the North Central Regional Library. A group of 34 library technicians and librarians met to hear and learn about UTLAS, its development and services.

Loretta Taylor, President of OALT/ABO, spoke briefly to the workshop attendees, then introduced the guest speakers, Sonia Hackett and Bob Eastman, both Marketing Representatives for UTLAS.

Since our numbers were large, each representative spoke to half of the group in the morning and the other half after lunch.

Sonia Hackett guided the participants through the maze of information about UTLAS. The audience was quiet and attentive throughout the presentation which began with an historical overview of UTLAS and ended with a description of REFCATTS, which is UTLAS' newest service of reference and interlibrary loan.

Since 1983, UTLAS (University of Toronto Library Automated Systems) has separated from the University of Toronto to operate independently. The company is governed by a Board of Directors, consisting basically of people with a business background, and employs 180 persons. UTLAS sells its services mainly to boards of education, regional libraries and public libraries--a total of approximately 180 contracts.

What exactly is UTLAS?

A short explanation about UTLAS Inc. will not convey all that Sonia Hackett was able to cover in her lecture but will describe some of the basic components of this growing system.

The two largest databases which make up UTLAS are as follows:

### CATSS (Catalogue Support System)

The initials stand for Cataloguing, Authority and Acquisition Control, Technical System, Services and Support.

This is UTLAS' most important service. This online Cataloguing system gives libraries access to 15 million MARC records (monographs, serials, audio-visual materials, etc.), permits searches by ISBN or text, online entry and editing capabilities and supplies cards, microform and bookform catalogues, labels, tapes and acquisition lists.

The Authority and Acquisitions Control (which include INNOVACQ 100 and ACCORD) permits online validation of bibliographic headings against international authority files. The ACCORD system provides libraries with a method for ordering and monitoring of the orders, claims and cancellation. Other Services include interlibrary loan capabilities and a specialized retrospective conversion service for libraries who already have some form of automated cataloguing.

### REFCATTS (Reference using CATSS)

This is UTLAS' public service support system which can be used for:

- a) interlibrary loan searching by author, title, subject or series and for verifying requests and location of items.
- b) production of supplements to catalogues online
- c) the preparation of individualized bibliographies tailored to individual user needs

This service will undoubtedly become popular with users of CATSS since the collection gives a library access to holdings of over 600 academic, public, special and government libraries. It also contains bibliographic records from the Library of Congress, National Library of Canada, National Library of Medicine, British Library and others.

# FREE ...

## For the asking

Bob Eastman gave instructions of a more practical nature to those who wished to sit at one the two terminals available for experimenting with the various services of UTLAS. Leona Hendry, Librarian and Head of Technical Services at NCRL was able to provide some insight into the costs, problems and advantages of the system for their purposes.

The Sudbury Branch distributed workshop evaluation forms at this session on UTLAS. Of the 24 forms completed, ten persons thought it was excellent and the rest rated it as good. When asked what topics they would like to see covered in future, the most common suggestions were:

- a) Automated circulation systems
- b) Children's services
- c) Public relations

Monique Fuchs  
Newsletter Ed.

### NEW MEMBER BECOMES DIRECTOR

Although being away from Sudbury for 6 years, I eagerly attended the annual business meeting of OALT/ABO (Sudbury Region) held on Feb.27. I was anxious to meet some fellow library technicians and to discover what was happening in the library field within the Sudbury area.

I am pleased to report that I was not disappointed in making such a decision. Not only was the guest speaker, Joe Natale, most interesting, but I also met a group of dedicated library technicians who are committed to the cause of promoting public awareness of library technicians and of providing the opportunity for us to update/expand our skills (via workshops, conferences and the like)

I am proud to be a member of the Sudbury Region of OALT/ABO.

Millie Cayen  
Director

Bridges is a brand new Canadian magazine designed to provide information to professional educators from specialists in other fields. The first three issues have included enlightening articles on such topics as space sciences ("Canada in Space" and "Shuttle Biology", Nov. 1983); romance ("1984: Is This My Life?", Dec. 1983); the application of learning theory in elementary schools (Straws, Pins and Piaget", Feb. 1984); and - joy, oh joy! - a layman's guide to library research ("Digging It Out", Feb. 1984). The articles are well written by reliable authors, e.g.

"Canadian Constitution" by a Canadian Studies teacher at Seneca College; "Learning Disabilities: A Field in Transition" by a North York Board of Education psychologist; "Farmland: The Myth of Plenty" by the Chief of the Land Use Analysis Division of Environment Canada. The authors' names as well as their positions are given at the end of most articles.

As a library technician in the educational field with budget considerations (who doesn't have those!), I doubly appreciate all that Bridges is attempting (and thus far, succeeding to do) It appears to be an extremely worthwhile periodical not just from the point of view of an educator or librarian, but also for the sake of general interest and personal information for the individual.

It is apparently due to the cooperation of the advertisers that Canadian teachers are able to subscribe to Bridges' six yearly issues free of charge. The normal subscription rates are \$12.00 per year or single issues for \$2.50.

To be assured of the free rate, use school letterhead or the form at the end of this newsletter to obtain your subscription. Completion of the form in either case would, I am sure, be most useful to both the editorial and circulation staffs at Bridges.

Bette Heard  
Newsletter Ed., '84-'85

**FREE  
to Canadian  
Teachers**

**Subscribe  
to**

**bridges**

Please add my name to your subscription list.

Name \_\_\_\_\_

Mailing address \_\_\_\_\_

school  home

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

School board \_\_\_\_\_

School name \_\_\_\_\_

Subjects taught \_\_\_\_\_

Grade level  K-6  7-9  10-13  college

Bridges

160 Perth Ave.  
TORONTO, Ont.  
M6P 3X5

JOB OPPORTUNITY

FREE FOR THE ASKING... CONT.

Housework... An Annotated Bibliography

from International Education Centre  
St. Mary's University  
Halifax, N.S.  
B3H 3C3

Yukon, You're More than Welcome

(travel guide)  
from Tourism Yukon  
Box 2703  
Whitehorse, Yukon  
Y1A 2C6

**Welcome!**

**NEW MEMBERS...**

Millie Cayen, Sudbury  
Wendy Colquhoun, Sudbury Algoma  
Hospital Library  
Annette Ferron, Sudbury Public  
Library  
Kathryn Foot, George Vanier Public  
School Library  
Boyne Hall, Monteith Correctional  
Centre Library  
Suzanne Ruel, Kapuskasing Public  
Library  
Louise Willcock, Sault College in  
Elliot Lake  
Sylvia Fenton, Northeastern Regional  
Library, Kirkland Lake

**ORDERING AND CIRCULATION  
TECHNICIAN  
(Library Technician 2)  
(Schedule 3,7)  
5306 - 339 per week  
(restricted)**

Required by the Ministry of Commu-  
nity and Social Services, capital and  
administrative services branch, library  
services, to perform technical services  
functions. You will: compile current  
awareness service and fill all resulting  
requests; maintain circulation system;  
shelve library materials; order library  
publications and supplies using manual  
and on-line systems; perform account-

ing function by processing invoices; re-  
cord journals, Statistics Canada and  
other serial publications; process li-  
brary publications; update supplement  
services; help provide quick reference  
service. Location: Toronto.

**Qualifications:** graduation from a cer-  
tified library arts program; some experi-  
ence as a library technician with expo-  
sure to current awareness service, cir-  
culation and ordering functions; good  
organizational and communication  
skills; accurate typing; ability to work in  
a high-volume area independently and  
as part of a team and develop/maintain  
effective working relationships with li-  
brary users and staff.

Return application/resume by May  
14 to: File SS-34, Ministry of Com-  
munity and Social Services, Human  
Resources, Headquarters Region,  
700 Bay Street, Suite 2102, Toronto,  
Ontario, M5G 2B6.