

APROPOS

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(SUMMER 1984)

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New Executive Plans For 1984-85

On March 28th, 1984, the new executive eagerly planned and scheduled the activities for the new year.

Workshops have been tentatively scheduled for October 20th and March 30th, 1985. Mark your calendar and plan to attend. Apropos will be produced, beginning with this issue in July, then September, February and April.

Watch for a complete schedule in the Calendar of Events for workshops, conferences and meetings in the September issues of Apropos.

Director's Report

As your Director for 1984-85, I have attended two Executive/Board of Directors' meetings thus far. They were held in Toronto on May 5th and June 10th. The highlights of both meetings follow:

1. Membership Directory - is scheduled for printing this year and should be mailed out in late August.
As of March 31, 1984 the total number of OALT/ABO members stood at 481.
2. Dominion Tapes Program - as reported in the last issue of Apropos, the possibility of OALT/ABO participating in such a program to purchase something for the use of physically handicapped library patrons

is being investigated. In addition to saving your own Dominion or Best for Less tapes, it was suggested that members set up boxes in their places of employment. To reap the best possible results, be sure to clearly label the boxes.

3. CLA Conference - Unfortunately OALT/ABO was too late to exhibit at the CLA Conference this year. We have decided to join the Canadian Library Exhibits Association on a 1 year trial basis in order to receive advanced notice.
4. OLA Conference - OALT/ABO will exhibit at the OLA Conference in Ottawa. This provides terrific publicity for library technicians.
5. Job Hotline - The committee was not able to complete its mandate. The cost to implement a job hotline would have exceeded the allotted sum of \$2000. The committee recommended that each region set up its own job placement service run by a job liaison person. If later, a need is still felt for a job hotline, a new committee should be formed to review all costs in early 1985.
6. Financial Report - The provincial bank balance as of April 30, 1984 was \$7,232.45.

7. Bouquet - Roy Jorritsma of the Alberta Association of Library Technicians was in Toronto in March and commented favorably on the professional appearance and quality of OALT/ABO's printed materials.

**A reminder that not only is APROPOS (our regional newsletter) relying on submissions from you, but so is NEWSLETTER/NOUVELLES (our provincial newsletter). If something interesting, exciting, or otherwise, happens to you, someone else, or in your community, please share it with us.

Millie Cayen
Director

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

Sudbury Regional Branch

OALT/ABO

Where's the money going?

To keep members informed about how their membership fees are spent, the past treasurer, Judy Laplante, has broken down expenses for the 1983-84 fiscal year into the following categories. Revenues from workshop registrations have not been included for this purpose.

Sudbury Regional Branch - Expenses
March 1983-March 1984

Postage	103.14
Newsletter printing	57.21
Provincial membership fees	495.00
Rental of mailbox	16.96
Xmas party	30.97
Workshops (incl. travel, accommodations & honoraria)	1,049.96
Service charges (bank)	3.42
Travel to Directors' meetings	206.86
Miscellaneous	129.17
TOTAL	\$2,092.69

If you have any questions about the treasury, please call me, at 1-800-461-0183 or 675-4427.

The treasury has purchased a \$1,000.00 Guaranteed Investment Certificate which will collect 11.5% interest over a year until May 29th 1985.

Our bank balance as of July 10th, 1984 was 3,371.99.

M. Fuchs

Where do you want the money to go?

We have received several returns on the surveys mailed to members with the April issue of Apropos but many have not yet sent theirs. Take this opportunity to voice your needs and opinions and tell us what we should be spending your membership monies on.

Some new members have mentioned that they don't feel they have been participating in the Sudbury Region long enough to give an opinion.

If that's the case, fill in only the sections which ask for suggestions, e.g. What topics would you like to see covered in future issues of Apropos? and, What topics would you suggest for future workshops?

Results of the survey will be compiled and summarized for the fall issue of Apropos.

Free..... For the Asking

Write to: Terri Langan

Education Cooperation Services
 American Iron & Steel Institute
 1000-16th St. N.W.
 Washington, DC 20036

Ask for: World of Work [filmstrip]

-describes job opportunities in an imaginary steel community (gr. K-3)

The Science of Steelmaking [filmstrip]

-describes the processes of making iron and steel (gr.7-8)

(single copies available only)

Write to: B. Scott

Canadian Booksellers Assoc.
 49 Laing Street
 Toronto M4L 2N4

Ask for: Booksellers Choice: A Selective

Guide to the Best Canadian Books
 (79 p.)

Write to: National Council of Teachers of English

1111 Kenyon Road
 Urbana, IL 61801

Ask for: NCTE Teachers' Choices 1983

-a list of recommended titles from preschool to high school
 (include a self-addressed business size envelope)

————— CONFERENCE HIGHLIGHTS —————

Annual Business Meeting

June 1, 1984

9:00 - 12:00 a.m.
4:30 - 5:30 p.m.

The Business Meeting was once again a long one, that at times alienated and frustrated long-time OALT/ABO members and supporters, graduates and non-graduates alike.

The meeting was chaired by Loretta Taylor, President of OALT/ABO and parliamentarian was Margaret Lysnes, President of the Women's P.C. Association.

Once again, the question of graduate and associate members of OALT/ABO was raised and in my mind has not been resolved. Associates were asked to sit in an area separate from their regions. A motion was passed that only full members in good standing are permitted to hold positions on the provincial executive. The Sudbury Regional Branch voted against the motion believing that associate members have much to contribute to the association and allowing them full participation does not in any way present a conflict of interest.

A heated discussion also took place regarding people holding memberships in two OALT/ABO regions, a point we, in the north, find hard to understand as our regions are so large making it impossible for us to attend meetings, etc. in more than one region. However, the motion passed now makes it possible for an OALT/ABO member to join two regions and pay the provincial fee portion (\$25.00) only once. Also passed was an amendment stipulating that dual members may hold only one regional executive position at any given time.

Another interesting motion passed dealt with the executive position of Vice-President. Now all executive positions - President, Vice-President, Treasurer, Secretary, P.R. Coordinator are one year positions with re-election possible.

Elections were held and our new executive is:

President	Loretta Taylor
Vice-President	Janna Munkittrick
Treasurer	Ron Cheney
Secretary	Donna Fossum
P.R. Coordinator	Alicia Friese
Archivist	Andrew Porteus

Two items were tabled due to lack of time. The executive will deal with the public relations proposal for updating our publicity materials. The Dominion grocery tapes/aids for the disabled proposal will be covered at the upcoming board of directors' meetings with feedback from the regions.

Judy Laplante
President

SELECTED WORKSHOPS DESCRIBED BY PARTICIPANTS

How to design a successful orientation program
for your library by Joanne Roland
Georgian College

I have found this to be an excellent workshop. Joanne has been a librarian at Georgian for a number of years and over this time has developed an interesting orientation program.

Georgian College sees user education developing in three areas: user awareness, orientation, and bibliographic instruction.

User awareness refers to all the strategies you would use to make people aware of your library. Orientation refers to the physical layout of the library, library policies and procedures, library employees, etc. Finally, bibliographic instruction is actually teaching students to use library tools and find information.

Some ways to make users aware of your library are: a) to use existing resources to advertise, ie. the College student newspapers, b) to get a library logo and utilize it on everything you print, c) offer orientation sessions to all new College staff.

Actual orientation sessions should be held during the first month of school and

aim at getting as many first year students to attend as possible. Give them a short tour the first time then a longer, more in-depth one can be offered later. The basic structure of the tour could begin with a brief introduction to the library, ie. the staff, library rules and procedures. A short walking tour of the area could follow to show patrons the library access points - the catalog, periodical indexes, vertical files, government publications and statistics. To conclude, a short audio-visual presentation on your library could be presented if one is available.

The information supplied at this workshop was relevant to either college or public libraries.

Judy Laplante
President

History Tour

This session included a visit to the Huronia Historical Parks Resource Centre located at Midland, and a short walking tour of the neighboring historical site.

Michelle Quealey, Supervisor of Library Services, gave an overview of the resource centre at Sainte-Marie. Its primary role is to provide research support and materials for programming at Sainte-Marie-among-the-Hurons and the Naval and Military Establishment at nearby Penetanguishene.

The library is staffed by Ms. Quealey and one library technician. Funding is provided through the Ministry of Tourism & Recreation. The centre also makes use of many job creation programs such as Experience, Katimavik, Co-Ed and Canadian World Youth to hire clerical and support staff for special projects.

The collection reflects the nature of the two historical sites and includes materials on the periods represented at the French Jesuit mission and the military garrison. Comprising books,

periodicals, manuscripts, maps, pictures, videotapes, and artifacts, the special collection is mainly used by researchers involved in creating the 'living history' atmosphere at Sainte-Marie and Penetanguishene. However, visitors are also accommodated at the resource centre, although an appointment is preferred due to the small staff and limited working space.

The entire collection is catalogued according to LC although, due to the specialized nature of the materials, subject headings are often adapted to meet the needs of users. The 100 periodicals are scanned and articles are indexed by the library staff. These references are then integrated into the card catalogue. A press clipping file is also maintained and microfilming is done periodically as time permits. The collection is integrated on the shelf with the exception of music and manuscripts. The library holds approximately 4000 manuscripts and copies, including the important Gallea Series which was written by the Jesuits of Sainte Marie around 1640 but never published.

In addition to those services already mentioned, this library produces an acquisitions list and newsletter, provides bibliographies, routes journals and arranges orientation and research skills workshops for the staff of the two historical establishments it serves. Services to the public include reference, photocopying of articles, and inter-library loans. A special service available to small school groups consists of a research and materials lecture and orientation.

Following Ms Quealey's session, workshop participants enjoyed an opportunity to tour the reconstructed Jesuit mission and develop an appreciation of how the resource centre's information and research services are used to provide an authentic view of early exploration and life in Ontario.

Linda Davis
Ministry of Education

Graphics

by George Mackie
Georgian College

The practical aspects of creating posters, brochures, etc. were taught in this brief (1/2 day) workshop. The essential tools, available materials (complete with approximate prices and quality) and the use of these tools and materials were quickly covered. All participants were encouraged to make their own short sign (e.g. name) using a Lettron machine at the end of the session.

Bette Heard
Newsletter Editor 84/85

Promoting your library

by Brenda Lennox
Collingwood P.L.

This full-day workshop began with definitions of the four major considerations for promotion--Public relations, promotion, publicity, and advertising. The differences in each area were emphasized to avoid confusion in our minds and to assist in the establishment of workable and effective techniques.

The necessity of a budget (2% of overall budget for a small library) and staff time set aside specifically for this purpose were stressed. Primary goals, methods by which to help achieve these goals, and a list of "do's and don'ts" were provided in the lecture. Handouts expanded on these ideas and centered on the analytical aspects of what is needed in a specific library.

Many valid suggestions could be implemented almost immediately at little to no cost. Attracting patrons and serving their needs to maintain their sponsorship are definitely high priority.

Bette Heard
Newsletter Editor 84/85

Resumé and Job Search Techniques

by Susan M. Weaver
Univ. of Western Ont.

The main emphasis of this workshop was on developing job search skills relevant to the tight job market of today. Through the use of self-analysis people can ascertain their strengths and weaknesses and apply these to the job search.

Participants in this workshop were required to fill out a career profile questionnaire to identify their strengths and weaknesses. From this, we learned that a person need not channel his or her occupational endeavours in what may be an obvious direction. Rather, by knowing yourself, you can seek employment in areas that you perhaps never considered.

The workbook prepared for the session contains quite a bit of useful information on job search techniques, examples of resumé's, interviewing "do's and don'ts", etc. There is also a selective bibliography of books to help prepare yourself for the "search" and what follows. Ms. Weaver was very informative, and passed along a good assortment of hints on the entire job search and interviewing process. I found this to be a very enjoyable and worthwhile workshop, and look forward to perhaps participating in one conducted by her again.

Ursula Skowronski
Cambrian College

OALT/ABO Sudbury Region Membership List (July 1984)

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983-4241

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Sudbury Algoma Hosp.
675-9192

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Laurentian University
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476-0941
North Bay Psychiatric Hosp.
474-1200 x-126

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Kirkland Lake P2N 1P3
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Northeastern Reg. Lib.
567-3341

ANNETTE FERRON
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560-4359
Sudbury Public Library
673-1155

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692-3112

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