

APROPOS

Vol. 13 No. 3

WINTER, 1992

Editor's Note

Happy New Year!

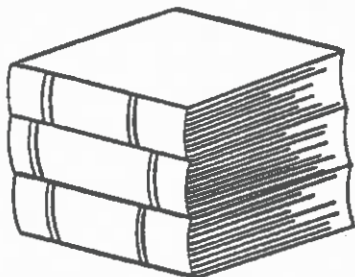
Welcome to the Winter issue of APROPOS. Featured in this edition are highlights of our Fall Workshop, Time Management, a report of a Career Day in Elliot Lake and a discussion about surviving library closure.

Additionally, our director's report, details about the Annual Business Meeting (ABM), a career opportunity for those seeking employment outside the Sudbury area and further information regarding the annual conference, Explorations '92, are included.

As always, your submissions to APROPOS are requested. Please send them to this editor at the address listed below:

P.O. Box 1432
North Bay, Ontario
P1B 8K6
(705) 497-1066--Home
(705) 494-3397--Business
(705) 494-3398--Fax.

William Land



Director's Report

Our first teleconference meeting was held on January 25, 1992. For some of us from Northern Ontario, it was great not to have to travel to Toronto, especially at this time of the year. I think most of us enjoyed the fact that although the meeting was short, we did manage to discuss all items presented on the agenda. By having most of the reports mailed to us prior to this meeting, we certainly saved time in that respect. Definitely something to consider for every meeting. Thank you Brady!

Congratulations to MALT (Manitoba Association of Library Technicians) on their twentieth anniversary. OALT/ABO's twentieth anniversary will be celebrated in Ottawa in 1993.

OALT/ABO Salary Survey

Kathryn Kern, Vice-President, is compiling the results of the survey. Final results will be printed in Newsletter/Nouvelles.

OALT/ABO Membership Directory 1991

Any changes to your listing should be directed to Lorrie Roberts, Regional Membership Co-ordinator, and to Bette Gore in order to keep the files updated. You may do this by completing the Change of Membership Information Form in Newsletter/Nouvelles.

Infowave '91

TALTA Regional Branch submitted a cheque of \$6,073.63 to the Provincial Treasury as part of the conference profits. Good work TALTA!

OALT/ABO Membership

May 1 to December 31, 1991 TOTAL: 492 members.

Ottawa to Discontinue French LT Program

As of this year, there will no longer be a Library Technician Program offered in French at Algonquin College in Ottawa. The Ottawa Regional Branch has expressed their concern to OALT/ABO who in turn will further investigate the situation before taking appropriate action.

Final Notes

April 11, 1992 - Next Board of Directors Meeting in Toronto.

Don't forget our Annual Conference, May 27-30, 1992, in Sudbury.

Just a reminder. Membership renewals are now due. (See attached copy of membership form).

You must renew your membership if you are planning on attending the conference in order to get the member's rate.

Paulette Burton

Apropos is published four times a year by OALT/ABO, Sudbury Region. Letters and enquiries should be directed to Box 2351, Station A, Sudbury, Ontario P3A4S8

OALT/ABO Sudbury Regional Branch

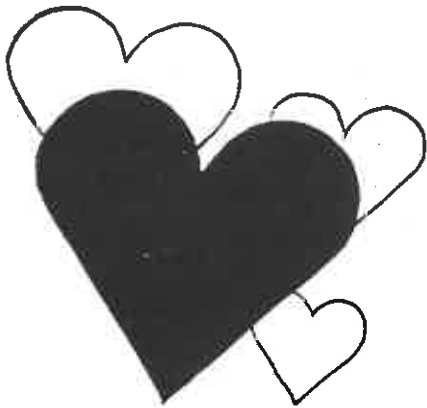
Forthcoming Vacancy - Executive Level

The current editor of APROPOS has decided not to run for re-election during the 1992-1993 term. This challenging opportunity is available for one who is interested in collecting, organizing and publishing information about our association. Secondly, the chance to improve word processing, keyboarding, writing and editing skills is available.

Interested persons should consider running for this position (nominations and elections will take place during the ABM).

I wish to thank the association for allowing me the chance to serve as their editor for two terms. It allowed me the opportunity to become more involved in the organization and further develop my word processing skills, something for which I am grateful.

William Land



Membership Fees Increase for 1992-1993

In 1987, the Sudbury Regional Branch had increased its regional fees. Five years later, the region felt it necessary to raise the fees again. A motion to increase the regional membership fees by \$5.00 for each type of membership was passed at our Annual Business Meeting held March 2, 1991 (to be effective January 1, 1992).

By the same token, at the 18th Annual Business Meeting in Toronto last May, there was a provincial fee increase for graduate members, associate members and institutional members. There was no change in dues for the Library Technician Student Member or the Graduate Library Technician Senior Citizen member.

The fee structure for the Sudbury Regional Branch is as follows:

Graduate Library Technician	\$55.00
Library Technician Student	22.00
Associate	50.00
Graduate Library Technician Senior Citizen	22.00
Institution/Organization/Corporation	92.00.

Calendar of Events

Saturday, March 7, 1992

Annual Business Meeting (ABM)
Learning Resources Centre (Library)
Cambrian College, Room 3021
Barrydowne Road, Sudbury
Time: 9:30 a.m.

New members are always welcome.

Fall Workshop - Time Management

Brian Vendramin, Cambrian College, was the speaker for a workshop for OALT/ABO - Sudbury Regional Branch on Saturday, November 9, 1991. The topic was Time Management.

This abridged edition of a five hour presentation was completed in three. Mr. Vendramin was very informative on a subject that reflects in all areas of our personal and work-related lives. Tips and techniques on how to make better use of our time were given.

An intriguing point - "those who fail to plan...plan to fail." It is important to set aside time in which to plan. Goal setting is extremely important; one must set S M A R T goals. (S=Specific, M=Measurable, A=Attainable, R=Realistic, T=Trackable).

Several reasons for not setting goals were discussed. People don't set goals because they feel it's too risky and they would be set-up for failure; indecisiveness and the fear to commit equals the fear of failure. Other reasons include frustration, being too busy, can't be bothered, can't prioritize or don't know how. Interestingly, the fear of success may bring more pressure to continue to succeed. However, to better manage time, one must overcome these obstacles.

Another aspect of goal setting involves the three Ps; Purge (move, toss, recycle, give away, be rid of), Plan (organize work space) and Place (everything in its right spot). An organized work area is conducive to goal setting and time management.

Assigning priorities is very essential in time management. A priorities are tasks that have to be done, B priorities are jobs that are less important with longer lead time and C priorities are things that can wait. With this organization technique, one can make more effective use of his/her time.

Mr. Vendramin presented a package which included forms and questionnaires that are useful in allowing one to become better organized and make more effective use of their valuable resource - time.

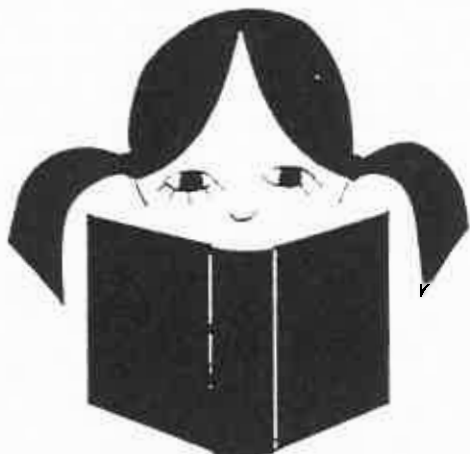
The association would like to express its thanks to Mr. Vendramin for his insights on a "timely" topic.

William Land

Address Change: Lynn Imbeau

Our Public Relations Co-ordinator, Lynn Imbeau, has a new mailing address:

1365 Felix Street,
Val Caron, Ontario
P0M 3A0
897-4848--Home
897-4116--Business.



Career Day - Elliot Lake

The Community Adjustment Centre of Elliot Lake had asked me to participate in Career Day on December 5, 1991 at the Adult Education Centre.

I was asked to discuss the Library Technician as a career choice. There weren't many participants interested in the library techniques field, but those who attended were disappointed to learn they couldn't receive their education in Elliot Lake, Sudbury or Sault Ste. Marie. The colleges that offer the program will take students far away from their families.

Career Day was a great success. I was very happy to talk with others about my chosen career and hope that one day I will be able to work in the field.

I wish to conclude by taking the opportunity to thank Linda Davis of the Northern Development and Mines Library and Marion Hunt of the Peel Board of Education for the information they provided. It was a big help; thanks again.

Louise Aubin

Profile

Louise Aubin was a student of the Library Techniques Program at Cambrian College from 1974 to 1976. She is presently employed in Elliot Lake as relief staff at the Elliot Lake Public Library and as a cashier at Shoppers Drug Mart. A future career goal is to obtain a full-time position in the community where she and her family are living.

Louise finds libraries are great places to read, complete assignments and are wonderful sources of information. Her career choice was made after consulting with the librarian and technician at her high school library.

Her hobbies include reading, needlepoint on plastic canvas and aquamotion classes.

Louise is a hard working wife and mother of three beautiful daughters, ages six, ten and eleven. The Aubins have made their home in Elliot Lake for almost twelve years and would hate to leave that city.

One of her greatest personal accomplishments is that she had lost one hundred and two pounds in three years. Congratulations, Louise!

Profiles

A questionnaire was included in APROPOS 13(1/2) asking members to complete and return to the newsletter editor. Its purpose is to allow a forum for us to become better acquainted with each other.

Please don't be shy. Please let us know something about your life and your thoughts on the association and libraries in general. The membership of the Sudbury Regional Branch would like to become acquainted with you!

Please return your completed form as quickly as possible to William Land.

Blue to White

As a result of an unfortunate misunderstanding at the print shop, this editor was dismayed to discover the last issue of APROPOS had been printed on white paper, instead of the requested blue sheets.

The last issue contained the membership list printed on blue and the balance, excepting the Profile questionnaire, on white. The entire edition, excluding the Profile, should have been on pale blue paper.

Apologies are extended for this year's "whiter than white" look for APROPOS.

Career Opportunity

Library Technician posting with the Department of National Defence at the Canadian Forces Medical Services School, Canadian Forces Base in Borden, Ontario (twenty minutes from Barrie).

Competition: #92-ND-BDN-OC-12.

Salary Range: \$23,316.00 - \$25,431.00 with a Treasury Board Equalization Adjustment - \$994.00 annually.

Qualifications: Library Technician Diploma. Proficiency in the use of both the English and French languages is essential. Knowledge of the Dewey Decimal Classification and the Library of Congress System.

For Further Information: Contact Captain P. Purpura; (705) 423-2624--Business; (705) 423-3679--Fax.

Send resumes to:

Captain P. Purpura
Canadian Forces Medical Services School
Canadian Forces Base Borden
Borden, Ontario
LOM 1C0.

Sudbury Regional Branch contact for further information regarding this position is Paulette Burton; 560-1788--Home, 675-3028--Business.



In Memoriam

It was with great sadness that we learned of the sudden death on December 8, 1991 of one of our members, Maysel Dag.

Maysel worked as a Library Technician for the Educational Media Centre for the Sudbury Board of Education since 1981. She was forty-one years old and a mother of two daughters, ages eleven and twelve.

Although she was not visible at the provincial level, her regional involvement will be sorely missed. A donation to the local cancer centre was made on behalf of the Sudbury Regional Branch.

Surviving Library Closure

In this article, I hope to share a piece of my working history with other library technicians on the topic of library closure. In this age of "down-sizing" and "budget restraints," I find it appropriate to reflect on the closure of a library where I had worked for nine years following my graduation from the Library Technician course at Cambrian College.

My place of employment was the Ministry of Education's Film Library; my position was "library clerk" and the mandate was film service to school boards that was based on quantitative figures who couldn't acquire audio-visual materials in any other way. As I reflect now, I wonder how it is that I could never see this service would always be considered supplementary and at the first sign of budget restraint would come closure, but I guess hindsight is really 20/20.

In 1981, when I started, there were seven full-time employees in this department (two library technicians, one audio-visual technician, one librarian and two part-time staff). Our jobs were interchangeable even though we preferred to think of ourselves as specialists. Management always made it clear to us that we were not only interchangeable, but dispensable. Perhaps the beginning of the end was when the librarian retired and his position was left vacant for a year. When it was filled, it was by a library technician at less than half the salary and very little budget.

I look back on the months of confusion and rumours that superseded this closure and I remember a feeling of trying to maintain order and routine. Luckily, our jobs, because they were routine in nature, allowed us that saving grace, but it allowed us the time to ponder, question and argue about our fate. When the news came, December 13, 1989, it was very late in the day. Most of the staff had gone home and the remaining members were told of the news of closure at a time when we were contemplating computerization! That fact still befuddles me; the management encouraged information-gathering on the various types of databases that would manage our specifications.

Closure was slated for June 14, 1990 and, as that day approached, the staff size had started to diminish. We headed a joint committee between union and management which allowed us a forum for voicing our concerns about job loss and employee retraining. The committee was successful for many reasons:

- 1) It gave us a forum for voicing our concerns in a constructive manner.
- 2) It established management's responsibility to us as employees.
- 3) It established the union's responsibility to us as members (this was as important as #2).
- 4) It successfully eased the transition of four out of seven full-time employees.

My personal safety net had been put in place a year earlier when I had taken a professional leave-of-absence to work at Laurentian University as a library technician, for the first time in my career. Through the contacts I had made, I was able to return there, at first on a part-time basis, later full-time as a technician.

The weeks prior to the closure of the film library were detrimental to everyone's mental health. Time was spent packing films and discussing "life after." "Life after" came for all of us.

For some, there was a strong feeling of entrepreneurship because we never wanted to be in a position again where someone else would have control over our future. These feelings are quite understandable, but only one followed up on that. Four staff moved the desks from the Film Library to their Administration Office, two stayed home with children and two left for employment elsewhere.

One of the things that surprised me was that I would still have contact with the people I had worked with; in a networking aspect. Sudbury isn't very big and resource sharing is a high priority with everyone.

I think if I were asked to offer advice about handling an office closure or "down-sizing", I'd say this:

- 1) Don't burn any bridges! The management you'd like to tell where to go may be invaluable as references or even as potential clients in your next place of employment.
- 2) Use the time prior to closure, when workload slows down, to streamline resumes and update and gain skills.
- 3) Look on the time after closure as an opportunity to change your life's direction - this could be the chance to go back to school, or investigate the idea of starting your own business.
- 4) Finally, believe it when people tell you, "This could be the best thing that ever happened," even if they aren't speaking from personal experience!

Jo-ann Larose



Explorations '92 - May 27-30, 1992

OALT/ABO's Annual Conference Returns to SUDBURY!

In 1983, the Sudbury Regional Branch hosted the tenth annual conference. Those of us who attended do remember the unusual snowfall in May. Hopefully, the weather will be much warmer. This time we have chosen to hold it at the end of the month. So, please come and join us!

The full conference includes four workshops, a reception, two lunches, the Thursday evening dinner and entertainment and the banquet for \$265.00 for members and \$315.00 for non-members.

For the partial conference, workshops are \$50.00 each for members and \$65.00 each for non-members.

All meals, except breakfasts, may be purchased as part of the conference package. Evening events include dinner costs for both Thursday and Friday nights.

Accommodations are available at the Sheraton-Caswell Inn. Rates are \$70.00 (plus applicable taxes) per night, double or single.

Listed are some of the sessions being offered:

- 1) INTRODUCTION TO LEGAL RESEARCH
- 2) DIFFICULT SITUATIONS IN LIBRARIES: THE KIT
- 3) DESKTOP PUBLISHING
- 4) MORE INMAGIC
- 5) NEW DEVELOPMENTS IN CD-ROM TECHNOLOGY
- 6) SEE AND SING: STORYTELLING WITH PRESCHOOL CHILDREN
- 7) CHANGING EDITIONS: A CATALOGUING UPDATE
- 8) CHANGING CAREERS IN THE '90s
- 9) DO-IT-YOURSELF AUTOMATION DESIGNED FOR TEXT-BASED APPLICATIONS
- 10) HUMAN RIGHTS IN ONTARIO
- 11) GOVERNMENT DOCUMENTS AND HOW TO FIND THEM
- 12) THE GENEALOGIST IN YOUR LIBRARY
- 13) TALK TO A C.E.O.: PROBLEMS AND SOLUTIONS
- 14) JOB SHARING (OR YOU CAN HAVE IT ALL!)
- 15) FUNDRAISING
- 16) TEAMWORK SKILLS IN THE LIBRARY
- 17) CATALOGUING OF FRENCH NON-BOOK MATERIALS IN SCHOOL LIBRARIES

and many more!

For additional information, contact:

Linda Davis (705) 670-7130--Day

Bette Gore (705) 524-9314--Evening.

Be sure to check your mailbox for your registration package!

New Post Office Address for OALT/ABO

OALT/ABO

Abbey Market Post Office
Box 76010
1500 Upper Middle Road West
Oakville, Ontario
L6M 3H5.

Sudbury Regional Branch (SRB) - Duties of the Regional Executive

Compiled: December, 1991

President

1. The President is the official representative for the SRB.
2. Co-ordinates activities of the regional executive.
3. Charged with general management and supervision of the affairs of the SRB.
4. Signs all cheques along with the Treasurer.
5. Upholds ideals and purpose of the SRB of OALT/ABO.
6. Chairs all meetings of the executive and general membership.
7. Is responsible for all activities.

Secretary

1. Maintains minutes of all executive and general membership meetings.
2. Reads minutes of previous meetings at all meetings.
3. Keeps a record of members' attendance at general membership meetings.
4. Receives any correspondence for the SRB and reports any transactions at meetings.

Treasurer

1. Keeps financial records and carries out all financial transactions of the SRB in accordance with OALT/ABO practice.
2. Presents a financial statement at the meetings of executive and general membership.
3. Presents a written financial statement at the ABM and to each regional executive member.

Public Relations Co-ordinator(s)

1. Prepares all the SRB publicity.
2. Proposes, organizes and advertises activities, workshops, etc. to the general membership with the assistance of the President and other members of the Executive.
3. Makes arrangements for facilities in which to hold meetings and/or workshops.

Membership Co-ordinator

1. Maintains an up-to-date membership list.

2. Responds to any enquiries.
3. Responsible for the exchange of membership information with the Provincial Executive.

Newsletter Editor

1. Researches or writes articles of interest to members of the SRB.
2. Solicits and edits articles for APROPOS.
3. Writes, types, prints and distributes the newsletter to all members.

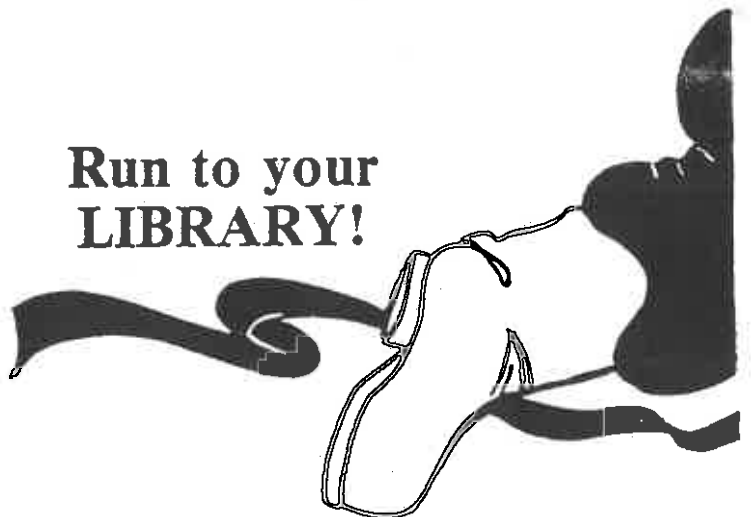
Director

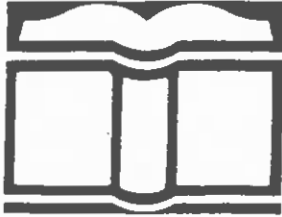
1. Represents the SRB at the provincial level.
2. Attends the Provincial Executive/Board of Directors' meetings, usually held in Toronto (approximately five/year) or ensures that another member of the Executive be present.
3. Reports all activities of OALT/ABO to the general membership through the newsletter and/or at the meetings of the SRB.

Note:

- a) Travel expenses are reimbursed (see Board Policies).
- b) Accommodations are provided, if needed.
- c) Meal costs will be reimbursed as per the Meal Allowance Policy.

**Run to your
LIBRARY!**





**ONTARIO ASSOCIATION OF LIBRARY TECHNICIANS /
ASSOCIATION DES BIBLIOTECHNICIENS DE L'ONTARIO
MEMBERSHIP FORM / FICHE D'ADHESION**

MEMBERSHIP CARD / CARTE DE MEMBRE
ENGLISH ---- FRANCAIS ----

NAME / NOM

MAILING ADDRESS /
ADRESSE POUR CORRESPONDANCE

.....
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TELEPHONE (.....).....

FAX NUMBER (.....).....

CORRESPONDENCE TO BE SENT TO: / CORRESPONDENCE: HOME / DOMICILE ---- BUSINESS / TRAVAIL ----

GRADUATED(ING) FROM / DIPLOME (SERA) ACCORDE YEAR / ANNEE

OTHER LIBRARY ASSOCIATION MEMBERSHIPS HELD / MEMBRE D'AUTRES ASSOCIATIONS DE BIBLIOTHEQUES

1.
2.
3.
4.

FEE STRUCTURE / ECHELLE DE COTISATION:

GRADUATE / GRADUE:	\$	55.00	----
STUDENT / ETUDIANT:	\$	22.00	----
CON. ED. STUDENT / ETUDIANT PERMANENTE:	\$	----	----
ASSOCIATE / ASSOCIE	\$	50.00	----
SENIOR CITIZEN / AGE D'OR	\$	22.00	----
INSTITUTION:	\$	92.00	----
PROVINCIAL MEMBER / MEMBRE PROVINCIAL	\$	----	----

NEW / NOUVELLE -----
RENEWAL / RENOUVELLEMENT

REGIONAL BRANCH / SECTION REGIONALE

YEAR / ANNEE 19... TO / A 19...

JOB TITLE / POSTE DETENU

NAME OF LIBRARY /
NOM DE LA BIBLIOTHEQUE

ADDRESS / ADRESSE

.....

TELEPHONE (.....).....

FAX NUMBER (.....).....

<p>REGIONAL USE ONLY / A L'USAGE DE LA REGION</p> <p>DATE REC'D / DATE RECUE</p> <p>CASH / COMPTANT</p> <p>CHEQUE</p>
<p>PROVINCIAL USE ONLY / A L'USAGE DU PROVINCIAL</p> <p>BANK / BANQUE</p> <p>CHEQUE #</p> <p>DATE REC'D / DATE RECUE</p> <p>RECEIPT #</p>

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P.O. Box/C.P. 2351
SUDBURY, Ontario
P3A 4S8**

THE ABOVE INFORMATION MAY / MAY NOT BE INCLUDED IN THE OALT / ABO MEMBERSHIP DIRECTORY.
LES RENSEIGNEMENTS CI-HAUT MENTIONNES SERONT INCLUS DANS L'ANNUAIRE DES MEMBRES DE L'OALT / ABO.

YES / OUI ---- NO / NON ---- SIGNATURE

WHITE / BLANC - PROVINCIAL YELLOW / JAUNE - REGIONAL / REGIONALE PINK / ROSE - MEMBER / MEMBRE

.....
MEMBERSHIP NO.