

# APROPOS

Ontario Association of Library Technicians  
**OALT/ABO SUDBURY REGIONAL BRANCH**  
Association des Bibliotechniciens de l'Ontario

## President's Message:

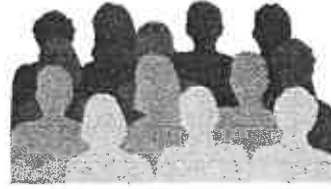
A belated "Happy New Year" to the members of OALT/ABO Sudbury Regional Branch! It's hard to believe that the Christmas rush is over but the decorations are slowly returning to their boxes under the stairs and the Christmas tree sits out in the yard, awaiting a new life as a safe haven for the birds. This year we decided to purchase a new computer, it's faster than the one at work and it gives me a chance to work on the newsletter at home. (That doesn't mean I'm any faster producing it, it can only do so much and the rest is on my shoulders.) This computer is loaded with Microsoft Word so I'm learning a new word processing software as we contribute to Bill Gate's RRSP. Actually I like it, Word seems to be a little more flexible in being able to read and open more files than WordPerfect but that brings us to Bill Gates again and that's another article.

This is the second last issue before the conference "**Perspectives '99**" scheduled for May 13 - 16th at the Sheraton Four Points Hotel here in Sudbury. Linda Davis has submitted an update on the conference plans in this issue. As I mentioned last time, Linda has a contract with SRB to organize the conference with the executive jumping in for some tasks, such as mailing conference registrations out and helping out at the conference itself. We are all looking forward to it and I'm sure that everyone will be pleased with the workshops that will be offered. Linda has worked very hard to make the conference a success. In the meantime, sit back and enjoy the rest of the winter and this issue of "APROPOS".

Jo-ann Larose

Perspectives '99

Plan to attend OALT/ABO's 26th Annual Conference in Sudbury at the Four Points Hotel. Conference cost will be approximately \$250 for members (including lunches, banquet, entertainment, 3 workshops and the coffee/dessert reception). Rooms at the Four Points Hotel are \$70 (single or double) plus the applicable taxes.



There will be 18 workshops to choose from, offered in three sessions. Topics include: Planning Your Library's Web Page; E-Journals; Teamwork Skills; Storytelling: Marketing; Career Development; Document Management; Genealogy on the Web; Friends of the Library Groups; and Gov Docs in Electronic Formats.

Promote this opportunity at work, to your supervisor, with your colleagues, and any other library contacts you may have. For extra copies of the registration package, contact Linda Davis at 705-670-5615 or [linda.davis@ndm.gov.on.ca](mailto:linda.davis@ndm.gov.on.ca)

See you in May at *Perspectives '99!*

Linda Davis  
Conference Coordinator.



Apropos is published three times a year by OALT/ABO Sudbury. Letters and inquiries can be sent to: Box 2351, Station A, Sudbury, Ontario P3A 4S8 c/o Newsletter Editor.

### Socials & Workshop Review:

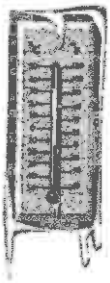
This year the SRB hosted a "Fall Get-together or Desserts to Die For!" afternoon social. It was an opportunity for members to visit and enjoy some wonderful desserts. It was also the deadline for members to put their names into the early membership renewal draw for a dinner for two (value = \$40.00). Winner this year was: Christine Greffe. Thanks for all who came out, it was lots of fun, the fall colours were at their peak, and the company, as usual, was the best. **If you still haven't renewed, it isn't too late with SRB offering the conference this year, the savings will be well worth it.**

### Massage Workshop:

This workshop was offered free to members and we had a few nonmembers come out for this workshop, so it was well attended. It was offered at Collège Boréal on November 21st with Yves Charette instructing the group on massage therapy. Feedback was positive so anyone who couldn't attend might have another chance should we consider offering it again. Thanks to Dorothy Lewis, Public Relations for organizing this workshop.

### Winter Get-together:

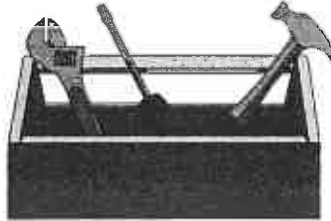
This year it was decided to have our social before Christmas instead of our January "Rendezvous". Turn out was low this year (and if someone hadn't called me - I'd have missed it too). Members met at Walden Grower's in Lively where Glenna Treasure and her husband Ken turn their greenhouses into a winter wonderland. If you haven't been out at Christmas, it is only about a 10-minute drive from Sudbury and it really gets you into the Christmas spirit. After visiting Walden Grower's we met at the Tradewinds Hotel's Evergreen Room where we had breakfast. Again, thanks to those of you who could come out.



*As you all know, we won't be holding a Spring Workshop due to the conflict with the conference; however, if you have any ideas about a workshop for next year don't hesitate to contact any of the executive with your ideas. We always appreciate hearing from you. Your comments, suggests, ideas are welcome anytime.*

## Getting Organized!

Being organized and staying organized are sometimes the cornerstone of our professional careers. As Library Technicians it comes with the territory that other people expect us to be organized. (Have you ever had someone suggest that your spice rack is in alphabetical order because you work in a library?) Being organized and appearing organized is important to me. These are two different things. Someone can "appear" to be organized when a client asks to borrow the same book they had a week ago and you hand them the book instantly. Speed can look like "organization" when, in fact, the reason you had the book handy was because you hadn't reshelfed your books for more than two weeks - a sign of many things and unorganized could be one of them.



On the other hand "being organized" is something totally different. This is the brass ring we are always striving for because being organized is a continuous process that requires a dedication to consistency. Now consistency is not my strong suit but fortunately for me, the desire to "be organized" is.

In a recent issue of a woman's family magazine I noticed one of the eye-catching headlines read "Stay organized for good! - 5 Easy Steps". A promise like this is hard to believe. I have read articles about keeping my house organized by going through clothes closets, junk drawers or mail and organizing it into three piles. One pile is for action, one for file and the third pile discard. The criteria is interesting for each pile, and the writer tries to influence you towards putting everything in pile number three. (I guess because this is easiest to dispose of and the results are immediate.) In fact, the writer suggests you be ruthless about what you keep. My concern is that anything I throw away today will surely be needed tomorrow, if not in a few hours after it has been tossed to the bottom of a kitchen garbage bag where retrieval demands the question of just how much supper did my son eat? I tend not to listen to the advice concerning pile number three, and have taken the approach that pile number three can be put into the back of my closet, and then next Fall can be resorted based on what can go into pile number one or two now.

Getting back to the magazine article here is their advice in five easy steps. #1. "What's your organizing personality?" So before you even head off to the bathroom linen closet they have you lying on a sofa doing an analysis. Lying down is not a good way to start as you're likely to not get up, so we'll skip #1 and move onto...

#2. "Determine your problem areas and tackle them first." This appears to be more like it but before they go more than three

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sentences they have you sitting down taking inventory. This could be labour-intensive keeping this inventory up-to-date. My cold storage room alone could supply me and my family with emergency food for three months, so making a list will likely drain any "organizing energy" I have at the moment. In this section they also suggest putting like things together, ie. CD's and videos into shelves made for them, put sports equipment into a large wicker basket near the back door, put tools onto a large Pegboard. Not bad ideas and quite workable, but not revolutionary either.

Next - #3. "Get help from your family" (oh well, their advise was just beginning to improve before that statement). Here they teach us a lesson from TV advertisements - "clean during prime time". Schedule chores or pickup sessions around the times when the kids are at their best, or if your husband is a morning person, do it then. Now I don't know what your mornings look like, but my supper hour is exactly the same - only in reverse. The time between supper hour and bedtime is crammed with producing a healthy yummy meal in thirty minutes or less, then onto Beavers, school work, walking the dog, running for groceries, and bath time. Prime time is starting to look like about 9:30 p.m. and I'm not a night owl, so I'm off to bed. Maybe #4 has some sage advice that will work.

#4. "Set up a schedule and stick to it." Well you already know that consistency is my downfall so we don't need to belabour this one; however, some of the suggestions are classics when it comes to being organized. Such as: "make clutter-cleaning appointments with yourself" and tackle the job for longer sessions to motivate you to keep going; "pace yourself" - now we are back on the sofa again; "purge ruthlessly" - see I told you!; and "take a break" which is equivalent to the sofa scene mentioned above. Oh well maybe #5 will be the clincher.

#5. "Make it last. Congratulations! You've established order on the home front" it reads. What do they mean? I'm still on the sofa after #4, but they do provide an address you can write to and request that your name be removed from junk-mail lists. You send a self-addressed stamped envelope asking that your name be removed from their mailing list - now which pile did I put those stamps into?

Bibliography: Flurry, A. (1999) Get absolutely organized ...finally - in just five easy steps! Woman's Day, February 1, pp. 30, 32-34.

Jo-ann Larose.

## OALT/ABO LISTSERV:

The OALT/ABO listserv is up and running, so take the time to join this important forum for library technicians. To subscribe:

Send an e-mail message to: **oaltabo-request@faxon.ca**

Leave the subject line of your message **blank**

In the **body** of your message write: **subscribe**

You will receive a message confirming that you are subscribed to the listserv.

To post a message to the listserv, address it to:

[Oaltabo@faxon.ca](mailto:Oaltabo@faxon.ca)

## DIRECTOR' S REPORT:

The executive/board of directors met in Toronto, November 14, 1998. Highlights of the meeting include:

-the final financial report from Fulcrum '98 reports a profit of \$1994.84. This amount is shared equally between Lchania Region and the provincial body

-the archivist has devoted much time to confirming continuous membership records for 10 and 25 year members. Archival records are incomplete, complicating her task. Regional membership contacts are asked to highlight the year a new member joins and to maintain accurate membership lists from year to year

-the president and public relations coordinator attended the OLA Thinktank in early October. They participated in the strategic planning process with an association consultant who has expertise in guiding associations through this exercise. The executive will maintain contact with OLA and will have an exhibit at the Superconference in January.

-the salary survey will appear in the winter issue of Newsletter/Nouvelles. Please return your completed survey promptly to provide important information for this valuable initiative

-if you have not renewed your membership, please do so right away. The Association will produce a membership directory this year and therefore requires the information as soon as possible.

-the Public Relations Coordinator, Gislane Janveaux, will proceed with the marketing letter and the design of a display

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unit with the assistance of Ulla de Stricker and Associates, a firm experienced in library public relations

The next meeting (teleconference) takes place February 7, 1999. Please address your questions to Linda Davis, 670-5615 (work) or 566-9374 (home).

### DOOR PRIZES NEEDED:

If each SRB member could arrange for the donation of one door prize, we would have a great selection to offer the delegates who attend PERSPECTIVES '99 in May. Please canvass your contacts for a suitable prize and notify me of your acquisition as soon as possible. This could be anything from library to personal items (new of course); door prizes are always well-received by delegates and add interest to the social events, so please contribute to the success of PERSPECTIVES '99.

Contact: Linda Davis, 1267 Cardinal Court, Sudbury, P3A 3C2  
Phone: 705-670-5615 (work Monday - Friday 8:15-4:00)

### STUFFING BEE:

The conference brochure will be ready for mailing at the beginning of March. Please help out by planning to attend the "stuffing bee" (you will be contacted re date and time). Willing volunteers will be needed!

Mark your calendar - OALT/ABO SRB's

Annual Business Meeting (ABM) will be on Saturday April 10th at 9:30 a.m. in Collège Boréal's Library.



Everyone is welcome!