

TECH TALK

Volume 11 Number 2 January 1986

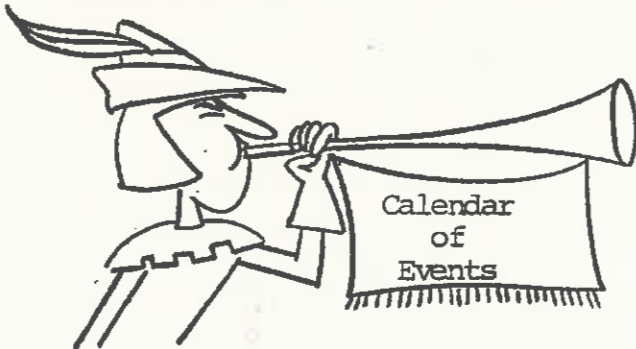


I would like to open this commentary by thanking those members who supported OALT/ABO in 1985. Without your support we would not have an association.

The executive would like to see our membership climb this year. If you know of any technicians or anyone in the library field who might be interested in joining, give them a name from the executive to contact.

Remember it is only \$45.00 for a Graduate membership, \$40.00 for an Associate membership, and the best deal of all is the Student membership for \$12.00.

We need your support to be a successful organization.



Jan 18, 1986
Provincial Executive Meeting
Toronto

Jan 22, 1986
Executive Meeting
L.U. Cafeteria
5:15 p.m.

Jan 27, 1986
Wine & Cheese Social
LaRea Moody's home
8:00 p.m.

Feb 8, 1986
Provincial Assisted Workshop
Time Management
Ms Toni Conroy, Workshop Leader
Chancellor Paterson Library
Library Technology Lab
Rm L5022 9:30 - 4:00 p.m.

Feb 26, 1986
Executive Meeting
L.U. Cafeteria
5:15 p.m.

Mar 8, 1986
Provincial Executive Meeting
Toronto

Mar 13, 1986
Annual Dinner Meeting
(place to be announced)

Mary Lou Kolodinski will be sending out notices about the above events

OALT/ABO COFFEE MUGS***OALT/ABO COFFEE MUGS

Yes, the coffee mugs have finally arrived. They are white with the burgundy logo of the newsletter. The price is \$5.95.

They are available from Corinne Symons or LaRea Moody. You will be able to purchase a coffee mug at LaRea's on January 27, 1986. Another good reason to attend the Wine and Cheese.

OALT/ABO COFFEE MUGS***OALT/ABO COFFEE MUGS

COMING EVENTS...



Provincial Assisted Workshop
on Time Management

Saturday February 8, 1986
9:30 - 4 p.m.
Lakehead University
Library Technology Lab
Rm L5022

The facilitator is Ms Toni Conroy who is associated with the Toronto firm of C-Four: Consultants in Career Concepts of Canada.

Some topics to be covered are: personal values, examing the 'shoulds' in ones life, your balanced life, getting ride of the 'time wasters' and assessing personal realities.

Registration and questionnaire forms were mailed out to members. Remember to have them returned by February 3, 1986.

For futher information contact:

Mary Lou Kolodinski
622-6446 (Brodie Resource Library)

or LaRea Moody
345-2121 ex 317 (L.U. Library)

Well we made it through 1985, and to start the year off right, plan to attend the Wine and Cheese Get Together at LaRea Moody's. It will be a time to catch up on local and regional news, a time to make any suggestions, at time to see old and make new friends, and of course a time to relax and enjoy an evening out.

So, keep the following date:
January 27, 1986
8:00 p.m.

And come to:
89 South Hill Street

Bring your quarters. Your first glass of wine is complimentary, thereafter it will cost you a quarter per glass.

See you there!!!

Bank Balance

Bank balance as of January 6, 1986 is:

\$1187.11



Director's Report

Meeting held : Nov 16/85

1 Essay Committee :

Since we have not published any winners, a motion was made to suspend the contest until we are in a position to publish first-place winners. At this point, there are about ten winning essays, none of which have been published. TALTA will look into government funding for such a publishing venture.

2 Presidential award :

Feb. 28/86 is the deadline for nominations. Send them to Loretta Taylor.

3 Ottawa Conference Report :

First mailing is out, and looks good. Cost for total conference runs around \$400.00 plus transportation. The preliminary workshops look good, and the peripheral activities look great.

4 AV Film Clip :

Will be ready in December or January. Following a preview, it is hoped to have a premiere at the Ottawa conference.

5 OPLAC Task Force :

C. Boardman is to request permission to survey OALT/ABO members who work in public libraries regarding their job descriptions, and do so at OLA's expense.

6 C. Boardman is writing to all schools offering library tech programmes, inviting them to become institutional members of OALT/ABO.

7 Newsletter :

After a lengthy discussion and garbled vote, it was decided to keep the Newsletter/Nouvelles title under a new design and continue the same numbering. How do you feel about a contest regarding the name change???

8 Conference Proceedings :

It has been decided to print and distribute copies to those who attended the conference, plus extra copies to Archives, Executive who did not attend, plus two copies to each region, plus 15 copies for sale.

Technical

The following positions are available with the Ministry of Energy, Library.
Location: Toronto.

REFERENCE TECHNICIAN
(Library Technician 3)
(Schedule 3,7)
\$387 - 432 per week
(open)

Required to provide reference, interlibrary loan, current awareness services and oversee the library's circulation system. You will: provide reference services including on-line literature searches; prepare bibliographies; prepare upcoming conferences bulletin, scanning pertinent subject literature and reorganizing/maintaining vertical file collection; oversee the library's circulation system, including routing journals and directing work of junior technician; perform other duties as assigned. File ME-340.

Qualifications: progressively responsible experience as a library technician; knowledge of library techniques obtained through successful completion of a recognized library techniques program; excellent interpersonal and customer-service skills; demonstrated experience in reference and on-line searching on a variety of database systems; knowledge of circulation and interlibrary loan procedures/networks; group leadership experience; experience in subject analysis and in a government and/or special library advantageous.

LIBRARY TECHNICIAN 2
(Schedule 3,7)
\$331 - 367 per week
(open)

Required to perform a variety of clerical/technical duties re library operations. You will: maintain the circulation system, including periodical routing; process mail and incoming items; process and shelve/file library materials; compile and maintain library's statistics; type letters, memos and library forms; assist clients in using library; complete special projects as required. File ME-341.

Qualifications: familiarity with library operations normally gained through successful completion of a recognized library techniques program; good typ-

ing skills (approx. 45 wpm); knowledge of circulation procedures; ability to work as a team member; good interpersonal and customer-service skills.

Return application/resume by Jan. 31, quoting proper file number, to: Ministry of Energy, Staff Services Section, 56 Wellesley Street West, 9th Floor, Toronto, Ontario, M7A 2B7.

SO WHAT'S BEEN HAPPENING...

General Meeting
Sep 26/85

Besides the usual reports, we were fortunate to have Judy Sennett and Helen Hyvarinen give short talks on their jobs.

Judy Sennett is working for V.B. Cook Engineering and Helen Hyvarinen is working for the library at Old Fort William.

Thank you to Judy and Helen for giving us some of your time.

Reference Interview
Nov 2/85

Laraine Tapak, gave a great workshop. She discussed the value of the reference interview. Sample questions were given to the participants. Many of the questions were originally received at the Thunder Bay Public Library.

- e.g. 1 Define a grain swath.
- 2 Recent information on building a swath fluffer/turner - for grain swaths.

Do you know how to find this information? Laraine showed us how to go about looking for it.



Laraine Tapak

Discussion then took place on the basics of the reference interview and barriers involved. One must remember that the whole encounter is important, from beginning to end. One must establish a rapport with the patron. You must define the real question, it might not be the initial question asked.

The entire group took part in role playing. One person was the staff member and the other was the patron.

Laraine gave out a bibliography. If you are interested in looking at it, please contact a member of the executive.

As I said in the beginning, it was a great workshop.

General Meeting
Nov 26/85

Topic : Problem Patrons

Do you act in a confident and authoritative manner? According to Sergeant Jim Forbes, of the Thunder Bay Police Force, how you act can make all the difference when dealing with a problem patron.

This was only one of many helpful pointers given in a talk by Sergeant Forbes when he attended our General Meeting on November 26th.

He also stressed that we should not hesitate calling the police if we encounter, or anticipate, problems with a patron. Sergeant Forbes surprised many of us by pointing out how police involvement can be mutually beneficial. The benefit to us is obvious, but Sergeant Forbes pointed out that a call from us regarding a patron's deviant behaviour or loitering can give the police information that when linked with other reports, may help them in an investigation.

His address to our group raised many interesting questions and provided us with as many answers and continued informally during coffee and donuts.

Gina Rawson
