

TECH TALK

Volume 17, No. 4 January 1992



PRESIDENT'S MESSAGE

Happy New Year! We do hope that everyone had a safe and happy holiday. Our next workshop on "Care, Handling & Conservation of Unpublished Material" is scheduled for the evening of Tuesday, February 18, 1992. We hope that an evening workshop will encourage many of our members to come out!

Our Annual Dinner Meeting is scheduled for Thursday, March 26, 1992 at the Pagoda Gardens. At our last Annual Dinner Meeting (March 1991) we voted to approve the membership fee increase for the Provincial portion of the fee. As we are in good financial shape, the executive proposes to raise the membership fees to cover the provincial increase only. Below I have detailed the fee structure as it currently exists and the proposed fee structure for the membership year April 1, 1992 to March 31, 1993.

FEE STRUCTURE

April 1, 1988 - March 31, 1992

		(Prov/Region Split)
Graduate LT	\$50.00	(30/20)
Student LT	15.00	(12/ 3)
Graduate LT Senior	15.00	(12/ 3)
Associate	45.00	(24/21)
Institution	70.00	(48/22)

Proposed

April 1, 1992/March 31, 1993

		(Prov/Region Split)
Graduate LT	\$60.00	(40/20)
Student LT	15.00	(12/ 3)
Graduate LT Senior	15.00	(12/ 3)
Associate	55.00	(34/21)
Institution	82.00	(60/22)

This proposed fee structure will be voted on at the Annual Dinner Meeting in March and if adopted it will be effective for 1992/93 memberships. Also, those students who have held student memberships for 2 and 1/2 years cannot renew as students. In our constitution there is a time limit to student membership privileges.

The Annual Dinner is election night for executive positions for our Association. A nomination committee member will be contacting you to consider running for an executive position. Think about participating in this manner! You can have a positive impact on our Association.

Helen Heerema



TREASURER'S REPORT

As of December 31, 1991.

Bank account balance	\$ 853.71
Petty Cash	7.43
Guaranteed Investment Certificate	<u>3,000.00</u>
Total	\$3,861.14

MEMBERSHIP STATISTICS

Graduate	29
Student	15
Associate	1
Institution	<u>2</u>
Total	47



REVIEWS

PROVINCIAL AFFAIRS

Report of the November 23, 1991 meeting of the Provincial Executive and Board of Directors.

The resignation of Diana Doxtdator from the position of Provincial Secretary was accepted and Brady Leyser was elected to the position. A Membership Directory will be mailed out in December, along with a Salary Survey to all members. A Manual on Conference Procedures has reached its "final draft" stage and will soon be printed. The Constitution is being rewritten by Susan Morley who would welcome participation of interested members. This is a project which is expected to take several months to complete. New membership forms have been printed and distributed to the regions. The new budget was reviewed.

The 1991 Conference, "Infowave", held in Toronto has now paid all bills, settled all accounts and the books are ready to be closed. The 1992 Conference, to be held in Sudbury in May will sport the title "Explorations 92". The organizers reported that plans are proceeding well and were granted a loan of up to \$1000.00 to help pay for upfront expenses.

Susan Morley is working to establish the criteria for cooperation with OLA. Once established, the duties of liaison officer will be added to those of the President or Vice-President. Marsha Hunt, Public Relations Coordinator, is our member for CLA and is planning to join the Library Technicians special interest group.

You may recall the invitation to suggest a slogan for the Association, which appeared in "Newsletter" and in "Tech Talk". Unfortunately there was little interest shown province-wide and the Board decided on "Meeting the Challenge". The next Provincial meeting will be on January 25, 1992. This will be a Teleconference and if you would like to attend (in Thunder Bay) call Cathy Walsh at 344-1682.

submitted by Cathy Walsh

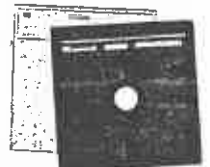
REGIONAL AFFAIRS

Microcomputer Software in Libraries
November 16, 1991



This workshop, presented by Ian Dew and Lynn Barber drew a fair crowd (dozen or so people) for a Saturday morning. Judging by the questions fielded and answered, there seemed to be a good sample of librarians and technicians who represented academic, public, school and special libraries. That kind of attendance alone may be testimony to an on-going need for people in the information field to be kept informed, updated, and/or refreshed about the many technological possibilities of handling information.

Ian Dew, head of bibliographic processing at L.U., presented the first half of the workshop. Mr. Dew discussed the "big picture" of information management. The proliferation of items that are being published every year and how important it is for libraries to acquire, store and disseminate this information was highlighted. He also gave us a brief history of the technological development that has taken place in the last ten years of our "post Huxlean" era and what one can expect to find for computer and software information management systems today. Mention was given to information packages which were developed by universities to meet their own needs but which were also available to those who needed them and could afford them. Systems like GEAC - Guelph, MULTILIS - Montreal, BUCAT - Brandon, and other systems such as SYDNEY and MANDARIN were discussed in addition to utility programs such as UTLAS, DOBIS, CD-ROM, and communications software such as PROCOMM, CROSSTALK, and SMARTCOM. We were given a description of the various functions of micros in libraries. Functions such as word processing, circulation, acquisitions, serials control, and other bibliographic possibilities such as ILLD, cataloging, and information retrieval. The aspect of cost and efficiency of micro systems were also covered.



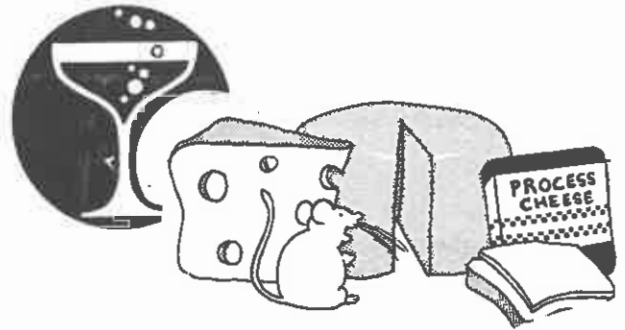
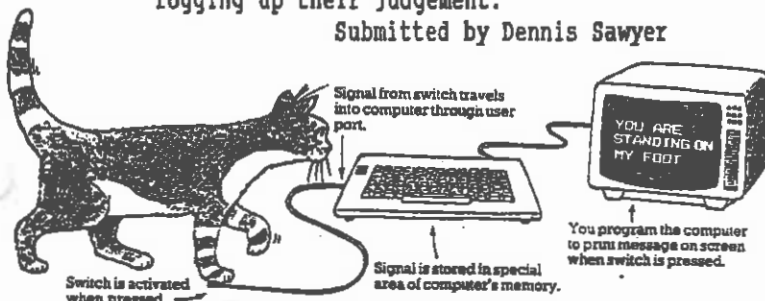
Lynn Barber, head of cataloguing at L.U., presented the second half of the workshop. Mr. Barber provided us with an overview of the Chancellor Paterson Library's initiation and experimentations with microcomputers and software. It was noted that in the early stages of these trials they had some successes as well as failures. In the beginning L.U. used an IBM micro for online access to UTLAS CATTS system and used CrossTalk for their ILLO needs with the National Library of Canada. In terms of database products, an attempt to prepare indexes and other in-house uses were done with the use of a Macintosh and the Commodore 8032. Today, as we may well know, L.U. has the MultiLis system and supplements it with gems such as Bibliophile and a host of CD-ROM databases for their library needs.



The workshop was capped with a hands-on demonstration of a few library management systems (MultiLis included) and Library of Congress Subject Headings on CD-ROM (which produced some ooo's and aww's)

Overall the workshop was both interesting and enjoyable. It was informative or, re-informative as some of us have taken courses on library automation and are presently using automated systems in our workplaces and are fairly familiar with the topic. But it is always refreshing to see or be reminded of the options that are on the market today and to actually be able to test some of these options first hand. If anyone left the workshop with a bit of carbon for potential diamond transformation, I would say it would be two things. One, that the most important aspect of libraries and automation are people and teamwork. Yes, that's right, you still need people and good teamwork for things to work well in an electronic environment. Two, do not be taken in by software demonstrations. The demos are designed to turn water into wine thereby intoxicating the potential buyer and fogging up their judgement.

Submitted by Dennis Sawyer



Wine & Cheese General Meeting December 10, 1991

In the November Tech Talk we announced that we would have our General Meeting -cum- Wine and Cheese Evening at the beginning of December instead of January in the hopes of avoiding the usual bitter coldness that generally keeps many members tucked cosily inside their homes. Well, we woke up on December 10th to a clear morning, a beautiful mild afternoon - even on the "plus" side of zero! - and a pleasant evening - all we could possibly have dreamed of in weather cooperation for this time of year. Perfect! -so all members are sure to be there.

Well! What happened? Where were you? and where were you? Surely everybody was not working or at night school? Believe it or not only eleven people came and six of those were the Executive Committee!!

The meeting was called to order and the minutes of the last General Meeting (September at the LPH) were read by the Secretary, Mary Lou Warren. Reports were then given by the President, Treasurer and Regional Director. The workshop held in early November received 'rave' reviews and the ones for January and February were discussed. The main topic which will affect all members was the new fee structure for Provincial. Regionally we will raise our fees to cover the Provincial increase only. This item will be voted on at our March annual dinner meeting.

The remainder of the evening was spent relishing good company and a resplendant feast of cold meats, pickles, veggies, dips, dried and fresh fruits, cakes, dainties, coffee, tea, juice in addition to the obvious red and white wines, cheeses and crackers! Oh, What you missed!!!

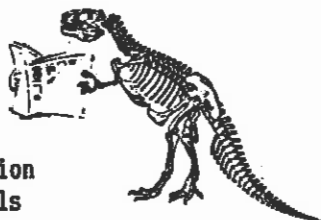
Workshop #3
Promoting your Library
January 18, 1992



Once again the workshop was held on familiar turf - our little Penthouse at the top of Paterson Towers. (i.e. 5th floor L.U. Library) Barbara Koppenhaver, Coordinator of Community Services for Thunder Bay Public Library led the workshop. For 14 hardy Northerners, Barbara provided an interesting and stimulating talk on marketing libraries. Included in her presentation was an overview of the marketing plan of Thunder Bay Public Library and a preview of their new promotional videotape. A full review of the workshop will be provided in the next newsletter!

PREVIEWS

Workshop #4
Care, Handling & Conservation
of Unpublished Materials
February 18, 1992



Our innovative president, Helen, is always seeking ways to improve the organization and suggested an evening workshop. Here it is! and we thank Carolyn for introducing us to the topic and speaker.

This workshop is to be "on location" at the City Archives and will include a tour so that we may understand more clearly the mysteries which will be revealed to us. The speaker will be Mr. Alex Ross, who is the Corporate Records Manager and City Archivist of Thunder Bay. Mr. Ross has held this position for 1 1/2 years, since coming here.

Mr. Ross was born near London, Ontario and attended Guelph University, where he obtained an Honours B.A. and a Masters Degree in History. He worked in the Archives of Ontario in Toronto for 9 years and then in the Manitoba Provincial Archives in Winnipeg for 10 years. Mr. Ross had experienced the joys of farming and also of construction work in his pre-graduate years and he and his wife have wanted to live in the countryside for the last 20 years. Therefore, when this position was offered, they were glad to be able to come and

live on the outskirts of this community. Mr. Ross' favorite pastime has always been reading, but now living in this location the family, including two sons, are beginning to delight in the great winter outdoors and have begun to learn skiing and skating.

With the 20 years background of archives we shall undoubtedly learn a lot from Mr. Ross as he reveals to us the care, handling, and conservation of unpublished materials. It certainly promises to be a fascinating evening - mark it on your calendar NOW and let us make Mr. Ross feel more "at home" in this city.

OALT/ABO THUNDER BAY REGIONAL BRANCH
ANNUAL DINNER MEETING
March 26, 1992



The Annual Dinner Meeting will be held at the Pagoda Gardens on Dawson Road (opposite County Fair Plaza) on March 26, 1992. The cost for the buffet dinner will be \$20.00 and tickets can be purchased in advance from the executive.

All members are urged to attend. Besides being a gorgeous "nosh-up", there is important business to attend to, the most important being the fee structure as outlined on the front page. The next most important will be the annual elections for executive positions. All positions are open for interested members, but two executive members are willing to stand for re-election: Wendy Knudson for Treasurer and Cathy Walsh for Regional Director. Since our constitution limits executive members to two years in a position, the following positions must be filled with new people: President, Secretary, and Newsletter Editor. Carolyn Enns, our current Public Relations Coordinator does not wish to stand for re-election so that position is also available for someone. Our Archivist and Job Contact Person, is currently Joyce Torma. These are appointed positions and need only change if Joyce wishes to step down. A nomination committee will be calling each member to encourage new people to run for executive positions. Consider it! The Dinner is always a fun event, with plenty of networking and you may even win one of our door prizes!

CHIT CHAT COLUMN



Job Changes

The newly created position of Supervisor of Collections and Technical Services at Confederation College has been filled by Yvonne Raaflaub. Yvonne hails from Magnetawan, near North Bay. After university in Peterborough and London (Ontario), graduating as an MLS, she worked as a Reference Technician at Fanshaw College. At Durham College in Oshawa her work in the library involved circulation, reference and ILLO as she coordinated university programmes available at the College. In her new position Yvonne would like to "make effective changes and move with the times to provide better, faster and efficient services to clientel." She feels comfortable in Thunder Bay, it is not too big and she enjoys the amenities.

Another new position at the College is that of Computer Technician filled by John Rice. John has a background in electronics, dealing with computers, radios, test equipment and all kinds of electrical instruments. Coming from Toronto 3 years ago, John and his wife, Christine, love it here. "It's like a bit of heaven" says John. They like the countryside so much that 18 months ago they bought a home in Dorion and have no objections to the 45 minutes commuting each way. During the winter months John builds canoes and uses them in the summer and he loves fishing also.

Welcome to Thunder Bay Yvonne, John and Christine, we hope you will always enjoy living and working here.

Appointment

We would like to congratulate Margaret McLean on having been appointed to the Board of the Thunder Bay Public Library System. The first meeting will be held in January, so watch for reports from the Board meetings. Margaret was thrilled about it and we are sure that she will do an excellent job.

Back to Work!

Returning to work from Maternity Leave are Lisa Schaffer to the Circulation Desk at Brodie Street Library and Joyce Torma to Secretarial duties in the School of Library Technology at the University.

Hatched, Matched and Dispatched

Monica Wilson, nee Viitasaari, had her second daughter on September 17th, 1991. After such a hard time with the first baby, it was an absolute relief to have a Caesarian delivery. "Six weeks, and I'm back at work!" Big sister Jessica, now 2, is rather jealous of Sarah Lillya, who weighed in at 7lb 3oz, 2 weeks prematurely. Daddy, Mike, reassures Mummy that the jealousy will pass and the girls will be good friends.

We were only joking when we suggested that Bev Sokoloski - now Proctor - might change her name again to a French one. However, she has now married a Frenchman! No, she did not meet him in Quebec, but here in Thunder Bay. On November 1st Beverley married Etienne Roussell, "the most wonderful man in the world", but as they do in Quebec, she is keeping her maiden name of Proctor. Congratulations to both of you and we wish you a very happy future together.

We are happy to have an empty "sickbay". At least we have not heard of anybody who is ill.

We would like to remind everybody that we rely on hearing tidbits of news and information from you members so that we can pass it on to the rest of you. So PLEASE let us know any news. We do check it out so if it is an unfounded rumour that you have heard, don't worry that it will land you in trouble!





"NEWS" FROM AROUND AND ABOUT

EDUCATIONAL LIBRARIES

Education is the sharing of knowledge. As you will see in these reports "sharing" is the theme and modern methods to link and share are rife.

**Challis Resource Centre
Confederation College**

A new librarian's position has been created, Supervisor of Collections and Technical Services, and the Resource Centre is pleased to welcome Yvonne Raaflaub to the position and to Thunder Bay. Yvonne comes to us from North Bay via Fanshawe College and Durham College following her graduation from SLIS.

Another new position, to initiate a brand new service in the Resource Centre, will see John Rice - Computer Technician, hired to establish a Microcomputer Repair Centre. John brings a great many years of experience from Motorola and DEC.

Some very exciting news is the transfer of the College's catalogue from microfiche to CD-ROM. Confederation College is one of eight colleges in the province who supported the initiative to convert the holdings to CD-ROM. As a result one CD-ROM disc contains the holdings of all 23 Ontario college libraries. Users can search the entire database or just Confederation College's.

Another exciting venture is the commitment of the College to upgrade the Resource Centre collection in two ways - first the President committed \$50,000 to begin the upgrade and secondly the Alumni Association has taken on the project to fundraise another \$50,000 - some busy times ahead.

A CD-ROM workstation with CBCA and ERIC indexes was also introduced this semester and along with that, a Library Pathfinder Service.

A proposal was submitted to Geac for their Vision 20/20 Grant, but as yet no decision has come. This grant would convert all of the

present computer system to GEAC and provide connection to other libraries in town.

The Reference books have been removed from their integrated places with the other books on the shelves and are now in a special Reference section, which has allowed for more effective usage and helped in upgrading decisions in this area.

The Mary Smith Memorial Women's Collection was launched in September and it is intended to be a unique collection of materials on women's issues dedicated to the memory of Mary Smith, a former College instructor.

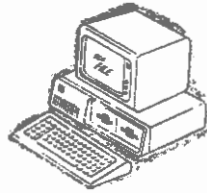
Mary Smith went back to school in her forties to complete her education, starting at Confederation College as a pupil -- progressing to teacher, having received her degree from L.U. She was working towards her Master's degree in Toronto when she unfortunately became ill and died. Mary had been very much involved in the Feminist Movement and will be remembered for that work in Thunder Bay. After her death, her husband donated her collection of books to the College and this forms the core of the new collection, named in her honour.

As you can see from the above, the staff have had a great many changes, improvements and initiatives to adapt to and there will be much more on the horizon. We look forward to the day when we are also fully automated and can truly form a network with the University and Public Library.

submitted by Laraine Tapak, Director
Challis Resource Centre



"...and then the hard disk sort of rattled around and went klunk, and then the video screen turned bright orange and started showing old 'Lucy' reruns, and then..."



Lakehead University
Chancellor Paterson Library

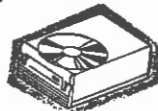
We reported in our last issue that the Public Library had some special adjustable carrels for wheelchair patrons on order. Well, guess who got some first? Yes, Chancellor Paterson has already made these special carrels available to their patrons. They also have a "Print Enlarger" for the visually impaired.

CD-ROM indexes have been available to the patrons for some time. Currently they subscribe to nine titles: Medline, Nursing & Allied Health, Canadian Business & Current Affairs, Business Periodical Index, Sports Disc, Psychlit, Social File, Applied Science & Technology, Biological & Agricultural Index.

Another "new" is something which is sure to gladden the hearts of many homesick laddies and lassies with the acquisition of newspapers from outlying communities. These are available in the Northern Studies Resource Centre, in the basement of the library. That department also boasts two special collections - the "Regional" Collection which emphasizes history and current affairs of Northern Ontario, especially Northwestern area - and the "North" Collection which focuses on the Yukon, N.W.T. and similar circumpolar regions worldwide. When the Centre is closed the regional newspapers can be obtained from the Information Desk on the main floor.

The staff are happy to have the Multilis system completed now, after beginning with the process four years ago. This is a library management system that provides computerized public catalogues, circulation, cataloguing, acquisitions and serials management.

Bibliographic Processing, or
Technical Services



This is the mainspring of library operations at Lakehead University and as is apparent from the two previous reports the computer is central to the operation. Not only has the entire collection of both the Main and Faculty of Education Libraries been put at the fingertips of anyone at LU, but the department is really proud to be able to open its collection and computers to everyone. Here in

his own words are the two main items of "News" from the Head of the department, Ian Dew.

1. Personal computer access to Lakehead University Library catalogue. Anyone with a personal computer and modem can now access LU's Library System either directly or by means of networks, such as INET or Internet. Access is available from 8am to 4am, except for maintenance on Sunday mornings. No password is required.

Communication/computer settings:

TELEPHONE NO.	807-345-3629
DATA (BAUD) RATE	1200 or 300
DATA BITS	8
STOP BITS	1
AUTOMATIC NEW LINE FEED	Y
AUTOMATIC LINE FEED	Y
CARRIAGE RETURN	Y
CHARACTER SENT AT	
END OF MESSAGE	CR-LF
PROMPT CHARACTER	
FROM HOST	\$
SMART/STOP (XON/OFF)	
ENABLED	Y

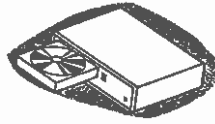


2. Completion of Retrospective Conversion (RECON) Project. December 1991 will mark the completion of Lakehead University's RECON project, which has been underway since May 1987. The project has converted the Library's entire file of monographs, government documents and serials from card format to machine-readable (MARC) format. The database now comprises 410,000 bibliographic records.

This is a major project involving all members of the Library's Bibliographic Processing Department along with various project teams. The major barcoding, which took place during the summer of 1989 involved all Lakehead University Library staff.

Bora Laskin Library

Over at the Bora Laskin building, which is where students in Education are taught to be teachers, the library is a little more specialized. The collection is on the University computerized catalogue and searches



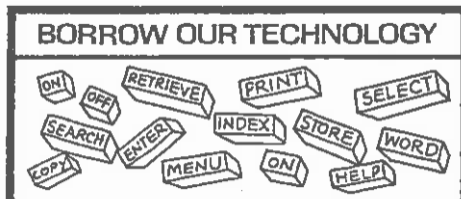
For books will list the Bora Laskin Library as the home of certain books. Here the emphasis of the collection is Education, and includes the availability of CD-ROM indexes in this subject area. ERIC has been available for a number of years, but a new CD-ROM education index called Ontaris has also been acquired. The research for this index is done by the Ontario Ministry of Education, various school boards and OISE (Ontario Institute of Studies in Education). Once the patron has found the articles required, they are then able to view the whole article or photocopy it from a microfiche, as the library has the whole Ontaris on microfiche.

At the moment the hard-working library technicians are in the middle of a project named RECON in collaboration with the Chancellor Paterson Library. All the material which is not included in the database - that is pre-1980 - is being reassessed. All materials which are no longer applicable will be withdrawn from the collection. The remaining ones will be recatalogued to a form which is accessible within the system. By 1992 it is hoped that everything will be accessible from the computer terminals and the card catalogue will be thrown away! (Boo-hoo! the end of an era!)

In the area of periodicals, seven or eight new magazines and journals are acquired each year, but a careful watch is kept on the use of titles, as an equal number must also be withdrawn, to keep within the budget.

New acquisitions are continually made throughout the collection, but the area which has received a little extra attention of late is the Master's programme. Extra material has been acquired dealing with Educational Curriculum and within the field of Education Administration.

Thank you - can't you just see the smile of satisfaction for a job well done! My thanks to Joan Seeley, Jim Arnot, Ian Dew and Ruth Rilling for talking to me about the "new" achievements at Lakehead University.



Lakehead Board of Education
School Libraries



First a swift overview for those unfamiliar with the system. There are 40 elementary schools, 7 high schools and 4 special schools. In 6 of the high schools there is a full-time Library Technician and they all have full-time Teacher Librarians. In the elementary schools the Teacher Librarian is only half-time, there are no Library Technicians, but they usually have a little help from the Lay Assistants or older students. The schools all revolve around the IMC (Instructional Materials Centre) at the Board offices, where 3 Library Technicians officiate. At the Lakehead Board of Education much of "new" revolves around computers. Each school, elementary and high, has a computer with a Main Menu for Teacher Librarians which can be used in the following ways:

1. IMC booking menu (for audiovisual items) (not available at all schools)
2. Vax Electronic Mail (EMail)
3. Kermit File Transfers
4. Look at Vax files
5. Dial Thunder Bay Public Library
6. Dial Lakehead University Library



Thus the schools can access the last two libraries and can ask for help for a book from the schools on EMail already, although it will be easier when it is listed on the computer. Also, most schools have an Encyclopedia on CD-ROM for student use.

Westgate High School was chosen in 1987 to be the "pilot" school for the "total" computerization of High School Libraries. Circulation is by bar code and the overdue list can be easily accessed - no more special typing each week! The Card Catalogue is also on computer, 1 in the office, and 2 terminal outlets in the library for the students. The terminals in the school are linked to the mainframe at the Computer Centre at the Board office. Problems have arisen at various times and stages which have required the computer technicians to use their expertise to solve and resolve!

In 1988 Dale Mason and Les Mayes began the design of the LIMMS programme (Lakehead Board of Education Instructional Materials Management System). In June 1990 one elementary school was chosen to be a "pilot" school in this project, again a different set of problems surfaced and had to be ironed out. Two more elementary schools were added to the system in 1991.

Now Westgate's system has to be loaded into the LIMMS system. The ultimate goal is to have all the Thunder Bay school libraries automated by 1995. "Owing to its integrated nature, the system is designed to be of maximum benefit to the Educational Computing Network of Ontario (ECNO) boards." "It is expected that the system will also eventually serve as a regional source of catalogue information for Northern Ontario school boards." (Funding for the critical first stage has been provided by the Ministry of Northern Development and Mines.)

Four of the High School libraries have had security systems installed and the remaining two will be "tattle taping" the books during the 1992 summer break.



A completely new library has been built at Churchill High School and it is hoped that the "move" will be done during the end of the first semester exam time (Jan/Feb 1992). Hammar skjold High School is waiting for the construction of a new library also. It has not been decided when this will happen, but the money for it was put aside at the closure of Lakeview High School

There is an updated Union List of Magazines available in the high schools now.

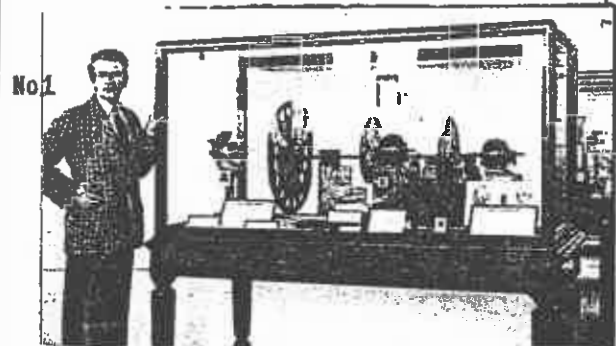
In the Audiovisual Department, the IMC produces a new catalogue each year and will be sending a new supplement out to all schools at the end of January. At that time also the new French AV Catalogue will appear.

Cooperation with the Catholic Board has been in the AV area for several years. They share the Film and Video library with the Public Board. They also buy some computer time on the mainframe.

HONE YOUR RESEARCH SKILLS

Study the photographs below and phone or write your answers of:

"Who?" "What?" and "When?"

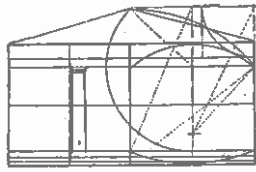


No. 2



send your answer to Muriel Davidson
Newsletter Editor
TECH TALK
1217 Cuming Street
Thunder Bay, Ontario
P7C 1P2

telephone: 623-7173



"A DAY IN THE LIFE OF ..."

**SPECIALIZED LIBRARIES -
ENGINEERING**

V. B. Cook Co. Limited Library

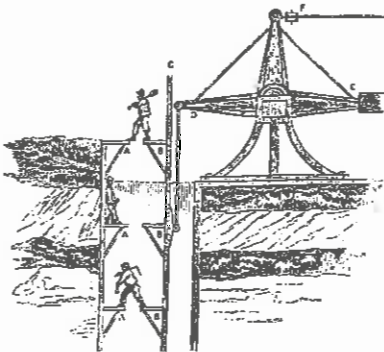
The Library of V. B. Cook Co. Limited was established to provide a central organized location for the storage and dissemination of information. The main collection consists of codes and standards, cost estimating and design textbooks, directories, conference proceedings, manufacturers' catalogues and pamphlets and technical journals. The librarian is also responsible for Records Management, so all project files and photographs are located in a central records storage area adjacent to the library.



While providing information to our competitors is not encouraged, students and others looking for specialized information are welcome to call for assistance. Our collection of mining, grain and pulp and paper publications frequently comes to the aid of College and University students.

There is no such thing as a typical day in a One-Person Library. Every day begins at 8am by energizing the electronic equipment - computers, photocopier and blueprint machine. We are each accountable for our hours worked, so a Daily Time Sheet is submitted each morning for the previous day's activities. The frequent interruptions typical of a library, sometimes make this part of my day the most difficult.

Next I re-shelve all library materials from the previous day and refile any project files which have been left out. All new project documents are coded and filed, and files are created for the new projects.



Playbook of Metals (#072)

By 9:30 it is time to go to the Post Office for the mail which must be sorted and distributed along with the periodicals which are routed to interested staff. Between 10:30 - 11:00 I return to the library to check my desk for requests. A manufacturer's rep may stop by to promote a new product or to update his company's catalogues. All staff are strongly encouraged to bring all reps to the library to keep their literature up-to-date.

All new pamphlets and catalogues must be classified and catalogued and added to the monthly new acquisitions list, which is distributed to all interested staff. WordPerfect has proven to be lifesaver for me, as some vendors handle up to 30 different manufacturers' products necessitating card sets of equal numbers.

After lunch I tackle my mail. Anything which I have ordered specifically for another, is recorded as received and given to the requestor. It may or may not be catalogued at this time depending on the urgency of their need for the item and my ability to process it within their time constraints. Whenever possible, I prefer to process items before letting them out of my sight, but project requirements come before library routines and procedures. Any materials which would be of interest to others are routed to them and all others are set aside for processing.

Arrangements are finalized for an upcoming presentation and I order a VCR and monitor to be delivered and set up. There are always CCH, DeBoo, CSA, building code and catalogue updates to fill any gaps in the day.

I have received one request for information today which cannot be answered from the resources available in our library, so I drive over to the University to scour Engineering Index to refine my search. Next I visit Val in Search Services to request another of my "obscure" searches. I don't know why they shudder when I appear. Doesn't everyone need to know about "specific energy control of stone groundwood" or the "correlation of incineration parameters for the destruction of polychlorinated dibenzo-p-dioxins"? (Two of my better ones for sure!)





Naturally, most of these searches turn up articles in journals unavailable in Thunder Bay. I frequently make use of CISTI or CANMET for mining-related articles, but I also depend heavily on L.U. Ginny and crew are tenacious in tracking down my obscure sources.

While I'm out doing my research, I may also drop off a bank deposit or pick up photos from the camera shop. It's 4:30 by the time I get back to the office, so there is still a half-hour to work on my report that is due next week.

I read somewhere that you should always leave something on your desk at the end of the day to get you motivated the next morning. Believe me, I never have a problem doing that.



submitted by Judy Sennett

"A DAY IN THE LIFE OF ..."

DEPARTMENTAL

A Library Technician in the Reference/Information Services Dept. of the Brodie Resource Library

The Reference Department at the Brodie Resource Library is the major resource library for Northwestern Ontario. It is staffed by two professional Librarians, four Library Technicians, and a Library Assistant.

Library Technicians in the department spend approximately seventy percent of their time covering desk - in other words - assisting Patrons with their queries. Many of the questions are "quick" or "ready reference" questions. These are questions that can be answered quickly, usually by consulting only one or two sources. Examples of this type of question might include, finding an address or phone number, looking for information on a specific book title, searching for the current population for a city, or providing the latest



Consumer Price Index figures. A great deal of time is also spent answering more detailed inquiries. These questions can often take hours or even days to complete. Examples here might include, searching for an obscure government publication, tracking down the history of a local landmark or local event, or finding biographical information on a less prominent Canadian.

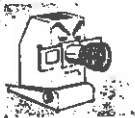
The Reference Department at the Brodie Library has a number of "specialized collections", which are organized and maintained by Library Technicians. One such collection is the Government Documents Collection. The Brodie Resource Library is a full depository library, which means that it should receive one copy of almost every report that is published by the governments of Ontario and Canada. All government documents are catalogued for inclusion in the Government Documents Catalogue. Other specialized collections include the Local History Collection, the Statistics Canada Collection, the Municipal Government Documents Collection and the Thunder Bay Index.

Library Technicians in the Reference Department are also responsible for arranging schedules for full and part-time staff, preparing various budget reports, receiving new Reference books, telephone books and university calendars, and indexing items for inclusion in the Thunder Bay Index.

Working in Reference also requires a certain amount of mechanical ability. Repairing microfilm equipment and fixing the ever-ailing photocopier are all part of a day's work.

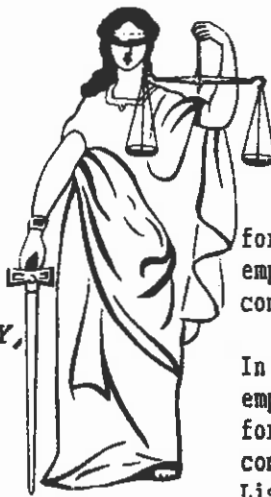
Working with the Public guarantees that no two days are ever the same. Patrons constantly challenge you to find information on topics that you've never heard of before. When you work in Reference you never stop learning, and you are never bored.

submitted by Wendy Woolsley




PAY EQUITY

and the KEEWATIN PUBLIC LIBRARY, a brief history



Pay equity for the employees of the Keewatin Public Library has been a frustrating and circuitous issue since the outset. The question of whether library employees are municipal employees or employees of the library board has been a contentious issue since the introduction of pay equity legislation in 1988. Because most public libraries receive 80% or more of their funding from municipal sources, the province believes that the employees are municipal. Municipalities argue that because the Board is responsible for hiring and firing as well as disciplinary procedures that the Board is the employer.

 Our library had a budget of \$65,000 when the issue of gender bias first was addressed. We had a compliment of 3.09 staff in full-time equivalents. It is now 1991 and we have a budget of \$70,000 and a staff of 2.14 in F.T.E.'s.

For your information I have enclosed a copy of the chronological order of events surrounding our process. If you should have any questions or require further information, please contact me.

1988

The Library Board is informed by council that Pay Equity for Library employees is the responsibility of the Board.

1990

The Library Board posted the 1990 wage scale as the plan because there were no male comparitors within the wage pool to compare to. The Library Board felt that this was all that they were required to do based on misinformation regarding the legislation. Employees of the library filed an application

for review services requesting the Town be the employer for pay equity purposes to allow for comparitors.

In July, the town volunteered to be the employer for Pay Equity purposes. The lawyer for Council, Mr. Pat Coccimiglio was hired to complete the pay equity plan for the library. Lisa met with Mr. Coccimiglio in August and provided him with job descriptions, present rates of pay, working conditions, copies of the ranking system already used by the Board and other information which he may have required to complete his task.

1991

In February, Mr. Coccimiglio completed a plan. Library assistants were compared to seasonal labourer and concession supervisor, and the C.E.O. of the library was compared to public works foreman. The library employees filed another application for review services citing the comparitors as inappropriate.

In April, Danielle Talbot of the review services division came to Keewatin and met with Warren Spencer, Marlene Madison (chair of the Board), Lisa Moncrief (C.E.O.) and Carolyn Heyens (employee representative). Ms Talbot suggested that with an employee group of this size a settlement could be arrived at without much difficulty, if all the participants co-operated fully. She looked over Mr. Coccimiglio's plan, the job descriptions of the employees and the suggested comparitors and agreed that they were not appropriate. She suggested alternate comparitors and felt that this issue would be resolved based on these recommendations. A new plan was then drafted based on Ms. Talbot's choices and further analysis by the Board. The employees approved the new plan. The Board approved the new plan and approached the town council for funds for implementation of the new plan. The Council refused to increase the library support to accommodate implementation. The Board then made the necessary cutbacks in order to implement the approved plan. Council states publicly that the Board acted hastily by making cutbacks. Council then refused to approve the plan as agreed to by the Board and staff, based on the recommendations of the review officer. Ms. Talbot is contacted again

and agrees to come back to Keewatin.

On September 4th a meeting was held with Mayor Parfitt, Judy Cuthbert, Helen Korba, Warren Spencer, Ms. Talbot, Marlene Madison, Carolyn Heyens, and myself in attendance. Ms. Talbot informed all present of the purpose of Pay Equity legislation, and expressed mild consternation that the issue had not yet been resolved. She was prepared to issue an order at that time, but was asked to postpone such a final decision until September 20th. On September 19th, Council decided to approve the plan as it was presented.

Perhaps I should have titled this "very brief" instead of just "brief". This synopsis cannot begin to describe the events, emotion or innuendo of the past 3 years with regard to this issue. Budget preparations are now being made, and I am sure that pay equity will surface again. I hope this information is helpful.

The issue that has yet to be resolved is perhaps the most controversial, and that is who should bear the cost of pay equity adjustments - the library board or council. I personally feel that since the municipality has been deemed the employer for pay equity purposes, that the expense should be theirs. They of course, would argue that since the Library Board is the technical employer, the expense should be theirs and they should find the money within their present allocation. This has yet to be resolved.

Lisa Moncrief
C.E.O.
Keewatin Public Library



**"LET YOUR VOICE BE HEARD"
...LETTERS FROM YOU!**

Yes, isn't it nice to receive letters!

Letter #3

The article on Pay Equity is in answer to an invitation issued to the Head Librarian of Keewatin, Lisa Moncrief, to tell us about their dilemma caused by enforcement of Pay Equity without any extra funding to do it. We have printed it in full. You will find that it is a letter which is factual and we must praise Lisa for showing no bias or bitterness or disappointment in her letter. We hope that extra funding will be provided and that a full complement of staff will soon be possible again.

Thank you Lisa.



Letter #4

"Thank you for your 'Get-well' wishes in the Newsletter. I'm recovering slowly, and plan to return to work in November. Your coverage of outlying regions was interesting."

Sincerely,
Christina Snow

Thank you Christina, we are glad that you are now back at work, all hale and hearty! We are pleased to hear our "News" From Around and About was appreciated too.

Come along now folks -- Nobody has taken Liz Hamrak's idea up yet. If nobody wants a 'Computer Helpsheet', perhaps some other ideas could be aired.

"Please write!"



We thought we would share this little verse from the front of Christine's note with you.

CARE of BOOKS

*Our books all need
the kind of lovers
Who care for words
but also covers,
Who care for pictures,
type and pages,
And help the books
survive the ages.*





FROM THE HALLS OF LEARNING ...

Congratulations to all the hard working students who finished the first term, we hope you are all refreshed and enthusiastically looking forward to doing even better in the second one.

The evening classes this term will be:

Tuesdays - Records Management 2010

Records Management provides a broad overview of business theory required to effectively manage a modern office. This course is designed to give the student of library studies the sound theoretical basis of knowledge necessary for him/her to understand business records management and control, budgeting and financial control, and use of computers in the business office.

Thursdays - Cataloguing & Classification II 1050

Further studies in cataloguing procedures with an emphasis on derived cataloguing and computer programmes. Students will be introduced to subject analysis using Sears List of Subject Headings and Library of Congress Subject Headings.

(Please note this is a change from the information reported in the last issue of Tech Talk)

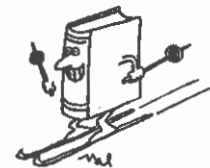


"No, this is the manuscript. That's the bibliography."

FIELD TRIP

The Field Trip will again take place during Study Week, leaving Thunder Bay on Thursday February 13th and returning on Sunday February 16th. The destination this year is Ottawa. The main library tours have been booked with the National Library, CISTI, and the Public Archives.

Hope that you are able to skate on the Rideau Canal and take a bus tour of the beautiful Capital - what a pity it will be too early for the tulips! - but you can still have your photo taken with the Mountie by the Centennial Flame. Send us a postcard! Enjoy the trip.



APRIL WORKSHOP

Plans are made for a workshop to be held in the early part of April. Topic - The Integrated Library - with guest speaker, Jean Weiss.

This workshop will deal with the pros and cons of integrating videotapes, audiotapes, records, filmstrips, kits, etc., etc. with the books on the library shelves. Many questions spring to mind immediately when such a vast subject is announced, so write them down so that you do not forget half of them before you get there!

Because of the expense of travel, hotel, meals, etc. this workshop can only be possible if there are sufficient numbers of people who enrol for the workshop.

Please contact Margaret MacLean for details and enrolment as soon as possible.