

TECH TALK

Volume 20, No.5 March 1993



PRESIDENT'S MESSAGE

As spring hurries towards us, the OALT/ABO membership can look forward to a workshop conducted by Mr. Ian Dew and the annual dinner meeting. Mr. Dew will be discussing library networks and computer applications on Saturday, March 20, at Lakehead University. The annual dinner meeting will take place the following week, March 31, at the Pagoda Gardens Dining Lounge.

At the dinner meeting on March 31 we will be electing the new OALT/ABO executive for 1993/1994. Consider volunteering your time and abilities for an executive position in the coming year. You will have the opportunity to work closely with fellow members of the library world to design and implement a stimulating program for the OALT/ABO membership, thereby sharpening your skills as a team member, organizer, and creative thinker.

A member of the OALT/ABO will be phoning you to give you the chance to run for a position on the executive.

Another opportunity this spring is the May provincial conference, *Reflections '93*, which will be held at Carleton University in Ottawa. The conference will run from the 10th to the 14th and will include such topics of interest as customer service in the library, team building, innovative programming for children and young adults in difficult times, and laughter as a stress release. For further information, please contact any one of the current executive members.

Please mark, then, the 20th and the 31st of March on your calendars and plan to attend the computer workshop and the dinner meeting. You may

even want to take a trip to Ottawa in May.

Carolyn Enns

TREASURER'S REPORT

As of 1 Mar 1993

Bank Account Balance	40.11
Petty Cash	32.93
G.I.C.	<u>3000.00</u>

Total \$ 3073.04

Wendy Knudson

MEMBERSHIP STATISTICS

Graduate	24
Student	11
Associate	1
Institution	<u>5</u>
	41



Reviews

REPORT OF FEBRUARY MEETING OF OALT/ABO BOARD

On February 6, 1993 the third provincial meeting of OALT/ABO Board of Directors was held via teleconference.

Contact North has new and beautiful offices at Alloy and Balmoral in a brand new building.

The latest edition of Newsletter/Nouvelles has been mailed out.

A directory supplement was discussed and it was decided that a supplement would be produced by the executive and a copy sent to each director. It would then be the responsibility of the regions to duplicate and distribute copies to members. Changes for this supplement must be to Bette by March 15th.

There was considerable discussion about the translating of reports and annual business meeting minutes into french for the Ottawa conference. The vote was tied resulting in the motion for translating being carried. Thunder Bay region voted yes - I figured that since the organization was a bilingual one it was not logical to ignore translation especially when the conference was in Ottawa, a very french city. I do not necessarily agree with the bilingual status of OALT/ABO. It seems to be in name only but until that changes I did think that as a Board we should respect this status on this occasion.

OALT/ABO will approach CLA about presenting a panel discussion or workshop on Library Techs at their June conference.

The video on library technicians (from LU??) has been deemed to be out of date. Has there been another one produced by a LU class?

The used greeting cards charity drive has been embraced enthusiastically by most regions. The only Cancer Society to collect them is in Hamilton and therefore once they are collected in Ottawa they will be transported there. There is even a push to decorate boxes to collect them in.

Brady Leyser has produced a bibliography on library technicians and will work on annotating it for the next meeting.

OALT/ABO conference Reflections '93 in Ottawa has still not sent out any materials. They are working on a

package for those who cannot attend the full conference. Mid March is now the anticipated time to look for conference materials.

Susan Morley has done some work on the constitution and now would like to see regional input. As a region Thunder Bay should have a look at the proposed changes and help out with this project. According to those in the know it is a very faulty constitution.

The next meeting will be in Toronto April 3, 1993 at the Richview Public Library.

Submitted by Catherine Walsh, Regional Director, Thunder Bay

Report on Workshop with Jennifer Graff - Presenting Yourself with Confidence - 27 January 1993

"Success in business, social settings and personal satisfaction depends on your ability to communicate. Communication is an everyday activity. It is through speech that we can express our thoughts and ideas. How do you start improving your communication skills? Here are a few tips:

1. Establish your goal.
 2. Prepare.
 3. Assemble the information.
 4. Rehearse.
 5. Control nervousness.
 6. Believe in your message."
- (quoted with permission of authors)



Jennifer had the twenty-five hesitant Techs (and others) divide into three groups and brain storm an "audience analysis worksheet". This task was enlightening as well as serving as an ice breaker. The evening progressed with Jennifer giving a multitude of hints for successful presentations. Jennifer and Johanna Partnoy (Library Tech at PACI) have written a booklet Communi Clips : Present Yourself with Confidence and copies were available for purchase when the workshop concluded.



PREVIEWS

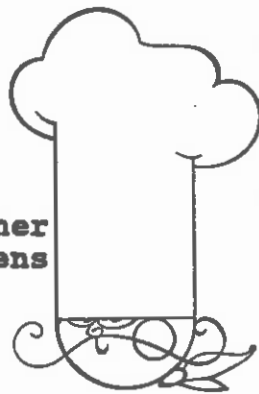
**20 March - 9:30 in the
Bibliographic Processing
Department of LU Library -
Workshop #3**

First we had a date change for this workshop and now we have a slight location change. The Lab is now on the ground level of the Library (Rooms LIB 0001-0015) which is entered through the tunnel. Ian Dew will still present a workshop intended to explore the developments in library systems over the past year, especially networks (communication) and the development of integrated microcomputer-based library software. The networks he intends to cover are LUCI and INTERNET and the Microcomputer-based systems are INMAGIC, Mandarin, Eloquet Librarian and Winnebago showing the uses in circulation, acquisitions, cataloguing, OPAC, and serials control. With all that information, you will really need your mug for coffee and doughnuts!!

**31 March - Annual Dinner
Meeting - Pagoda Gardens
6:30 Symposium
7:00 Dinner
cost \$25.00**

Tickets for the Dinner are available from all Executive members. The \$25.00 includes meal, tips and GST. A cash bar is available.

Yes, after eating there will be the annual elections. There are only two vacant positions this year (the ones with the happy faces ☺☺) but following are "Official By-Law" descriptions in case you want to challenge any of the incumbents.



PRESIDENT

- I. Is the head of OALT/ABO Thunder Bay Regional Branch and is authorized to represent the organization to all outside groups.
- II. Chairs Executive and General Meetings.
- III. Is responsible to call General Meetings in accordance with Article 6 of the Constitution.
- IV. May make financial transactions on behalf of OALT/ABO TBRB.
- V. Provides an agenda for General and Executive Meetings.

SECRETARY

- I. Maintains minutes of all General and Executive Meetings.
- II. Is responsible for all correspondence and mailings.
- III. Maintains, at all time, an up-to-date copy of the constitution.
- IV. Shall be responsible for the printing and distribution of the constitution.

●TREASURER ●●●●

- I. Is responsible for the maintenance of all financial records in accordance with OALT/ABO practice.
- II. Shall make financial transactions on behalf of OALT/ABO TBRB. It is the responsibility of the treasurer to ensure that all monies paid to the Association are deposited into the Association bank account at least once per month.
- III. Shall be responsible for the exchange of membership information with the Provincial Executive.
- IV. Shall be responsible for maintaining a membership list with the assistance of the Secretary.
- V. Presents a written financial statement each month at the executive meetings, plus a financial statement at each general meeting.

●REGIONAL DIRECTOR ●●●●

- I. Attends the Provincial Executive and Board of Directors Meetings or ensures that another member of the executive shall attend.
- II. Reports the activities of the Provincial Association to the Regional Branch.

NEWSLETTER EDITOR

- I. Shall be responsible for publishing notices and newsletters.

PUBLIC RELATIONS CO-ORDINATOR

- I. Shall be responsible for all publicity and other special arrangements required for meetings, workshops, etc.
- II. Shall be an ex officio member of all committees other than the Nominating Committee.



Muriel Davidson started the selections on "A Day In The Life Of..." various technicians employed in various libraries. This year I hope to carry on the theme but with technicians employed in non-traditional roles.

"A Day In The Life Of..."

**Anita Muncaster
Clerk,
Staff Training & Development**

Since graduating in 1976, I've been worked in a number of businesses. For the past 13 years I've been employed at Confederation College.

My first position at Confederation College in 1979 was clerk in the Registrar's Office. In 1980, I moved to the Resource Centre as a Library Technician and worked in Information Services until 1987. I enjoyed assisting, teaching and giving centre tours to patrons.

Presently I am working in the Staff Training and Development Department as a clerk. My tasks vary but generally I provide clerical support to the manager. My tasks include: answering queries regarding various training programs, registering participants for training courses, ordering necessary supplies and services, co-ordinating services between departments, typing and construction of various pamphlets advertising the College city-wide (using my Wordperfect 5.1 desktop publishing skills), filing, file maintenance and file development, arranging meetings, booking rooms for training, instructor contracts, mail dispersal, typing various proposal/booklets, making travel arrangements etc.

My training in Library Technology has always been an asset but a hidden one. I found that simply because of the name, employers think that you can only work in a library setting. You have to show them that the skills you have attained would make you a superior quality clerk, secretary etc. One specific skill that comes from our training is the desire to keep things in order. You would be surprised how many people have a difficult time setting up file systems, or simply maintaining information in such a way as to be able to access it at a later date. The ability to know where to get information is also an important skill. It's amazing how many people don't know when to call a Public Library to get information and the kinds of information available. Reference materials is another area. Library Techs know where and what kind of information is provided by using simple reference tools usually provided in office areas.

There is an application for each of the skills that you have acquired during your training. Be creative and apply it to any type of job you are interested in doing. Good Luck!

Anita



FROM THE HALLS OF LEARNING...

The Department of Library and Information Studies at Lakehead University is offering a one-day Reference seminar. Catherine Ross, MLS, Ph.D. will be the guest lecturer on Thursday, 8 April 1993 from 9:30-4:00. The cost of this valuable session is \$100.00. Late registration will be accepted.

There will be no Spring nor Summer sessions offered through LIS. Margaret advises picking up your electives or classes toward your BA during these time slots.

Also, remember the familiar Lab has moved to a newly renovated location. The Lab is now in rooms LIB 0001-0015. Entrance is through the door under the library stairs in the tunnel. Imagine, just like Alice, you can enter a magical place through a tunnel and learn great lessons.

FIRESIDE CHIT CHAT with MURIEL DAVIDSON

If you read this column in the last issue you probable saw NOHLA and wondered what the "H" was for. I must apologize for omitting the worked HEALTH - the association mentioned was THE NORTHWESTERN ONTARIO HEALTH LIBRARY ASSOCIATION.

This year the Library Tech students went to Minneapolis for their field trip. Margaret escorted 15 students around the Library of the Institute of Arts, the Library of the University of Minnesota, Minneapolis Public Library and everyone's favourite - the library of the Minneapolis Historical Society. When the class went there before, the latter one was in an old building but this year it is now housed in a really beautiful brand new building, which even without the contents really "wowed" them. In the Public Library the "Friends of the Library" had a special section of their own which was really wonderful. All the tours were of excellent quality and

demonstrated the different types of skills used in each library very well. Two friends went along but did not do the tours. I heard that they were a very sedate groups and spent most of their free time at the Mall of America. A little dull maybe? Well let me whisper to you that a lot of fun was found in the fantastic wine shops along with some "good nosh" (food) to help absorb it! Was this why the bus driver was so happy-go-lucky and did not have a clue where he was going? Really girls "lay off the driver"! Glad you enjoyed the trip and got back safely! (No, Margaret, the girls did not really have anything to do with the driver)

Did you realise that when I dubbed the department on the 5th floor "The Pent-House Suite" it suddenly sent the value of the real estate soaring and somebody else made a take over bid. The Department of Library and Information Studies has now been re-housed in newly renovated rooms in the basement, which we shall all have the pleasure of viewing at the workshop on 20th March. The 5th floor is being renovated (the Geography Department also having moved to their new building) and the Bibliographic Processing Department have to move up there in May. (Me thinks we should have been in the building trade - they've got more work than Library Techs).

It is hard to find any new jobs to report but I am sure you will remember the excellent article on "Interlibrary Loan" written for us by Gwen Gamble, she was on a contract for that job and after it expired she was able to find a little work in circulation. She also worked a short contract on Collection Development. At the moment she has a 4 month appointment as a Bibliographic Processing Clerk. Well Gwen, congratulations - these short terms may not seem to be secure - but you are having a broad base of experience and who could ask for more!

Over at the Public Library penny-pinching is the order of the day and thanks to the voluntary generosity of the staff two full-time jobs have

been raved! They have each donated 1,2, or 3 weeks of their annual time to a grand total of 110 weeks, This is a wonderful gesture when everyone is (of necessity) grasping every hour of work they can!
Congratulations TBPL! The Public Library has now a new computer system. They have changed from GEAC 8000 to ADVANCE. It is very user friendly and is capable of doing lots of "new tricks" once we, the public, get used to it. However it is only one week old right now, so we shall have to get more detail for you.

I wonder if any of you have noticed the look of immense pride which Valerie Welsch is "sporting". She is very thrilled and proud to be able to claim Kerrin Lee-Gartner as her niece and no wonder! Kerrin skis for

Canada and has just won a silver medal in Switzerland. This winter she also skied in France where she placed 4th and 13th and in Japan - all at big international competitions. If you bought the 1992 Guinness World Record Book you will find her name in it when she won the "Gold for Canada" at the Olympics in France. We can all join you, Valerie, in being thrilled and proud of her.

The Library Stork seem to have completed a couple of his projects and delivered them already. Both mothers are employed at the Public Library. In January, a baby daughter, Erin Louise was born to Leslie Pieckarz and her husband Brian. A bonny bouncing boy, Connor, was delivered to Barb and Warren Philp in February.

