

TECH TALK

Volume 24, No.4 January 1997



President's Message!

Happy New Year to everyone!! I trust the holidays were safe and peaceful for all. Now we have to dig in (or out!) and endure the winter months in the frozen North.

To get you out of the house and moving ... we have two interesting workshops on our agenda. In January, *Denise Perron* (a holistic practitioner) will present an *interactive holistic workshop* of herbs and healing. Our February meeting will feature guest speaker *Rosalind Maki* (a local author) who has edited literary works and has numerous short stories to her credit. So ... bundle up, shake off the snow and venture out to our winter workshops. We'd love to see you!

F.Y.I.

The *Lakehead Board of Education* has recently formed a *Library Planning Committee* to deal with the issue of who will work in the elementary school libraries beginning September 1997. We are anxiously awaiting the report from this committee since there is a possibility that *Library Technicians* are a definite option. We'll keep you posted.

Last but not least ... our *Annual Dinner Meeting* is Wednesday, March 26th, 1997 and will be held at the *Da Vinci Centre*. Tickets will be available at the January and February workshops and from any Executive member. The election of officers will take place during this meeting and there are a number of Executive positions available. If you are interested, please give me a call.

Carol Young

Provincial Report



THE PROVINCIAL BOARD MEETING- REPORT -- November 16th:

1. On viewing the present *information sheet* that details such things about OALT/ABO as legal status, role, administration, advantages, and regional addresses, the board decided to send it to a professional for final printing rather than have each region do it themselves. This way we can count on a consistently produced document.
2. Likewise, concerning the *brochure*, it was decided to send it to a professional to have it finished and printed. It has been on the board agenda for a couple of years already...it is more than time to send these two projects along.
3. Susan Bourdeau, ex-officio, has done a massive revision of *board policies* and our board went through these changes. There were some details to straighten out ... all involving money. The end result is that Thunder Bay Region is allowed to keep its special status for travel costs. We are reimbursed by provincial for 75% of our

travel cost and 100% of accommodation and meals.

4. Our *Internet site* is expected to be up and running by April 1997. This committee consists of representation from all regions and the process is slow. Hopefully, the end result will be great.

5. It was decided not to change the *fee structure* as it requires a constitutional change and may be only a temporary measure. Many ideas were discussed that basically were about provincial doing more for the regions. There was general agreement;

- that conference fees could be made significantly lower for members
- that provincial could have a higher presence at the conference i.e. host a workshop.

Ottawa proposed the idea that the provincial organization *set up and fund a quality workshop* that would be *available to travel to all regions* next year. They are looking into speakers & other arrangements for approval at our next meeting.

6. The *new membership binder* (available in the spring) will include:

- a history of the organization
- statement of standards
- map of regions
- names of members
- executives
- constitution
- salary survey results

7. The *Annual Conference* will be held at the *University of Toronto* from May 10-12, 1997. There will be a lot for special libraries and emphasis on technical services.

MEETING

The next provincial board meeting will be a teleconference held on February 15, 1997...so if you have any concerns, opinions or ideas, just let me know. Everyone is invited to attend this teleconference. For more details...please call Cathy Walsh at 344-1682.



INTERNET TASK FORCE Highlights Teleconference Meeting November 25, 1996

A *second draft* of our *proposed website*, incorporating comments/suggestions arising from the September 24, 1996 board Meeting was presented and discussed. It was generally agreed that this draft is a good start towards the finished product.

Angela Carito-Walmsley is currently working on the graphics for the website and Committee members agreed that it is best to keep them to a minimum. Angela assisted by Jeff Corbett will also do the necessary coding for the web site.

A *French version* of the site will be provided. We are currently awaiting the Board's direction regarding translation issues.

The *Committee* reviewed the *Internet Service Providers* and following some discussion, it was agreed that we contact *Interlog Internet Services*, 1075 Bay St., Suite 510, Toronto ON M5S 2B1 for an official quote on a bronze account. This quote along with our recommendations will be presented for Board approval at the February OALT/ABO Board meeting. Our aims are to mount the site in April 1997.

The choice of Interlog as the OALT/ABO Internet Service Provider was based on proven customer relations, having 40 employees providing good technical support, being host for reputable corporate sites including the Toronto Blue Jays and the Ontario Genealogical Society, their use of a T-3 backbone, plus no discrimination between levels of customer access. Their initial cost, including setup fee plus Association e-mail addresses, was quoted as \$145.00 plus tax for the first year and \$110.00 plus tax for a subsequent year. The Committee also requested that an inquiry be made to see if they have *bilingual support staff* available.

Currently the Committee is investigating the possibility of *officially launching our website* at the upcoming *Annual Conference*. It was suggested that a demonstration on disk would be a most feasible method of presentation. Towards this end, Jill Otto sent a letter to Theresa

Meanwhile... back at the ranch, *Margot Ponder* and *Fred McIntosh* will keep student's on the straight and narrow in Margaret's absence. Margot is the sessional lecturer for **Adult & Technical Services (LIS 2070)** while Fred will be teaching the second half of the **Reference Course (LIS 2050)**. Good luck to you both.

Second year students are also gearing up for their field trip to Ottawa in February. They plan to visit the *National Archives*, the *National Library* as well as the *Canadian Conservation Institute*. Don't forget to take some good notes, for we at OALT/ABO look forward to hearing all about your library adventures and misadventures when you get back. Have a great time!

BOOK TALK ... with Marsha Porter

A while back, *Karen Harrison* spoke to the class about a book called "*The 7 Habits of Highly Effective People*" by Stephen R. Covey. I was so caught up in her enthusiasm about the book that I went to the library to get it. The copies were out so I decided to buy it ... I couldn't wait!! Another customer noticed my book and she excitedly told me about a workshop she attended dealing with that book.

The book didn't let me down. It makes you look at things from a different perspective. It talks about "*restoring the character ethic*," something I didn't think could be found in a book. The author gives personal experience examples to further clarify his points. I believe that "*The 7 Habits of Highly Effective People*" would be excellent for developing interpersonal skills as well as for personal development.

Other books by Stephen R. Covey are: "*How to Succeed With People*," "*Principle-Centered Leadership*," and "*First Things First*." I plan on reading them all!!



A DAY IN THE LIFE OF ... CAROLYN ENNS

As many of you know, I work for the legal firm of Buset & Partners as their person-in-charge-of-the library-and-all-matters-related. If I am to write about a day in my life at work, I must immediately make a distinction between the day that I schedule and the day that ultimately evolves. These may be two quite different entities.

At the beginning of each day and the beginning of each afternoon, I spend a few minutes organizing my time, writing down what my priorities are for the day... then scheduling certain activities for each hour. Typically, I schedule filing for the first hour of the day.

When I initially started working at Buset & Partners, I attended a time management workshop to help me manage the masses of work I perceived coming towards me. The instructor at the workshop advised us to begin the day with the most difficult and challenging tasks, to get them out of the way, (no doubt) and to capitalize on our early morning brightness. I have found, however, that it's best to start the day with filing.

As you probably know, legal libraries tend to be well stocked with monographs issued in loose-leaf form. This format allows the publishers to periodically issue updates which must be filed into the original text as the outdated material is removed. Filing is not difficult. One needs simply to be able to follow the instructions issued by the publishers and to be alert enough to catch the publishers' not uncommon mistakes. It is not the sort of activity my workshop instructor would have recommended for the first hour of the day. I find, however, that if I do not file at the beginning of each day, I usually, for whatever reason, do not file at all that day. Moreover, I enjoy filing inserts and find it a painless way to ease into the day.

Once I have done my introductory filing, I am ready to tackle those challenging and difficult tasks of which my workshop instructor spoke.

Strange as it may sound, one of the **organizing principles of my day is my relationship with my computer**. If I work on the computer for long hours in the afternoon, it often becomes irritable and afflicts me with a headache. In the morning, however, it is peaceable and will allow me to work on it unlimitedly without exacting any toll. As a result, I schedule for the morning all those tasks requiring the use of the computer: writing letters to publishers to accompany publications the firm is returning, writing memos to lawyers about matters such as the purchase options offered by a publisher with respect to a specific title, cataloguing newly arrived monographs and old volumes that have been languishing in offices uncatalogued, and fulfilling any requests for cases or research contained on QuickLaw (a computerized legal information service).

For the afternoon I schedule the work that does not require a computer. Actually, I am sometimes in a quandary about what to schedule for the afternoon. Advice about afternoon activities has been conflicting: one person advises reserving challenging tasks for the afternoon so that one does not fall prey to mid-afternoon torpor; another person advises reserving less demanding tasks for the afternoon when one's physical and mental energies are at a low. I typically take the latter advice and schedule mail for the afternoon.

I am frequently told by mail room staff that I receive more mail than anyone else in the firm. Unfortunately, this is more a testimony to legal publishers' desire to sell their products than it is to my popularity. The first task is to open and sort the various missives and decide their respective destinations. Legal newspapers and advertising brochures from legal publishers land on the outgoing mail pile, preparatory to reaching the appropriate lawyers; incoming titles also become part of the outgoing mail, for the lawyers who requested the titles will want to review them; books and periodicals whose Table of Contents or indexes of case digests may be of interest to lawyers, end up on the photocopying pile; invoices for incoming material constitute their own pile; and incoming material ready to be housed in the library becomes the shelving pile.

Once I've sorted the mail, I can deal with what I call "mail off-shoots"; in other words, I try to eliminate the piles I've just established. I do whatever photocopying is needed and distribute photocopies and all materials in the outgoing mail pile to lawyers and staff, I record the newly-arrived invoices, and I shelve anything in the shelving pile.

Looking after the mail and its off-shoots often takes up a good portion of the afternoon. Before I start the mail, however, I try to take care of any leftovers from the morning, such as the processing of books I catalogued or, if photocopying has accumulated, I try to lay claim to the much-used photocopier in the hope that enough people will be away on lunch to enable me to do so, or I put in orders for books and case law. After I have finished the mail, I may, if I'm lucky, have time for further filing of inserts or for other projects that await my attention.

This, then, is how I typically schedule my day. Rarely, though, does a day run according to schedule. Usually, the day that evolves is a creature of quite a different nature from the one I initially envisioned.

Interruptions are common and often interesting occurrence. These come from both lawyers and staff and always take priority over anything else I may be doing. The interruptions may be brief, in the nature of a "do we have?" question (do we have a book of Small Claims Court rules?) or of a "where can I find?" question (where can I find the telephone number of a lawyer in Toronto?), or they may be of longer duration (where do I find the Interest Act and where do I find the newly revised section 6 of the Interest Act? where can I find the regulations under the Liquor License Act? can you get me a copy of the Hill case?) The longest interruptions are requests for research (can you find some material on converting apartments into condominium units? can you find whatever case law we have on the charge of stalking?)

Another schedule altering factor is the strange transformation whereby a task that seems simple becomes unexpectedly involved

and time-consuming. A request for a copy of a court file from Toronto may seem simple enough. But it may turn out to involve phoning the Registrar's Office at the Ontario Court (General Division), which office may then refer me to Frank in the Filing Room, but Frank, when I phone, may be on holidays. And when Frank is back from his holidays, he may inform me that I should never have phoned him directly and that the people who told me to do so must be crazy, but that if I will fax my order to him, he will call me back once he has the requested court file in hand. And after hours of waiting for Frank's call ... I may phone him back only to get his answering machine.

Or a normally co-operative printer may decide to declare itself paperless, even though sheets of white are still plainly visible in the tray, and once I have filled its tray to capacity, the printer may then, over and over, declare itself to be jammed, despite the apparent absence of even a particle of paper in any corner of its inner workings. I am sure you are all familiar with **time-consuming and schedule-altering incidents such as this.**

I may also have a one-time or annual project to work on that normally does not occupy my schedule. The firm's partners, for example, may be reviewing library expenditures, and thus I must prepare a presentation for the partners in general and meet with each department head in particular. Or I may be asked to set up a circulation system for the Family Law research files contained in the library.

Whether the day has been **typical or atypical**, however, I end it by tallying the minutes and hours I have spent on each task, information which will be processed by the Accounting Department. I shut down the computer and the typewriter, switch off the library lights, and wave good-bye to the receptionist. **The day is over.**

A FORCE TO BE RECKONED WITH!

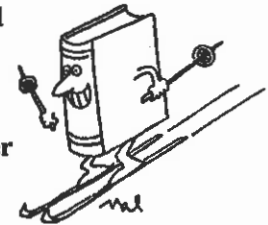
I am full of wisdom, humour, tears, passion and love. I am that which is held tightly to the breast, lightly on the lap, peered at, sighed over and remembered.

I bring you foolish fancies. I bring friendship to the lonely. I take you with me to the far reaches of the earth from India to China, to Mars to Venus and probe into the habits of chimpanzees.

I reach into your minds; I show you things that are unbelievable and make you treasure me, protect me: I give you a knowledge of life you never dreamed of.

Don't desecrate me; I fill the empty spaces of your life. I give myself to you gladly; seek me out and find me - **I am a BOOK.**

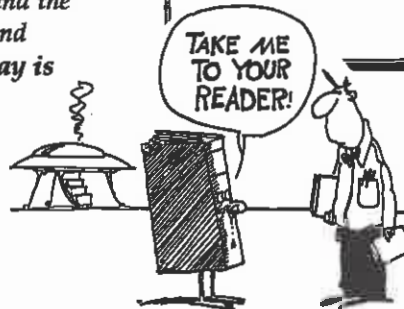
Tobi Gruber



FREEDOM TO READ WEEK FEBRUARY 24-MARCH 2, 1997

'A popular government without popular information, or the means of acquiring it, is but a prologue to a farce or a tragedy, or perhaps both. Knowledge will forever govern ignorance, and a people who mean to be their own governors must arm themselves with the power which knowledge give.'

...James Madison





Our December General Meeting and "Jingle Mingle" was a great success. Especially the "mingling" portion of the evening. It was the best attended Christmas social we have had yet!



A very special thank you goes out to Valerie Welsch for graciously hosting this annual event in her home. *A terrific time was had by all!*



L to R: Georgina Harron, Donna Brown, Carol Young, Margot Ponder, LaRea Moody

FROM THE GRAPEVINE

Sian Brockhouse a 1988 graduate from the program has been sighted in Caledon East. It appears that she has left the library world behind (for the time being) to literally try her hand at being a *green thumb*. She is currently employed at Humber Nursery and has become quite the expert at *herbal gardening*. What a nice change of pace Sian!

Our sources have located **Shannon Ramsay** all the way over on the east coast of the country in *Nova Scotia*. Apparently, she is assisting legal council at *Westray Mines*. Congratulations Shannon.

Valerie Barten will soon be vacationing with her husband Paul in Florida for the next month. Sure are envious of anyone able to wiggle their

toes in the warm sand this time of year. Have a great time Valerie.



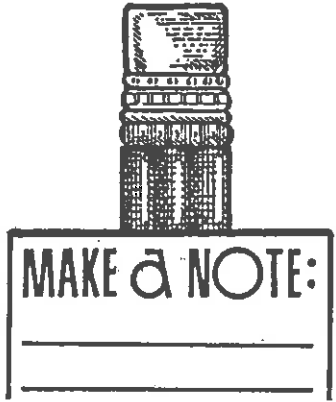
INTERNET ADDRESSES

Rob Slade's Reviews
on www sites <http://www.sims.net/linx/reviews/reviews.html>

Gov't of Canada <http://canada.gc.ca/>

Can. Job Source http://www.irus.rii.uwo.ca/~jlaw/job_can.html

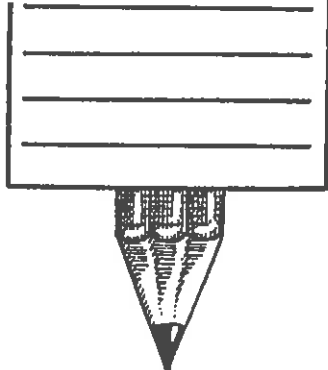
Can. Libraries of WWW
<http://library.usask.ca/~scottp/canlib.html>



A Holistic Evening with Denise Perron
Wed. Jan. 29, 1997
Library & Information Studies Lab
7:30 p.m.

An Evening with Rosalind Maki
(local author/editor)
details to follow in February

Annual Dinner Meeting
Wed. March 26, 1997
Da Vinci Centre
Symposium 6:30 pm.
Dinner 7:00 pm.
\$20/person Cash Bar



As you know being news letter editors may seem like a prestigious and glamorous job, but in reality... there is a lot of prodding, digging, paper crumbling, nail biting, and at times ... a whole lot of head scratching that goes on before the paper is ready to print.

"Ask and ye shall receive." That is exactly what's happened! We asked you our membership for your input in our last issue and you came through for us. Since then, we have had several book review submissions as well as the promise for more articles to feature in "The Day in the Life Of ..." So...if you don't see your submission in the most recent issue of **Tech Talk** ...please be patient! It will be featured in an up and coming newsletter. Thank you so much for helping make our jobs a lot easier and more enjoyable.

We would especially like to thank and recognize **Carolyn Enns** and **Marsha Porter** for their contributions to this publication!

Have you visited an interesting Web Site lately and want the world or at least want the Thunder Bay Region to hear about it?? Drop us a line along with its URL.

