
TECH TALK

Volume 25, No 4. January 1998



President's Message!

During the next couple of months, OALT/ABO Thunder Bay Region has some interesting workshops to offer you.

In January, we will have an evening with Linda Turk. (local author and columnist) who writes "Country Concerns" for the Chronicle Journal. Our February workshop will deal with reflexology and promises to be very interesting. We hope to see a good turn out at these two final workshops of the year.

Our Annual Dinner Meeting in March will mark our 25th year anniversary. Anyone who has old pictures or memorabilia from the past 25 years ... please pass them along to one of the executive or committee members who are presently organizing this event.

The nominating committee for new Executive members for 1998-99 is beginning to contact members to see if anyone is interested in a position. Elections will take place at the Annual Dinner Meeting in March. Every position on the executive is available to anyone who is interested.

We look forward to meeting everyone at these events that have been planned. Please come out and support your professional organization.

Carol Young

Provincial Report



Valerie Barten, our Regional Director will be attending the Provincial Board meeting in Toronto on February 21st and will report back to us at a later date.

But, in the meantime...if anyone is interested in serving on the Provincial Executive please contact Valerie as soon as possible.

location on Donald Street, followed by an evening of crafty fun. For those of you who haven't had the opportunity to visit the Museum at its new location, I guarantee you will be pleasantly surprised by the old and new exhibits as well as the gallery. Members expressed their appreciation of these new surroundings with a lot of "oohs and aahhs".

The second portion of the evening found approximately 30 members creating *Victorian Christmas ornaments*. A good time was had by all. This became quite evident when one listened to the different conversations mixed with bouts of laughter all going on at the same time. Perhaps we should have more sessions like this one to help people alleviate some of the stress in their lives. We would like to thank *Janet Levis* and her *assistant* for putting up with us.

The OALT/ABO *December Annual Meeting and Christmas "JINGLE MINGLE"* was held at the residence of LaRae Moody on Wednesday, December 10th. The meeting was called to order ... agenda issues were dealt with accordingly. The meeting was then adjourned.

Once again approximately 30 members were in attendance, which was so nice to see. Did you know that your executive does a quick head count at such events?? It is simply a means of ensuring that we are on the right track when planning sessions for our region.

Thank you *LaRae* for being such a gracious hostess and for keeping the home fires burning just for us. It was a wonderful evening.



"JINGLE MINGLERS"

L to R: Cathy Walkinshaw and Margot Ponder



All members are invited to attend an informative evening with Linda Turk (local author and columnist).

on
Monday January 26, 1998
 at
Library & Information Studies Lab
7:00 pm.

The topic of discussion will be computers, books and the changing technology. We hope to see you there!!

and

You will be receiving a flyer regarding our February Workshop (on REFLEXOLOGY) once the details have been finalized.



A DAY IN THE LIFE OF ELLA UREMOVICH ...

My name is Ella Uremovich and I have been asked to put together a short account of my daily activities at work.

Since 1988, I have been employed at *Lakehead University Library* in the *Bibliographic Processing Department*. Under the direction of the Head of Cataloguing, my position in the Department is "*Senior Cataloguing Technician*" and I am responsible for coordinating the day to day activities of two Library Technicians and two Library Clerks.

My day at work begins with prioritizing my duties according to what's more important to work on first in order that I follow the library's objective which is "*To serve first and foremost the students and professors of this University*".

Cataloguing new books, video recordings, CD-ROMs, microfiche etc., is a priority for all cataloguers. The policy for the order in which books are to be catalogued is "*First in, first out*", but sometimes a student may want a book that is in processing and in order to accommodate that patron, I will **RUSH** catalogue that item and have it ready (if at all possible) for the next day.

Most of my day is spent cataloguing. This includes cataloguing serial titles, monographs, CD-ROMs, video recordings etc., using Library of Congress classification and subject headings. I also catalogue materials for the Education collection. This is when I change hats from assigning I.C. call numbers to Dewey call numbers. This collection consists of books on square

dancing to Ministry of Education curricula's to thesis.

When a cataloguing record cannot be found by searching bibliographic databases, it is destined for original cataloguing. After examining the item i.e., (determine what it is about, authors decided, etc.), I will verify the access points using LCN and LCS (Library of Congress Names and Library of Congress Subjects). This will ensure that proper use of authority names and subjects are practiced.

Cataloguing problems are directed to me to clear up or clean up. Depending on the nature of the problem, I could spend a while on them. They range from simple typing errors, call number discrepancies, to monographs that were lost but are now found. Sometimes these problems can be very challenging. Nevertheless, each dilemma always seems to have a solution.

As *coordinator*, I ensure that the processing clerk has enough books to process daily. But before they are physically processed, I go through each book on the cart that has been previously catalogued by the Library Technicians. I check for accuracy and completeness to see that cataloguing for some items has been properly practiced in order to maintain consistency in the collection.

After the Library Clerk has completed processing, I periodically check to ensure that our standards of physical processing have been met.

Weekly meetings are held with the Department Head, Head of Cataloguing and myself to discuss the Department's on going activities. Because of numerous projects that the Department

takes on, it is essential to complete these projects in a timely and efficient manner.

On occasion, I have been given added responsibility to work on *mini projects*. First of all, I analyze the project and set up standards for result and control. I prepare the necessary instructions for completing the projects and distribute instructions to various staff members. When selecting staff, their qualifications and expertise are important. Each staff member is then assigned their task with clear written instructions and are responsible for completing their section of the job.

Last but not least, I am responsible for *training new staff members* (Library Technicians in basic cataloguing routines as well as Library Clerks). My job also requires that *I maintain and update the policy and procedure manuals* for all Library Technician positions and clerk positions.

And this is ... ***ALL IN A DAY'S WORK!!***





FROM THE HALLS OF LEARNING

Once again the second year *Library and Information Studies* students are gearing up

for their annual Field Trip. This year their destination is *Toronto* and have several renowned establishments to visit. These being, the *Royal Ontario Museum Library*, the *Lilian H. Smith Public Library*, the *Osgoode Law Library* as well as the *John Robarts Library*. They will be in Toronto from February 12th until February 15th. Hope you all have a great time. We look forward to hearing all about it when you get back.

YOU ARE INVITED TO ATTEND ...

**The Northern Ontario Archivist's
Association
presents**

**IN THUNDER BAY OF ALL PLACES!
DIGITAL ARCHIVING:
LAKEHEAD UNIVERSITY
and
THUNDER BAY PUBLIC LIBRARY
INITIATIVES**

Speakers:

Shawn Allaire, Thunder Bay Public Library
Digitization Project Coordinator
and

Alicia Colson, Lakehead University Summer
Institute of Advanced Studies (LUSIAS)

on

Thursday, February 12th, 1998, 7:00 p.m.

at the

**THUNDER BAY MUSEUM
425 Donald Street, East
Thunder Bay**

EVERYONE IS WELCOME!

LOOKING AHEAD ...

**OALT/ABO ANNUAL DINNER MEETING &
25TH ANNIVERSARY CELEBRATIONS**

By now most OALT/ABO members have heard somewhere through the grapevine that we will be celebrating our **Silver Anniversary** in 1998. It is for this very reason that an **ad hoc committee** has been formed determine how we as a region will commemorate this special occasion. **Kathy Crewdson, Helen Heerema, Cathy Walkinshaw, Ella Uremovich and Karen Cocks** have already started to get the ball rolling. As Carol Young mentioned ... the **25th Anniversary Celebrations** will be in conjunction with our **March Annual Dinner Meeting**. Advanced tickets will be sold and can be purchased from any executive or 25th Anniversary Committee Member once the date/place/time have been established. Your Public Relations Coordinator will inform you of the details at a later date.

Past OALT/ABO members will be contacted and invited to attend. **Ron Walker** has written up an **OALT/ABO MEMBERSHIP SURVEY** that will accompany this invitation asking previous technicians all sorts of questions ranging from "Have you ever been a member of the OALT/ABO Thunder Bay Region?" ... to "Any ideas for future workshops or planned activities?" Thank you Ron for the survey. We hope that this campaign will rekindle

new interest in our association.

The **25th Anniversary Committee** do need your help in collecting old memorabilia pertaining to our association. Perhaps information pamphlets, nightshirts, old photographs, etc. We intend to display these items at the **Annual Dinner Meeting** for all to see.

We look forward to hearing from you real soon!! The committee will be meeting again on January 31st, so if you have any ideas/resources to share ... please contact any one of the following:

Karen Cocks	475-0248
Kathy Crewdson	345-6414
Helen Heerema	767-4987
Ella Uremovich	767-6176
Kathy Walkinshaw	473-8074



In keeping with the theme of our 25th Silver Anniversary of our association, the following questions can be filled out at your leisure. Look for the answers in our March Newsletter. Good luck!

OALT/ABO TRIVIAL PURSUIT!!

1. When was the first regional chapter of OALT/ABO formed?
2. It wasn't called OALT/ABO way back then, but what was our Regional association called?
3. What was the Provincial association called?
4. Where was the first OALT/ABO Conference held and what was it called?
5. When was the first issue of TECH TALK published?
6. Why the name TECH TALK ... and who suggested it's name?
7. How many Regional Branches were there in 1995? Name them.

FREEDOM TO READ WEEK
February 22nd - March 1st

**Join Local Authors, Celebrities
and Library Staff**

at

**LAKEHEAD UNIVERSITY
FACULTY LOUNGE**

on

**Thursday February 26th, 1998
8:00 pm.**

to

**CELEBRATE
"YOUR FREEDOM TO READ"**

Admission is FREE!

*(Presented by: Chancellor Paterson Library,
Challis Resource Centre and the Thunder
Bay Public Library)*



FROM THE GRAPEVINE



Valerie & Paul Barten are pleased to announce the marriage of their daughter Robyn to their new son-in-law, Allan. The wedding took place on November 22nd, 1997.

Congratulations go out to Karen Cocks and husband Ken. Rumour has it that they won a Caribbean Cruise and will depart from Florida in late February. Bon Voyage!!

INTERNET ADDRESSES:

OALT/ABO Home Page: <http://www.interlog.com/oaltabo/home.htm>

Good Health Web: <http://www.social.com/health/index.html>

Dejanews: <http://www.dejanews.com>
(search newsgroups)

How to cite Web Resources: <http://www.nrissc.navy.mil/meta/bibliography.html>

Lyrics Page: <http://archive.uwp.edu/pub/music/lyrics>

**HAVE YOU VISITED ANY
INTERESTING SITES LATELY??**
Share your findings with others ...
Drop us a line!!



EDITORS CORNER



We would like to thank Ella Uremovich for her contribution to our popular column "A Day in the Life of..." As always, it is interesting to go behind the scenes to learn more about an individual as well as their daily work routines.

Your editors of TECH TALK are always on the look out for interesting items/articles for our newsletter. Read any good books lately?? Why not submit a brief book report for our BOOK TALK column? If you haven't been featured in yet in ... A Day in the Life Of ... and would like to be ... contact Karen Cocks or Tara Wyght.



HAPPY VALENTINE'S DAY