

# TECH TALK

Volume 29, No. 5, April 2002



## ***President's Message***

President's Message: Greetings! Spring is here and Thunder Bay Regional Branch has a new executive for 2002/03. The dinner was attended by approximately 18 people and again the Slovak Legion did a wonderful job of catering. For the price of \$20.00 we had a wonderful smorgasbord. It was nice to see everyone who came and we hope to see all of you at the Conference in May!

I would like to extend my thanks to Cyndy MacKenzie who agreed to take on the role of President for our region, and to Donald Henderson who agreed to take on the role of Secretary. Caron Naysmith, Treasurer; Kathy Crewdson, PR Coordinator; Valerie Barten, Regional Director; Linda Bukovy, Newsletter Editor; and David Taylor, Newsletter Editor are continuing on in their present positions for another year. I will continue to be the Archivist, and endeavour to assist Cyndy in any way I can. I would like to thank outgoing executive member Christina Snow for all her hard work as Secretary, for making sure the minutes were done in an accurate and timely manner. And I would like to thank all of the other executive members for their time and effort in fulfilling their roles on the executive in such an effective manner. It has been a pleasure to serve with you all.

Our February workshop on electronic resumes and job searching was an excellent presentation by Training Wheels Resource Centre. Katrina Sommer geared the presentation to our group and everyone there felt they had learned some important tips on internet job searching and applying for jobs online. Ms. Sommer generously returned her honourarium to support our Annual Conference in Thunder Bay. We could certainly engage Ms. Sommer for a followup workshop on creating online resumes.

The Conference is now only a month away. The packages were sent out last week, so if you did not receive one, please contact Valerie Welsch or

Valerie Barten. Also, if you are able to help out at the Conference, please let Valerie or Valerie know. There is much to be done before, during and after the Conference! I hope that many of you will be able to attend the workshops and social events. It is a great way to make new friends, network with people in similar job settings, and learn something new.

At this time I would also like to thank the membership for their support and sympathy at the recent passing of my father-in-law. I will miss him a great deal. Thank you.  
Respectfully submitted

Helen Heerema



## **OALT/ABO THUNDER BAY REGION ANNUAL DIRECTOR'S REPORT 2001/2002**

The Board of Directors and Executive met at the home of Nanci Abbondanza in Oakville on September 22, 2001, at the Oakville Public Library on November 17, 2001, had a teleconference January 19, 2002, and had their final meeting at the Oakville Public Library March 23, 2002.

This has been a fairly quiet year at the Provincial level. Sudbury for all intents and

purposes has ceased functioning. Huronia and Lohania are also experiencing difficulties. Therefore it was quite exciting when OALT/ABO was approached by Jana Colton with a proposal to form a new region to be called Quinte Frontenac. It was stated that there were approximately 30 library technicians interested in this new region. After several false starts it became apparent that they had bitten off a bit more than they could handle at this time. Hopefully the new region will be revisited at the Annual Business Meeting in Thunder Bay.

The Committee for Change has been a disappointment to many. At the ABM last May they presented their recommendations for the new OALT/ABO structure and requested feedback from individual members on this proposal. Initially they set the end of September as the deadline for responses. Very few members responded to their proposal; however I am proud to say that Thunder Bay members did respond and I thank them for taking the time to do so. Members were again requested to send in responses to the proposed changes and the results were to be presented to the Regional Presidents, Provincial Executive and Board of Directors in March. Unfortunately, not one time line has been adhered to or achieved by this committee. The Committee for Change will be presenting something at the ABM in Thunder Bay on May 4. I would encourage as many Thunder Bay members as possible to attend.

Thunder Bay is hosting the annual conference 2002 & You / 2002 et Vous May 1-5 at Lakehead University. A variety of workshops and entertainment is being offered and I hope that the Thunder Bay membership will attend.

Respectfully submitted,  
Valerie Barten, Regional Director

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**TREASURER'S REPORT**  
(As of March 21, 2002)

**Expenses:**

Valerie Barten (Travel)	60.00
Public Relations	40.15
Valerie Barten (Travel)	83.99
Mailing Newsletter	19.44
Printing Newsletter	17.13
Public Relations	5.14
Post Office Redirection Service	139.10
Donation to Diabetes Association	<u>25.00</u>
<b>Total:</b>	<b>\$389.95</b>

**Revenue:**

Regional Subsidies	236.00 (Oct 11/01)
	<u>204.00 (Dec 14/01)</u>
<b>Total:</b>	<b>\$440.00</b>

**Assets:**

Cash in Bank	208.61
G.I.C.	<u>2144.30</u>
<b>Total:</b>	<b>\$2352.91</b>

Bank Balance	<b>\$208.61</b>
Cheque Book Balance	<b>\$208.61</b>

**Membership Statistics (as of March 21, 2002)**

Graduates	-	18
Students -		0
Senior	-	0
Retired	-	1
Unemployed	-	2
Institutional	-	1
Associate	-	<u>1</u>
<b>Total</b>		<b>23</b>



**GENERAL MEETING**

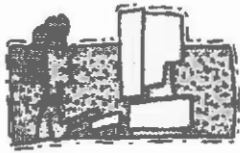
On Thursday, March 21, 2002, the OALT/ABO Thunder Bay Regional Branch had its windup dinner and general meeting in the Solarium at the Slovak Legion on Atlantic Avenue in the East End of Thunder Bay. A filling smorgasbord was set up, and coffee, tea and desserts were served before the business meeting was called to order. The executive for the past year was introduced, minutes of the last General Meeting held November 29, 2001 were read, and reports of the executive were presented. Valerie Welsch and Valerie Barten, co-conveners of the upcoming conference, presented their report and called for volunteers. Cyndy MacKenzie has been elected President, and Donald Henderson has filled the position of Secretary. All other names and positions remain the same, except for one addition. Because of the loss of a Library Technology School, there has been a change in the central job contact. The Job Contact person will be the Newsletter Editor, Linda Bukovy.

**2002 & You / 2002 & Vous**  
**A Superior Splash!**



Thunder Bay will be hosting the annual OALT/ABO Conference on May 1-5, 2002 and information packages have been sent out.

Volunteers are needed as drivers and presenters plus a number of other jobs. If you can volunteer to help in any way, please contact: Valerie Barten at [rbarten@tbaytel.net](mailto:rbarten@tbaytel.net) or [vbarten@lhbe.edu.on.ca](mailto:vbarten@lhbe.edu.on.ca) ; home phone #: 475-3668 or Valerie Welsch [vwelsch@lhbe.edu.on.ca](mailto:vwelsch@lhbe.edu.on.ca) or [vjwelsch@tbaytel.net](mailto:vjwelsch@tbaytel.net) ; home phone #: 767-2177, work phone #: 625-5240



## RESUME WORKSHOP

submitted by Linda Bakovy

To paraphrase Gertrude Stein: "A resume is a resume is a resume".  
Hand in or send in a fax resume on eye-catching paper plus a covering letter to the personnel officer and you've got it made. Right? Not so in these days of scanner and e-mail resumes.

On Saturday, February 9, 2002, a number of OALT members attended a half-day workshop on electronic resumes presented by Katrina Sommer at Training Wheels Resource Centre, 975 Alloy Drive, Thunder Bay. This business offers electronic job searches and techniques, and career change workshops. In this electronic environment, many businesses outside of Thunder Bay rely on resume scanning and applicant tracking systems. This means that the resume is written not for a human reader, but for a software program that looks for keywords and phrases that are specified by the employer. Katrina Sommer provided some helpful hints and advice.

First of all, take a look at the resume. An important point to remember is that an electronic copy of a resume that looks, to the human eye, in perfect order may be scrambled when viewed at the other end. The reason? Imbedded codes used in word processing programs cause problems when read in the ASCII (plain text format) used quite often by applicant tracking systems. The codes throw words all around, creating gibberish that a prospective employer may look at, then delete. The plan is to make a scannable copy of your resume. To do so, prepare a resume on the computer, give it a different name, and then use the SAVE AS function to convert it into plain text or text only file. This will get rid of the text enhancements.

Now comes the fun part. Here are some DO's for scannable resumes:

- Use a readable plain font like Courier 10 or Ariel. Use 10 or 12 size fonts.
- Put only your name on the first line.
- Put the Keyword section (see below for details) near the top of the resume. Replace action verbs with keywords/nouns.
- Headings should be in capital letters with the body of text outlined briefly. Add lots of white space.
- When satisfied with the resume, make sure to laser print it on nice white bond paper (photocopies will come out smudgy when put through the scanner).
- Send this version (which is now scannable) with attached copy of your fancy traditional resume. Some businesses may not be familiar with the scannable version.

Here are some DON'Ts. Avoid decorative or fancy fonts, embossed, flecked or textured papers, graphics and imbedded codes

Scanner quirks to be aware of: Avoid slashes, lines, bullets (use star or dot) and spell out ampersands and percent symbols.

**KEYWORDS** are nouns or short phrases that incorporate the terminology that relates to the industry; i.e. cataloguing, interlibrary loans, MARC records. These keywords can be used to describe duties, education, credentials and experience. Remember: no action verbs. Better yet, "mirror back" the terminology that is in the job posting.

As resume preparation is changing, so are the ways to find work. Traditional ways such as word of mouth and newspaper advertisements are still being used, but there are sites on the internet.

Electronic Labour Exchange - this is a Government of Canada site - both employers and job searchers fill this out.

[Http://www.yellow.ca](http://www.yellow.ca) - Yellow Pages - cross-Canada search for businesses and people. Search by company name, business classification, person's name or phone number.

<http://devtbay.city.thunder-bay.on.ca/TradeIndex/GroupIndex.html> - Contacts and e-mail addresses for employers in Thunder Bay.

[Http://www.bluebook.ca](http://www.bluebook.ca) - The Blue Book of Canadian Business (established 1918)- excellent information on Canadian companies, foundations, organizations and corporations. Corporate profiles and top stocks are included.

<http://www.wetfeet.com> - Wetfeet. This is a "Recruitment Solutions provider". Insider guides to companies and other industries.

[www.rileyguide.com](http://www.rileyguide.com) - The Riley Guide. Employment opportunities and job resources on the Internet. Gives information on job searching, resumes, cover letters, networking and salary guides, among other topics.

Good search engines to use:  
[www.mamma.com](http://www.mamma.com), dogpile, hotbot, lycos

**Tips:**  
Make a copy of the on-line application form that can be completed in rough draft. When the application has been completed to your satisfaction, forward it to the potential employer's on-line site.

Avoid attachments to your e-mail. Companies often delete attachments because viruses often attach to them. Paste your ASCII formatted text into your e-mails.



## A ROOM OF OUR OWN...

by Linda Bukovy

Looking forward to a vacation to the Big Apple to take in some Broadway shows, some shopping perhaps? But you just can't stay away from your pile of books for too long... have to find a library, bookstores, anywhere where books can be found. Take heart. There is a new hotel in New York on the corner of Madison and 41<sup>st</sup> which may appeal to anyone who is a bookworm at heart. It's called the Library Hotel and its inspiration comes from its neighbour, the New York Public Library and its Dewey Decimal Cataloguing System. There are approximately 6,000 books scattered throughout the building. However, it's not in a haphazard fashion. Each of the ten floors of guest rooms honours a category of the DDC, and the six rooms on each floor has books and art relating to a different sub-category. For example:

5<sup>th</sup> Floor - Math and Sciences  
Room: 500.001 - Mathematics  
500.002 - Geology  
500.003 - Zoology  
500.004 - Botany  
500.005 - Dinosaurs  
500.006 - Astronomy

The floors are arranged as so: 3<sup>rd</sup> floor - Social Sciences; 4<sup>th</sup> - Languages, 5<sup>th</sup> - Math and Sciences, 6<sup>th</sup> - Technology, 7<sup>th</sup> - The Arts, 8<sup>th</sup> - Literature, 9<sup>th</sup> - History, 10<sup>th</sup> - General Knowledge (corresponds to the 000's Generalities), 11<sup>th</sup> - Philosophy, and 12<sup>th</sup> - Religion.

The hotel also features a poetry garden, library salon, and writers' den.. For more information, contact the Library Hotel at 1-877-793-READ (7323) or [www.libraryhotel.com](http://www.libraryhotel.com).

**Information Rights Week, April 7-13,** has been announced by the Canadian Library Association, and its motto is **Canada @Your Library**. Access to government information is being featured, and below are websites that have been selected by Leslie Pierkarz, Waverley Reference (from **@ your library**, April - June, 2002, reprinted with permission from Thunder Bay Public Library).

[www.canada.gc.ca](http://www.canada.gc.ca) - The website of Canada's federal government. Includes links to consumer and health sites as well as the country's history, data and symbols.

[www.gov.on.ca](http://www.gov.on.ca) - Ontario Government site includes Ministry documents, business information and many forms such as marriage licence and OSAP applications.

[www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca) - Free up-to-date access to Ontario statutes and regulations.

[www.ic.gc.ca](http://www.ic.gc.ca) - Company directories, trade indices, statistics, Canadian business regulations and legislation and data about the economy.

[www.city.thunder-bay.on.ca](http://www.city.thunder-bay.on.ca) - The City of Thunder Bay's website contains a directory of municipal government programs and services, current job openings, and information for small businesses.

### WEB NEWS

A couple of websites that showcase Canada's past:

[www.archives.ca](http://www.archives.ca) - National Archives of Canada - Divided into sections: Living memory, Places, People, War, Aboriginal Peoples, Government, Postal Archives, and Research Tools (Services, ArchiviaNet (On-line research tool) and Genealogy).

[www.portraits.gc.ca](http://www.portraits.gc.ca) - The Portrait Gallery of Canada - this site celebrates the many faces of Canada.

[www.canadianheritage.gc.ca](http://www.canadianheritage.gc.ca) - Listed under this address are Canadian Museum of Civilization, National Film Board of Canada, National Battlefields Commission, Canadian War Museum, Canadian Heritage Information Network, Historic Sites and Monuments Board of Canada, Telefilm Canada, Canadian Race Relations Foundation, National Arts Centre, and National Library of Canada.

### FOR THE TRIVIA BUFFS

#### APRIL

National Book Month

National Humour Month

National Poetry Month

Stress Awareness Month

Volunteer Appreciation Month - Thunder Bay

World Wide Innovation Month

1st full week of month - Astronomy Week

- 1 April Fool's Day
- 2 International Children's Book Day
- 3 Don't Go To Work Unless It's Fun Day
- 7 World Health Day - establishment of World Health Organization (WHO) on April 7, 1948
- 16 Thank Your School Librarian Day - motto is "Carpe Libris" (Seize the Book)
- 18 Canada - Constitution Act of 1982 - replaces British North American Act of 1867 - new set of fundamental laws and civil rights
- 21 Kindergarten Day - "to recognize the importance of play, games and creative self-activity"
- 22 Earth Day
- 23 Canada Book Day (founded in 1996) - celebrate Canadian books and writers
- 23 UNESCO - International Book Day
- 24 Library of Congress Anniversary - April 24, 1800 - Congress set act to "purchase of such books as may be necessary for the use of Congress"
- 29 Moment of Laughter Day

## **MAY**

Date Your Mate Month - make your romance sizzle

National Bike Month

National "Promote Your Ideas" Month

Women's Health Care Month

1st week of month - Be Kind to Animals week

1st week of month - Cartoon Awareness Week

2nd Sunday of month - Mother's Day

2<sup>nd</sup> week of month - National Forestry Week

2<sup>nd</sup> week of month - Education Week

3rd week of month - International Salute to Public Relations Week

- 1 May Day
- 2 International Astronomy Day
- 3 UN World Press Freedom Day
- 8 No Socks Day
- 8 World Red Cross Day - recognizing world-wide work of the Red Cross
- 11 Eat What You Want Day
- 12 Limerick Day
- 15 UN International Day of Families
- 17 UN World Telecommunication Day - importance of telecommunications in global community
- 18 International Museum Day - to pay tribute to the museums of the world
- 22 Immigrants' Day (Canada) to celebrate and recognize contributions of immigrants to the Canadian experience
- 24 Commonwealth Day

### **Library related quote:**

"Mary Kay is one of the secret masters of the world : a librarian. They control information. Don't ever piss one off." - Spider Robinson. *The Callahan Touch*

<http://www.ifla.org/l/humour/subj.htm>

## **GRAPEVINE NEWS**



Our sincere condolences to Margot Ponder and her family. Her husband, Dr. Arthur Ponder, died unexpectedly on Sunday, February 10, 2002.

Sincere condolences go to Helen Heerema whose father-in-law, Henry Heerema, died on Friday, March 15, 2002.

Congratulations to Laraine Tapak, learning and resources director at the Challis Resource Centre, Confederation College, for being awarded the Ontario 2002 Award of Merit by the Ontario College and University Library Association (OCULA). This, awarded annually, recognizes outstanding work and achievement in college, university and learning centre libraries throughout Ontario. Laraine was presented with the award at a reception held in Toronto at the end of January 2002.

### ***Editor's Message / Job Contact***

*If you have stories or information (library related or other) you'd like to share, please contact me. In addition, if you have any leads regarding upcoming jobs in the library field, please let me know, and I will inform you through both the newsletter and e-mail. Important: if any e-mail address changes occur, please let me know promptly at e-mail address [lbukovy@hotmail.com](mailto:lbukovy@hotmail.com) or by phone at (807) 577-5430.*

*Linda Bukovy*