
TECH TALK

Volume 30, No. 2, September 2002



President's Message

Hello everyone! I hope this mostly beautiful, hot summer was great and thoroughly enjoyed by all. We managed to be in or near water a significant amount of the time and even got kids up on assorted water toys without having to assist them—a first for us! They have been anxious to get back to school to see their friends and meet their new teachers for a couple of weeks now. I'm excited for them – I always loved back to school time. As a parent, I still love it although in a slightly different way (I'm sure many of you can relate).

The executive has met twice over the summer to organize workshops and meetings we hope will be of interest to everyone. Please know, nothing is carved in stone so if you have a workshop idea that would be useful and interesting to both yourself and others, please email me at macnorth@tbaytel.net.

Those of you who know me from school will recall how inept I am in the public speaking skills department. Rest assured, nothing has changed (I still win "brightest-shade-of-red" contests). Please come to our September 26th meeting for both the entertainment and the information. It'll be on the fifth floor of the L.U. library (Northern Studies). Also, bring any non-members in our field that might like to come and meet old and new friends.

I look forward to seeing colleagues I haven't run into as often as I'd like. Everyone's hours are so precious and few these days (I think there's a song about that!); hopefully this year's workshops and meetings can be both useful and social.

Respectfully submitted,

Cyndy MacKenzie
President



A Superior Splash: Overview of Thunder Bay Conference Attendance

Report on attendance at the OALT/ABO Conference *2002 & You/2002 et Vous* held in Thunder Bay this past May.

At the regional executive turn-around meeting in June, Valerie Barten reported that there were 63 registered delegates, with 6 people registered for the full conference. Of the registered delegates, 43 were members, 20 non-members. Five people came just for the Annual Business meeting, and 14 attended just one workshop. For a further breakdown, 34 members were from Thunder Bay, 29 from out of town.

OALT/ABO REGIONAL EXECUTIVE**PRESIDENT**

Cyndy MacKenzie
H: 345-5161
macnorth@tbaytel.net

TREASURER

Caron Naysmith
H: 345-9572
cnaysmith@lhbc.edu.on.ca

SECRETARY

Donald Henderson
H: 344-4029

PUBLIC RELATIONS COORDINATOR

Kathy Crewdson
H: 345-6414 ; W: 343-8728
kcrewdso@mail.lakeheadu.ca

NEWSLETTER EDITORS

Linda Bukovy
H: 577-5430
lbukovy@hotmail.com

David Taylor
H: 622-6221
dctaylor@mail.lakeheadu.ca

REGIONAL DIRECTOR

Valerie Batten
H: 475-3668
vbatten@tbaytel.net
vbatten@lhbc.edu.on.ca

ARCHIVIST

Helen Heerema
H: 767-4987
heerema@confederationc.on.ca

Following are more write-ups of workshops presented at the OALT/ABO Conference held in May.

THE POWER OF ONE: Tactics for One-Person Libraries (Part one)
written by Linda Bukovy

Did you know that in 1999 "more than 200 of the 300 plus libraries have 2 or less staff FTE (full time employees) paid or volunteer."¹ The 1996 edition of the Directory of Special Libraries in the Toronto area points out that 51% of special libraries have 2 or less staff - about 250 people, more than 40% working alone² (often no volunteers in special libraries). Not only in Toronto is this seen; many libraries throughout Ontario often have only one person staffing it.

And if you're the only library person working within a larger organization, you can be faced with having more expertise than authority, no influence, no say in planning, being accused of "not appreciating the big picture" (contrary to this, you actually see more going on), and your work not considered important because people do not understand what your role is and don't care to know more about it. Feeling overwhelmed? Overworked? Overstressed?

Maggie Weaver addressed these problems and gave probable solutions in her workshop *The Power of One: Tactics for One-Person Libraries* held on May 2, 2002 at the OALT/ABO Conference here in Thunder Bay. First of all, focus on what you are: You provide a service, you are non-profit and you may be part of an internal group (i.e. school libraries).

To better your service, determine your patrons' needs through a needs analysis. This is divided into two sectors: macro-assessments and micro-assessments. Techniques to do a needs analysis can include surveys/questionnaires, task evaluation, and verbal protocols (to name a few). Remember

to ask people who don't use your services why they don't.

Time management is a key factor in your daily work. Sometimes it feels that you've been working for hours and you've only accomplished one thing. Maggie pointed out that time can be divided into three categories: **boss-imposed, system-imposed, and self-imposed.**

The Three R's (refuse, reuse, recycle) can be used in your job. Refuse means say no to jobs that don't contribute towards the organization and take up your time ; reuse your past presentations, statistics, handouts (making sure to update the pertinent information), and recycle ideas. Remember that time management is a skill that must be learned. Learn to set priorities, goals, and how to say no.

Maggie Weaver has set down steps to acquire time management skills.

1. **Goal Planning** - write down realistic and accomplishable goals. Writing them down helps you to remember them, and remember that those actions that will lead to goals come first on the to-do lists.
2. **Set Priorities** - consider your important tasks. "Urgent" means a pressing necessity while "important" is a great weight. Don't confuse them. Don't sweat the small stuff.
3. **Say No** - this can be said if the task does not contribute to the goals. It means you may displease people. Don't be motivated by feeling guilty and then taking on the job. Besides, a "slight resistance may extend the deadline".
If you can't say "No" - say "Yes, and..." drop one of your planned tasks for the day, lower your personal standards, or give the job to someone else - delegate.

4. **Drop Something Else** - such as "less important activities, unnecessary reports, and routine details".
5. **Lower Your Standards** - You do not have to be "Superman/woman". If you have to stay after work to get things done, get your spouse or children to do some of the chores that you would ordinarily do. Put trust in others to do things for you. If you are a perfectionist, aim for something a little lower - excellence.
6. **Delegate** - remember, you want people to admire your organizational skills, not your fetching skills. Help individuals learn and grow (show them how to use the tools (Internet, indices, etc.) so they can find the information on their own).
Outsource.
7. **When you take something on** - have a master calendar, plan your deadlines and schedules, and make lists.
8. **The greatest enemy of time management is you** through procrastination, paperwork and meetings and lack of knowledge of the tools that are available to you..

By using these tips, you're well on your way to acquiring time management skills. And above all, remember to give yourself a treat once in a while. You deserve it!

Quotations cited in Maggie Weaver's handout to her workshop, *The Power of One: Tactics for One-Person Libraries*.

¹ (Ontario Public Library Statistics, Ministry of Tourism, Culture & Recreation
<http://www.culture.gov.on.ca/english/culdiv/librarv/statistics99/99stats.htm>

² Directory of Special Libraries in the Toronto Area. 14th edition, 1996. Special Libraries Association, Toronto Chapter, 1996.

***"Sign on the Dotted Line"
workshop at OALT conference
written by Jo-Anne Agostino***

The "Sign on the Dotted Line" workshop given by certified graphoanalyst Erika Maki, was very entertaining. We were very lucky because there were only a few of us enrolled. Therefore, the speaker was able to analyze the handwriting of all who attended.

The class itself taught the basics of handwriting analysis discussing the slant, depth, and a special emphasis on signatures. Pressure, placement of letters on the line, connectors which show the different shapes of writing (called garland, arcade, and angle) are just a few of the ways to analyze the handwriting.

Even though I do not think I will use this with my library position at the moment, it was interesting. I would like to note that Erika claims that graphoanalysis is used in 80% of personnel hirings in France and Germany and this new tool is making its way into North America.

Erika Maki has produced a video in conjunction with Peter Dennis of CAPCO International and Elaine Charal of Positive Strokes on the subject of Handwriting Analysis. There are 8 volumes, each 1/2 hour long, with a book, for a cost of \$25.00.

This indeed was a fun workshop!

**Jo-Anne Agostino
Public Services Assistant
Waverley Resource Branch Library**



Reminder:

***Watch for your
OALT/ABO renewal
forms in the mail.
They will be sent out in
September.***



***How to Subscribe to the
OALT/ABO Discussion Listserv***

***It provides information on-line regarding
OALT/ABO and other library organizations,
events and activities. Job opportunities,
meeting notices, professional development
activities, and issues that are relevant to
Library Technicians/libraries can be posted
at this site.***

***To subscribe to the list, send an e-mail to:
oaltabo-request@majordomo.cangen.net
and then put
subscribeoaltabouser@emailaddress.com
in the body of the e-mail. Shortly after you
subscribe, you will receive an automated
confirmation and a welcome message.***

***To send a message to the list, send an email
to:
oaltabo@majordomo.cangen.net***

***For further information, please contact the
List Manager, Mary Grace Morgan at:
mk.morgan@pathcom.com***



Reminder:

The next General Meeting will be held on Thursday, September 26, 2002, at 7 p.m at Northern Studies (located on the fifth floor of the L.U. library. Hope to see you there.

"Nancy Drew Author" Dead at 96
written by Linda Bukovy

When you were young, you'd probably had one or more blue books with a blonde girl's head at the top of the spine. The Nancy Drew series written by Carolyn Keene, right? Well, right for the series, wrong for the author. Carolyn Keene was a pseudonym for dozens of authors and the one who started it all was Mildred Wirt Benson, a newspaper woman who died at the age of 96 on Tuesday, May 28, 2002.

According to the article "Nancy Drew author Mildred Wirt Benson dead at 96" (The Chronicle-Journal, Thursday, May 30, 2002, p.C5), she "wrote 23 of the 30 original Nancy Drew stories using the Carolyn Keene pseudonym. She was paid \$125 per book and never collected royalties from the books, movies or board games. She was bound by an agreement with the publisher not to publicly reveal her identity as the series author, but it became known in 1980 when she testified in a court case involving Nancy Drew's publisher" (Harriet Adams, Edward Stratemeyer's daughter). Benson, a journalist for 58 years, wrote more than 130 books and many short stories. The Nancy Drew series which, still in print, "has sold over 200 million books in 17 languages".



Websites You May Want to Try...

Great Sites from the Information Services: the Strongest Link workshop:

www.huroncap.org/hurlib/links

www.huroncap.org/hurlib/mariankemp2000

POWER: on-line health info originally for cancer patients now incorporates other health issues. This identifies Canadian sites and provides annotations:

www.city.windsor.on.ca/power/home

Librarians Index to the Internet: lii.org - this site pulls together the best general resources.

Toronto Public Library: www.tpltoronto.on.ca - arranged alphabetically by topic, and provides bookmarks.

Small Business : <http://smallbizpress.tpl> - great reference tool for small business entrepreneurs

Canadian Government - Information on the Internet: <http://cgui.gc.ca> - federal, provincial, municipal information

BUBL Information Service: <http://bubl.ac.uk> - a site developed in Scotland
Bubl Link/5:15 is their edition of Virtual Library - minimum of five resources - can also be searched by Dewey order.

CALENDAR OF DATES

SEPTEMBER

Arthritis Month

Be Kind to Editors and Writers Month

Self-Improvement Month

3rd week of month (around Sept 20 or so) - J.R.R.

Tolkien week - celebrate author of "The Lord of the Rings"

4th week of month - National AIDS Awareness Day

Sept 1 Labour Day

" " Colour TV comes to Canada, 1966

Sept 8 "Star Trek" - first broadcast on Sept 8, 1966 - 79 episodes

Sept 8 United Nations - International Literacy Day

Sept 14 U.N. - International Cross-Culture Day - cultural differences - know & promote other cultures

Sept 15 Greenpeace Anniversary - founded in 1971

Sept 17 U.N. - International Day of Peace

Sept 21 Biosphere Day - to remind people of the different parts of our planet (earth, air, water) and of the planet's fragility

Sept 22 Elephant Appreciation Day

" " Hobbit Day - commemorate birthdays of Frodo & Bilbo Baggins and their creator J.R.R. Tolkien

" " Ice cream cone invented by Italo Marchiony in U.S. - developed a cone first of paper, then of pastry to hold lemon ice - patent was filed on Sept 22, 1903

OCTOBER

Autism Month

Breast Cancer Awareness Month

Computer Learning Month

Diversity Awareness Month - awareness and understanding of different races, genders, nationalities, age groups, religions, classes, and disabilities

Do-It-Yourself Month

Family History Month - genealogies

International Book Fair Month

1st Mon of October - U.N. - World Habitat Day

2nd Mon of October - Thanksgiving

2nd Wed of October - U.N. - International Day for Natural Disaster Reduction - promotes

cooperation between countries in reducing loss of life, property damage & social & economic disruption

1st week of October - Get Organized Week

2nd week of October - National Pet Peeve Week

4th week of October - World Rainforest Week - public awareness of destruction of rain forests and to motivate people to protect them

Oct 1 U.N. - International Day for the Elderly

Oct 5 World Teachers' Day designated by UNESCO in 1993

Oct 6 American Library Association Founding - Anniversary - founded at Philadelphia, PA Oct 6, 1876

Oct 9 U.N. - World Post Day

Oct 12 International Moment of Frustration Scream Day - at 12 hundred hours Greenwich time, go outdoors and scream for 30 seconds

Oct 16 U.N. - World Food Day

Oct 18 Person's Day (Canada) - In 1929, ruling by the British Privy Council (then the highest court in British Empire) declared that women are to be regarded as persons in Canada

Oct 19 Looney Tunes cartoons make debut, 1935

Oct 24 United Nations Day - Charter of the U.N. Organization designated in 1947 - to inform everyone of U.N.'s aims and be a day of world peace

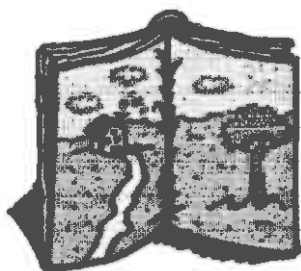
Oct 24 U.N. - World Development Information Day

Oct 24 2000 - Largest author reading - 20,264 fans crowded into Toronto's Sky Dome to hear J. K. Rowling read from "Harry Potter and the Goblet of Fire"

Oct 25 Cartoonists against crime day

Oct 31 UNICEF Day

" " Hallowe'en



The Award Goes To:

Belated congratulations to the winners of the 2002 Silver Birch Awards. On May 23, 2002, the

2002 Ontario Silver Birch winners were announced. The books were judged by Grades 3 to 5 Ontario students. Approximately 39,000 students registered in 889 schools and public libraries took part.

Regional Winners for the Fiction Category

Connie Brummel Crook. The Hungry Year
Virginia Frances Schwartz. If I Just Had Two Wings

Anne Laurel Carter. In the Clear

Lynda Wilson. The Virtual Zone : Titanic's Race to Disaster

And the winner is...

If I Just Had Two Wings by Virginia Frances Schwartz.

Regional Winners for the Non-Fiction Category

Hao Yu and Song Nan Zhang. A Time of Golden Dragons

Lyn Thomas. Ha! Ha! Ha!

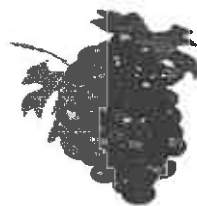
Sylvia Funston. Monsters

Marg Meikle. You Asked For It!

And the winner is...

Ha! Ha! Ha! by Lyn Thomas

(found at www.accessola.com/action/main.html)



Through the Grapevine:

Helen Hyvarinen will be officially retiring as Library Technician from the Lakehead Psychiatric Hospital on September 30, 2002. She has worked there for 15 years; prior to that, she worked for 5 years as Technician at the Old Fort William's Resource Centre. Congratulations Helen and all the best!

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 members through e-mail. For those members without e-mail, you can contact me at home. Important: if any e-mail address changes occur, please let me know promptly at e-mail address lbukovy@hotmail.com or by phone at (807) 577-5430.

Linda Bukovy