

FROM YOUR EDITOR:

Firstly, we need feedback from you our members, how you feel about TALTA? If there is something else you feel TALTA could do for you, please do not hesitate to let us know.

Use your Newsletter as a forum for ideas, and please send all letters and articles to:

S. Brockhurst,
608 Church Street, Apt. A-5,
Toronto, Ontario. M4Y 2E7

Congratulations to Seneca for a very successful workshop on ISBD, (we hope to have a report on this for our next Newsletter).

Enclosed in all copies is the OALT/ABO Newsletter and also enclosed with some copies are your receipts for dues. Please remember to save these as you can claim them on your income tax return next year as professional dues.

We would especially like to invite comments on the letter from Dean Tudor (as published below).

Just a few notes I have been asked to include:

From Doug Willford - Employment Officer (Humber College Library - Phone 676-1200) the following:

Brampton Public Library System (Attention, Chief Librarian) has openings for LT's. Sir Stanford Fleming College in Peterborough will have openings for two LT's. OISE is looking for a part-time (mainly A.V.) person. Also the Ministry of Health and the Ministry of the Environment are both looking for LT's. (Please contact the Civil Service Commission, Parliament Buildings, Toronto.)

From Janet Fear - OALT/ABO Board of Directors, the following:

If you are planning to attend the Conference in Ottawa in August then you should be aware that you have to be an OALT/ABO member in order to attend the business meeting part of the Conference. (Remember that this will include the very important report and recommendations of the Certification and Standards Committee.)

EXCERPTS FROM A LETTER RECEIVED FROM DEAN TUDOR, CHAIRMAN, LIBRARY ARTS, RYERSON.

I have a few comments about the TALTA Newsletter and TALTA in general.

What is the purpose and future of both? Some directions you could go.

- 1) Follow the lead of the Institute of Professional Librarians of Ontario into the areas of:

(a) collective bargaining	(b) salaries and merit increases
(c) recruitment	(d) ethics and intellectual freedom
(e) Library Technicians education	(f) working conditions
(g) job security	(h) contracts
- 2) Identify the Technicians in the Toronto area with a view to reporting:

(a) job duties	(b) salaries	(c) positions available.
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- 3) Publish articles related to numbers 1 and 2 above. Concern yourself with just Library Technicians only. The time has come to add a third category to library work. Besides "type of library" and "type of activity" add "type of personnel". Interview librarians and report back.
- 4) Form liaison with COLT, etc. In general, report on anything that relates to "library technicianship".
- 5) Agitate for library technician education:

(a) curriculum changes	(b) a seat on the Advisory Committee
(c) briefs to the FCC or the Deputy Minister	(d) accreditation?
(e) inspection of facilities	(f) visits to students for prospective members
- 6) Sponsor more workshops. Invite professional librarians to sit in the audience. Have night-time meetings.

WORKSHOP COMMITTEE REPORT

In addition to the suggestions made for future workshops, at the last general meeting, a positive response was generated by the idea of small study groups which could be organized by interested members. This seems to be a good idea since the diversity of jobs and working conditions is becoming increasingly apparent. Thus, the value of large-scale workshops on specific subjects, situations, or problems is, in some cases, questionable.

If you have a topic or suggestion in mind for a study group or if you are interested in feedback from other members on a particular issue of importance to you, the next general meeting would seem to be a good time to vocalize your ideas and gather people together.

I feel this method of exchanging ideas is worth a try and may, in fact, help the Workshop Committee in formulating plans and possibilities for future large-scale workshops.

Please contact me with suggestions, ideas, etc. Ellen Munro - 484-6337 (Home)
- 429-4100
Ext.118 (Bus.)

LIBRARY STUDIES COURSES AT RYERSON

The Library Arts Program Department of Ryerson Polytechnical Institute announces the availability of three evening courses for Fall 1975:

- (1) GOVERNMENT DOCUMENTS AND RECORDS. 26 weeks, three hours.
- (2) PROCEDURES IN LAW LIBRARIES. 13 weeks, three hours.
- (3) LIBRARY TECHNICAL SERVICES UPDATE. 10 weeks, two and one half hours.

These courses are being offered in response to inquiries and requests. The first two are being treated as possible credits towards any future degree program in the Library Arts Department. The Technical Services Course has been requested by both library technicians and professional librarians. A minimum of 15 students must be enrolled for each course before it runs. Each course will have assignments, examinations, and other evaluative procedures, being taught by experts in the field.

Minimum prerequisite acceptable: A library technicians certificate or better.

For further information contact: Mr. Dean Tudor,
Chairman, Library Arts Department,
50 Gould Street,
Toronto, Ontario. M5B 1E8

or phone him at 595-5285

N E X T T A L T A M E E T I N G
T H U R S D A Y M A Y 1 5 T H 1 9 7 5
A T 8:00 p.m.

S E N E C A C O L L E G E - S H E P P A R D C A M P U S

S H E P P A R D E A S T N E A R Y O N G E

R O O M S 111 - 129

RESUME OF THE MINUTES OF THE GENERAL MEETING HELD MARCH 15TH, 1975 AT

TRINITY PRESBYTERIAN CHURCH

The most important item of business was the election of officers for the new year. Elected were Doris Hird - Vice President; Penni McMulkin - Secretary-Treasurer; Ellen Munro - Member-at-large. Diana Myers to remain as President for another year and Janet Fear was appointed as the TALTA Representative to the OALT/ABO Board of Directors.

Next Committee volunteers were asked for:

Membership Committee Chairperson - Elizabeth Smyth Sanders, 488-1458 (Home)

Phone Committee Chairperson - Gail Darby, 630-3038 (Home)
596-3123 (Bus.) Toronto Institute of
Medical Technology.

Newsletter Committee Chairperson - Samm Brockhurst, 921-3841 (Home)
928-8580 (Bus.) U of T Law
Library.

ANYONE WISHING TO HELP WITH THESE COMMITTEES PLEASE CONTACT THE CHAIRPERSON.

Next workshops were discussed. Suggestions for future workshops included:

MARC, Management and Supervisory Skills and Books for School Libraries.

WORKSHOP ON GOVERNMENT DOCUMENTS - Reported by Lyn James and Betty Roberts.

Ken Sundquist, librarian with the Printing Services Branch (formerly Queen's Printer and Publisher, Ontario), presented an organization chart of the Printing Services Branch and explained the functions of the various departments. He spoke on Ontario Government Publications free monthly checklist, and explained what would be received by a Full Depository Library and a Selective Depository Library and touched on ordering procedures. He explained "Office Consolidations" which are sections of acts that can be purchased separately.

Retrospective bibliographies of Government Publications were discussed, and lists of these (E. Jarvie) were handed out. These lists covered Federal and Provincial publications dating from 1841 to 1973.

The Ontario Government Bookstores in Toronto and Windsor were mentioned. Cash sales only are handled there. Photocopies can also be obtained there at a cost of 10¢ per page.

All mail orders must go to the Publications Centre which is used for storage, marketing and distribution.

Mr. Sundquist discussed the handling of Government publications in libraries. In the public library it is recommended that they be given a Dewey Classification with related library materials. In university libraries or libraries with large collections of Government publications, the numbering system, based on the University of Guelph scheme is a valuable one. This is alpha-numeric: alphabetically by Ministry, then alphabetically by letter, e.g. C (Canada) ON (Ontario) AG (Agriculture) then numerically by the extended numbers which identify each publication uniquely.

Major government publications (50 pages or more) should be catalogued. Small pamphlets etc. can be placed in the vertical file or in Princeton Files arranged by subject for easiest access.

Since government publications provide much useful material that is often ignored, a sign over the catalogue reading "Don't forget Government Publications" is a good reminder of this source of information.

Then a library technician from the Cataloguing Office spoke briefly on the cataloguing methods used there.

A question and answer period related to individual problems closed the session.

REPORTS FROM WORKSHOPS ON JOB DESCRIPTIONS AND SALARIES - March 15th, 1975.

SPECIAL LIBRARIES - Reported by Diana Myers

As might be expected it is almost impossible to make a generalized statement about salaries and job descriptions of library technicians working in special libraries. Frequently, library technicians are the only persons in the library or one of a very small group. Their duties, therefore, cover many areas - cataloguing, book choice, ordering of books and periodicals, circulation, reference, etc.

In some institutions the library is not considered very important, which is reflected in salaries, working conditions, etc. In other institutions such as specialized schools, the library is very important. Government supported institutions generally seemed to pay the best salaries. Private institutions such as charitable or church groups, pay lower salaries with less favourable working conditions, although some had benefits such as vacations up to 6 weeks. The variations in salaries paid bears no relation to the amount of responsibility the library technician undertakes, but simply reflects the institutions ability to pay, or its interest or lack of it in the library in general.

Salary scales began as low as \$5,000.00 although no library technician in special libraries seems to be working at that rate. Highest salary scale maximum reported was \$10,980.00. The average salary is approximately \$8,800.00.

PUBLIC LIBRARIES - Reported by Barb Drake

In our discussions it was determined that the salary range for library technicians in public libraries varied from \$6,500.00 to \$12,000.00 depending upon the type of library and the type of position held. CLA has recommended that the beginning salary is \$7,200.00 (for 1975).

The group of technicians and students tried to formulate a general job description. This task proved to be quite difficult. We studied several job descriptions from various public library systems in and around Metro. Discussion on this subject was controversial, as to the degree of responsibility that a technician should have in relation to the courses taken. Do your courses prepare you for supervisory positions? Hopefully more workshops and discussions can be held to further develop a job description for library technicians. It is long overdue.

SCHOOL LIBRARIES - Reported by Dorothy MacPherson

There were six people in our group, two from high school libraries, two from the processing centre for the Community Colleges, one who worked part-time in a private school library and one observer.

The discussion brought out the fact that technicians in school libraries usually do a wide variety of work. This can range from filing, clerical duties, typing, reference work, ordering and inventory control, to the supervision of students when the librarian is busy or called away. (The two from the processing centre did a specific job, but then this was not a high school or elementary school, so I am not including what work they did in this report.)

Salaries vary depending on which School Board you work for. The salary scale for our board ranges from \$7,200.00 to \$9,900.00 per year. Some schools hire the technicians on a ten month basis, so naturally the salary is lower.

TALTA EXECUTIVE 1975

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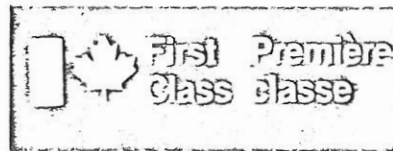
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TALTA Representative to the OALT-ABO Board of Directors - Janet Fear

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