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TALTA EXECUTIVE 1985 – 86

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RENEWAL

All new members shall only receive TALTA newsletters published after the date they joined. So – Be prompt! Be informed! Be an active member!

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FROM THE PRESIDENT

The Revised Constitution was discussed and voted on at the September 18th meeting. I would like to thank those who took the time to send me their comments and vote by mail or in person and those who stayed up to the end of the discussion and voting. Special thanks to the Constitution Committee — Pat. Petruga, Sally Perlman and her husband Richard Wellen.

We hope to be able to show OALT/ABO's slide presentation at our Christmas Caper on December 5th; that is, if it will be ready by then. February 22nd is our alternative date for showing if it is not ready before Christmas.

I sent a letter to Jean Weihs of Seneca College proposing that a member of the TALTA Executive be on the Technical Advisory Committee of Seneca's Library Technician Programme. Jean has assured me that she does not see any problem in having the proposal approved by the Committee and will bring it up at their next meeting. By being a member of the Committee, the Association will have input in the Library Technician Programme.

Elizabeth Johnston is our student representative from Seneca. Elizabeth will act as a liaison between TALTA and the student body and will attend TALTA's Executive meetings. I am confident that her presence and contribution will improve the lines of communication between TALTA and the students.

See you all on December 5th!

Alicia Friese



FROM THE VICE-PRESIDENT

The workshop on "Interpersonal Skills" scheduled for Saturday, October 12, was cancelled due to the hospitalization of one of the facilitators. This workshop will be rescheduled for early spring, possibly April.

At the September meeting, 50 questionnaires were passed out to members in order to have some sort of input in planning future meetings and activities. The response was quite good (38 responses), which should prove helpful to your executive.

At present time, I am revising the questionnaire and the revised copies will be made available to you in the near future. I look forward to receiving both positive and negative comments from you.

Marie Willing

DIRECTOR'S REPORT

The Essay Contest winners were announced at the OALT/ABO meeting on September 14. TALTA members were winners in almost every category.

1st prize (tie) to Ruth Swartzman & Jean Saunders

2nd prize (tie) to Gloria Valentine & Theresa Bryant

3rd prize to Ginny Oakley

Runners up Dorothy Phillips & Charlotte Jaffar.

Volunteers are needed to form our next Essay Contest Committee, please let me know if you are interested.

We hope that you will receive your first copy of the OALT/ABO newsletter early in January, if anyone has ideas for a new name, we are considering changing our name and would welcome ideas.

REMEMBER: May 27-31 in Ottawa for Spectrum '86 our annual conference!
Dale Peters

INTRO OF STUDENT REPRESENTATIVE

I am currently a second year student in the Library Techniques program at Seneca College. I grew up in Ottawa and have lived in Cornwall and Waterloo, Ont., and Fredericton, N.B. I moved to Toronto two years ago. Since finishing high school in 1968, I spent two years at University, got married, had two children, worked part-time in a public library, and went back to school part-time.

I love the course at Seneca and am really looking forward to graduating and working as a Library Technician.

Elizabeth Johnston

CANADIAN LIBRARY YEARBOOK

The first edition of the Canadian Library Yearbook is out. It features salary surveys of library technicians in Canada. Table 31 on p. 418 shows the Ontario Library Technicians Salary Survey, 1984. The data for this is supposed to have been supplied by the Ontario Library Technician Association.

OALT/ABO has not done any salary survey in the past 4 years or so. This is most probably TALTA's Salary Survey. Alicia Friese, TALTA President, spoke to Diane Gallagher, editor of Canadian Library Yearbook, to point out the error. Alicia also suggested that perhaps an errata sheet can be sent to all those who purchased a copy of the yearbook.

Toni Olshen, general editor, apologizes for the error. She was responsible for collecting and compiling the data for the salary surveys. She promised to look into possible ways of rectifying the error.



**INTERVIEW
WITH JEAN WEIHS
COURSE DIRECTOR LIBRARY TECHNIQUES
SENECA COLLEGE OF APPLIED ARTS**

The Library Techniques course at Seneca College came into being in 1967 with the first graduating class in 1969. Over the years the curriculum has evolved to meet the numerous demands and ever changing aspects of the library field. While we as technicians must learn the new automated standards being introduced in the field the library schools must continue to teach both the old manual styles as well as the new technology. This interview was done to bring us up-to-date with what is going on at the educational end of our field and to answer some questions about who decides what to teach and how it is implemented. These topics were discussed with Mrs. Weihs and the following is my perception of what is the on-going development of library technician courses today.

WHO DECIDES WHAT TYPE OF COURSES TO OFFER

The addition and deletion of library related courses comes directly from the field – through questionnaires filled in and returned by former students now working in the field, from reports from librarians where students have done their field placements, from companies inquiring and requesting specific skills and knowledge, and largely from the job opportunities that have opened up both in the public and private sector for library skills.

All new courses and suggestions for subjects to be taught are submitted to the Administration and Advisory Committee. This advisory committee is composed of representatives of the Toronto Public Library, the North York Public Library, the Scarborough Public Library, the Etobicoke Public Library, York University, the North York School Board, the Special Library Association, the Trent Region, and an alumni office. The English and Liberal Studies departments, in consultation with the Library Techniques program, devise the academic subjects that are also taught as part of the Library Techniques course at Seneca.

An advisory committee meeting was scheduled on the day I did this interview and Mrs. Weihs said that the possibility of a TALTA representative on the board was to be discussed.

WHAT IS THE CRITERIA REQUIRED FOR THE LIBRARY WHERE A STUDENT DOES HIS/HER FIELD WORK

The libraries chosen for field placement are based on a number of criteria. The students who enter the program often do not know which kind of library they wish to work in – academic, public, school or special – and every opportunity is given to have a student work in three out of four of these kinds of libraries in order to have more information on which to base their decision for future employment. Every effort is made to have a wide range of libraries in as many areas as possible in the different fields. The student must be supervised by a person with a degree in Library Science. The librarian must agree to use the technician in a capacity for which they have been trained and, with some variations, similar to the course material. If a library is very specialized or has some facility the college cannot supply and there is a strong student interest, that library would also be accepted for field placements.

WHY ARE LIBRARY TECHNICIANS NOT ALLOWED TO SUPERVISE STUDENTS FIELD WORK

Education for librarians is accredited by the American Library Association with the involvement of the Canadian Library Association; Library Techniques programs are not accredited, therefore the quality of our programs are not assured. It would be difficult to determine the competency of each library technician who would supervise a student.

HAS THERE BEEN ANY DRAMATIC CHANGE ON THE FOCUS OF THE PROGRAM SINCE INCEPTION

The most dramatic change of the program would be the inclusion of automation. There has been a huge shift in the field towards automating the every day aspect of library work. At one time cataloguing, through outlets like UTLAS, would have been considered a big change. Now, of course, all aspects of the library can be and are being automated. Unfortunately, due to the cost of such an upheaval in the systems used, a lot of smaller libraries, school libraries and corporate libraries are not able to take advantage of this new technology. We are unable to drop manual procedures because there is still a need for them out in the work force. Library technicians graduating from colleges today must be able to work, or at least adapt to, both the old and new way of doing things. Seneca itself has arranged for students to use a

blind module to practice automated acquisitions on the ACCORD system. Every year the program must contend with ways to teach more computer science material in order to keep up with the changing technology.

ARE THERE ANY PLANS TO OFFER COURSES WHICH COULD BE CREDITED TOWARDS A BACHELOR OF ARTS

This could only be decided by the universities.

IS THERE ANY MOVE TO STANDARDIZE THE CURRICULUM TAUGHT IN LIBRARY TECHNICIAN COURSES ACROSS THE COUNTRY/OR NEW FORMS OF THE COURSES

There are at this time Canadian Library Association guidelines to be followed by all colleges offering library courses. There is no "watchdog" committee to assure that they are being followed however. The funds for this kind of committee are unavailable. There is a program of self-study currently being tried at Red River Community College and the Kelsey Institute. The next meeting of the Ontario Association of Library Technician Instructors is going to discuss this experiment and its possible trial in an Ontario college. There also has been an OLA/OPLAC committee set up to study certification for Public Library workers. This was also to be brought up at the next meeting of OLA.

WHO IS TAKING THE COURSE/ANY INCREASE SINCE RYERSON CANCELLED THEIR PROGRAM/NIGHT COURSE

There are more students who apply for the program normally than we have spaces, however since Ryerson closed their program there have been more than previously. We require a lot more space and materials in order to accept more than 65 students full time. 27 new students are accepted each year into the night program. The college is trying to provide more space but has not been successful. In each class there is usually a majority of mature students and in the last few years there have been more male students but numbers are still low.

WHAT IS THE BREAKDOWN OF JOB PROSPECTS BY AREA

A rough figure would be special libraries ranking slightly less than one half — about 45 to 50%. The public library would rate about 33% of jobs offered. The rest is divided between academic, school, commercial cataloguers, publishing and related fields.

A FINAL WORD

Mrs. Weihs feels it is necessary to keep up with today's growing library needs. As an educational course with direct ties to the market place it is important to respond to the market and its current practices. Any input by library technicians is very welcome and suggestions for courses, content, improvements and broad topics that would be helpful and relevant to today's library field would be gladly received.

Judy Konaka
Editor

RESUME WRITING

The Random House Dictionary defines the resume as "a brief account of personal, educational and professional qualifications and experience". With this definition in mind the sections of the resume will be reviewed:

1) PERSONAL:

This section is optional. Ask yourself what the reader needs to know and what the reader want to know. Your name, address and telephone number can either be included here or used as a heading at the beginning of your resume.

2) EDUCATION:

Briefly summarize the educational data in reverse chronological order. State the diploma/degree received, the educational institution and the completion year. If you have a university degree you can omit your high school information. It is optional to list a final grade.

3) PROFESSIONAL ASSOCIATIONS:

(Optional section)

List any associations to which you are a member if they are relevant to the position applied for.

4) EMPLOYMENT:

List your employment experience beginning with the most recent in reverse chronological order. Include the name of the organization, the department, your position title and the dates of your employment for each job that you have held. Under each position list, concisely and in point-form, your responsibilities starting with the primary duty. If you have held several positions during one term of employment then state the number of years that you were in each. Reasons for leaving prior jobs may be mentioned if they are meaningful.

5) **INTERESTS:** (*Optional section*)

6) **REFERENCES:**

You can either list your references or you can state that "References are available on request". Always get the authorization to use an individual as a reference. Provide the person's name, job title, organization name and the business telephone number. When you update your resume check with the person again. It is not advisable to use your present employer as a reference.

Initially, it is time consuming to set up a resume, but once you have settled on a presentation which you feel is appropriate then it is simply a matter of updating it when necessary.

There are a few dos and don'ts which should be kept in mind.

- 1) DO write your resume concisely and factually.
- 2) PLEASE DO check for spelling, grammatical and punctuation errors. If you are unsure about the spelling of someone's name ask them. Just one error is unsatisfactory!
- 3) DO NOT crowd your resume. It should be visually attractive and readable.
- 4) DO ask yourself — What does the reader need to know? and What does the reader want to know? about me.
- 5) DO make sure that reproductions are clean and clear (xerox-quality). Have your resume reproduced on a better quality paper. It is my recommendation that you use white, buff or pale grey as opposed to brightly coloured paper.
- 6) DO mail your resume in a large envelope then it will not have to be folded.
- 7) Highlight each section by using capital letters or underlining.

The ideas and information presented here are just one approach of many to resume writing. It takes time, effort and a few dollars to create a good resume, but it is worth it. When you consider the many individuals that you are competing against for an interview then you want it to be impressive.

Remember, your resume is a representation of yourself which creates a first and lasting impression on the prospective employer's view of you.

JUST A REMINDER: On Saturday, February 22nd there will be a workshop on resumes and the job interview.

When sending your resume to the TALTA Placement Contact please send 5 xerox-quality copies for the purpose of dissemination.

Donna S. Smith
Placement Contact

COMPUTER CORNER

Are you looking for a software package that will do everything in your library?

Have you *found* such a package?

I know there are a lot of technicians who are just starting up automation procedures and thought this would be a great place to share your information — successes and disasters.

If you have found the best or the worst (or even an interim solution) to your data procedures — share the wealth. If you have a problem maybe one of us has already solved it in our own library. Contact me and we will see about answering your inquiries in the next newsletter.

Judy Konaka
Editor

THE LIBRARY TECHNICIAN

*There ought to be an annual week
For library technicians.
Without them, we would wallow deep
In critical omissions.*

*Like where is this, and where is that,
And did we get a book back?
And can you help me find my bat?
I don't know where to look at!*

*They patch our grammar, patch the books,
You'll never find them moping.
They improvise in crowded nooks,
A thousand ways of coping.*

*They always answer with a smile
When patrons need attention.
They gladly go the "extra mile."
Of this we must make mention.*

*They marshal journals as they go.
They line up every border.
They wield a devastating blow
To alpha-num disorder!*

*They bind the journals, feed the cats.
They translate with acumen
Whatever comes in strange formats.
(I wonder if they're human!)*

*We ought to have a day, at least.
To heap them high with honors,
With fireworks and gourmet feasts.
Without them, we are "goners"!*

— Connie Baker, Chief, Library
Serv., VA Medical Center, San Diego

OOPS!

My apologies to Loretta Taylor for misspelling her name.

Donna Smith's telephone number is business not residence.

The sweatshirts on sale from the conference read Nexus '85 not TALTA.

Our P.O. Box number is listed incorrectly in your TALTA Directory — it should read P.O. Box 441.

ANNOUNCEMENT

The Canadian Library Association wishes to advise that:

the Library Technician Diploma Course as offered by the Granton Institute of Technology in 1985 does not meet the recommendations contained in the Guidelines for the Education of Library Technicians of the Canadian Library Association.

CLA established these guidelines in order to promote excellence in the training and education of library technicians. The guidelines are intended to serve as a national standard to be used both by educational institutions in Canada which are establishing or offering programs and by employers who need to determine the capabilities of program graduates.

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TALTA

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