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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 fiscal year is drawing to a close. It's time to review ones accomplishments and determine whether all the goals and objectives set for the year were met.

I am always pleased to get feed-back from the members because it helps me and the rest of the Executives decide what is best for this region.

From time to time, I receive requests from members, non-members, librarians or prospective employers asking if we have sample job descriptions for library technicians and the salary ranges for different positions. Unfortunately, I have very little to give to comply with such requests.

If you have a copy of your own job description and salary ranges in the library where you work, will you kindly send me one? I promise not to reveal the source or identify the specific library that corresponds to each job description or salary range. It will be filed by type of library — e.g. special, government, university, school, etc.

The advantages of having this information available are: a) it provides a basis for comparison for those who are negotiating salary increases b) it gives prospective employers an idea of duties and tasks for a specific job and also the salary ranges of comparable positions c) it provides an interesting study for this region on where library technicians fit in the workplace; this is most useful when giving presentations to students of Library Technician programs and those who are in the process of choosing a career.

Please send a copy of your job description and salary ranges to: Alicia Friese, TALTA President, 7806 Kittridge Drive, Mississauga L4T 3J6.

See you all at the Provincially-Assisted Workshop on Feb. 22nd and at the Annual Meeting on March 21st.

Alicia Friese

DIRECTOR'S REPORT

Good news! by the time you read this you should have received your copy of the OALT/ABO newsletter. We hope that you find it informative and welcome your comments.

We have seen the draft-copy of our Audio Visual presentation and hope that the finished production will be shown at Spectrum '86. It should be a valuable tool to use to further the employment and job prospects for all technicians.

Carolyn Boardman and Maggie Hotchkiss (TALTA) are representing OALT/ABO on the OLA Public Library Certification Task Force and will be giving a report to us in March.

If you have been a member of OALT/ABO for ten consecutive years please let me know.

Spectrum '86 sounds exciting and we hope you will plan to attend in Ottawa May 27th to June 1st.

February 28 Deadline for submissions to the OALT/ABO newsletter.

Deadline for nominations for OALT/ABO executive.

Deadline for submissions for ammendments to the constitution to be voted on at our Annual Business Meeting at the conference.

Dale Peters

ANNOUNCEMENT

A former director of TALTA, Nancy F. Deas, married Robert Bathgate on December 28, 1985.

MEMBERSHIP RENEWAL

It is time to renew your membership to TALTA. Our fiscal year runs from April 1 (1986) to March 31 (1987).

1. When filling out the forms press hard on your pen and fill in all the blanks.
2. Circle the type of member you are (ie. graduate, student)
3. Make cheques out to TALTA. Please note that it takes two to three weeks for cheques to clear the bank. So keep sufficient funds in your checking account to avoid bouncing cheques that cause numerous problems.
4. Student rate is allowed for two years only.
5. Please return your forms by March 31st so you can:
 - a) receive the next issue of the newsletter and or meeting announcements on time.
 - b) receive your membership card before the May conference.
6. Check your OALT/ABO Constitution/Bylaws for the meaning of membership status (ie. associate member)
7. To qualify for a 10 Year award — one must be a member for a continuous 10 year period. Please fill out the "member since" blank accurately.

Sally Clark

Treasurer/Membership

EDUCATION UPDATE

Sheridan College of Applied Arts and Technology began a new Information Technology Certificate programme in January. It offers basic hands-on training in the use of computers and online searching for practicing technicians and librarians. Six courses totalling 87 hours of study are made up of one or more, short intensive workshops that are offered on a regular and rotating basis each semester. For more information see the spring Continuing Education Calendar available March 1st (spring classes start April 5).



PURCHASING YOUR OWN COMPUTER by JUDY KONAKA

As more and more library technicians are required to use computers at work there is a need for information that will help them buy one for home use. There are a number of pitfalls to be avoided and I will attempt to cover some of them and give you a few hints to help you in choosing one which will not turn into a white elephant, an expensive one at that!

The first thing that should be looked at is what do you want to do with your home computer. If you are buying one so that you can bring occasional work home instead of working at the office then compatibility with your office computer is of prime importance. Not just hardware but software as well. For example both computers must be able to read and store information in the same way.

If for instance your library uses an IBM personal computer. To buy one for home use would be prohibitive for most people as it is the most expensive unit on the market-averaging around \$10,000.00 for a complete setup. A compatible on the other hand would cost significantly less perhaps as much as by \$7,000.00. These personal computers are perfectly good micros however you must make sure of a few important facts.

How compatible it really is. There are varying degrees of compatibility. Try using all the software packages that you intend to use on both machines. Compare the Keyboards — are there more/less keys on the compatible system and how do you tell the program you want a special key. For example some packages use the function Keys for underlining or highlighting — does the monitor show these when they are used?

Legally the operating systems for compatibles cannot be identical to the PC-DOS operating systems of the IBM PC. There have to be differences. Make sure you know what they are. Take a diskette formatted on one machine and use it on the other. Try the operating system programs (eg. COPY ERASE, CHKDSK) on diskettes created on the other machine. Use the DOS function keys.

Can you take the data as is (eg. memos) from either machine and use it on the other?

Another important factor would be what support does the vendor offer? You will need assistance to get started and help if you get stuck. What service is available? They don't break down often but they are not indestructible. How reliable is the manufacturer? There are a number who have gone bankrupt and some are in financial difficulties. Checking the local business section of your newspaper for a company's financial background can be helpful and may save you money in the long term.

One last thing to consider — if your computer at work is upgraded — will you want to upgrade your home compatible — and will the system allow this?

The first step in selecting a printer is to define your requirements accurately. Will you need one? or Do you want one? The next step is to know something about the commonly used features of a printer. With this information in hand you will be better equipped to select the printer you need. There are a number of computer magazines on the market that will be able to give you information on all the printers that work with their particular brand of micro and what they do.

Continued . . .

ELECTION

The following offices are open for the election at TALTA's annual meeting. Please consider running for a position and becoming a part of a great organization!

Vice President – Schedules speakers and meetings for TALTA
– Assists the Public Relations Co-ordinator
– Designated duties as determined by the President

Secretary – Records and distributes minutes for the Executive and general meetings
– Maintains TALTA Constitution
– Administers Student Award

Treasurer/ Membership – Responsible for all financial transactions of TALTA
– Presents written financial statement at Executive meetings; and to the membership at the end of the fiscal year
– Keeps current membership listing

Newsletter Editor – edits, publishes and mails out the Newsletter four (4) times per year

Publicity Co-ordinator – Notifies membership of TALTA functions in co-ordination with the Vice-President
– Prepares publicity materials for TALTA

Director – TALTA's Representative to the OALT/ABO Provincial Executive and a member of its Board of Directors
– liason between OALT/ABO and TALTA

The most prominent requirements for you to decide upon would be **SPEED** – look at your applications and observe the amount of printing that would be necessary as well as the time span that is necessary to do this printing within; **QUALITY** – there are a number of different kinds of print available, the most well-known – dot matrix and draft quality which is suitable for internal correspondence and near letter or letter quality which give typewriter original type output.

Letter and letter quality printers produce output that is sufficient to mail to your "best" clients.

Other features that should be considered would be the number of characters per line and per inch; the number of lines per inch; the maximum number of copies that you can print at one time; the type of paper that the printer can accept – and most important **COMPATIBILITY** with the programs (software) that you want to use.

Two useful additions to your home computer set up would be the acquiring of a power surge protector. These can be bought in Canadian Tire or Zellers or any computer store. They protect your computer from the regular surges of power that all homes have and you won't know about them until you have lost all the data you have just entered into the micro. Very frustrating! If the glare off your monitor is driving you crazy and you plan to spend a number of hours a week in front of it look into buying an anti-glare filter screen – they are around \$70.00 – but well worth the strain on your eyes not to mention the cost of aspirin.



NOMINATION FORM

I would like to nominate _____

for the position of _____

Signature

NOMINATION FORM

I would like to nominate _____

for position of _____

signature

NOMINATION FORM

I would like to nominate _____

for position of _____

signature

NOMINATION FORM

In Touch

I would like to nominate _____

for position of _____

signature

NOMINATION FORM

I would like to nominate _____

for position of _____

signature

FORTHCOMING MEETINGS/WORKSHOPS

FEBRUARY 26, 1986
12:30 p.m. - 2 p.m.
Metro Toronto Library
Reference Dept.
CASLIS — Sponsor
Centre for Disabled Persons
Host: Maureen Perez, Supervisor
Convenor: Margaret Matheson
486-2562 (work)
Bring your own lunch, coffee
will be provided

APRIL 15, 1986
London, Ontario
CAIS — Sponsor
Career Planning in Information
Science
Speaker: Janet McChesney,
career planning con-
sultant & panelists
Contact: Maggie Weaver
229-8047

MARCH 19, 1986
Toronto Public Library
Northern District Br.
6:30 p.m.
TAAG — Sponsor
Archives and Publishing — the
Simcoe Experience
Speaker: Gary French, East
Georgian Bay Histor-
ical Society

MARCH 12, 1986
CIL House
7:30 p.m.
CAIS — Sponsor
A Newspaper Morgue Online
Speaker: Carol Lindsay,
Toronto Star
Contact: I. Pumalis 965-4110

APRIL 17, 1986
Market Gallery
2nd fl. South
St. Lawrence Market
95 Front St. East
6:30 p.m.

MAY 6, 1986
Royal York Hotel

TAAG — Sponsor
Archival Conservation in China
Speaker: Iona McCraith,
Conservatory, City of
Toronto Archives
Ms. McCraith has recently
returned from a tour of China

CAIS — Sponsor
Joint Dinner Meeting with
Toronto Council of Informa-
tion Organizations
Topic: Burnout in the infor-
mation professions
Speaker: Herbert Freudenberger
(tentative)
Contact: Maggie Weaver
229-8047

NOVEMBER MEETING

Catherine Seguin, an experienced archivist, gave an interesting presentation at the November general meeting to 22 people. She currently works at the George Scott Railton Heritage Centre of The Salvation Army. The goal of an archivist is to identify records of historical value and preserve them. She explained with the aid of overhead projections what archival documents are and what materials they can consist of. The functions and principals of archives were enumerated. Some archival training is available in Canada. There are numerous local associations such as the Toronto Archivists Group across the country, as well as the Association of Canadian Archivists.

THE OFFICIAL PUBLICATION OF THE TORONTO AREA LIBRARY TECHNICIANS ASSOC.



VOLUME 13, NO. 3

DATE FEB, 1986

ISSN