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Editors: R. Piazza, K. Major

### NEXT MEETING

February 25, 1987  
Metro Toronto Library  
Meeting Room D

March 28, 1987  
(Saturday)  
Annual Business  
Meeting

April 1987  
Library Tour –  
Consumers Gas

April 22, 1987  
Tour  
CCH Canadian Ltd.  
7:30-9:30

*see back cover for more details*

Views expressed in this newsletter are those of the individual contributors, and do not necessarily reflect those of the Ontario Association of Library Technicians/Association des Bibliothécaires de l'Ontario.

### TALTA EXECUTIVE 1986-1987

PRESIDENT:	Alicia Friese	Bus. 581-4259
VICE PRESIDENT:	Marie Willing	Bus. 393-7131
SECRETARY:	Catherine Honkawa	Bus. 965-7881
TREASURER/MEMBERSHIP:	Sally Clark-Mills	H. 638-5030
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NEWSLETTER EDITOR:	Rita Piazza	Bus. 920-9171 ext. 6545
JOB PLACEMENT:	Anne Grimsdale	H. 251-6919

I sat in front of the typewriter for hours, hoping that a flash of brilliance will strike me. What agony! As I struggled to collect my thoughts, my fingers moved unconsciously to fish out a piece of paper that proved to be my life-saver for the day.

I am offering the following poem to all Library Technicians, who at one point in their career echo the thoughts of the writer. Pin it in a prominent place where your employer or boss will notice it. Who knows? Something good may come out of it. If not, take comfort in the thought that you are not alone; others have gone through the same stage in their worklife and perhaps, even in their personal life.

If anyone can give me a bit of information about the author, I would appreciate it very much.

Alicia Friese  
President

### Discarded Asset

What happens to people who are told they cannot grow,  
Those who strive so very hard 'til there's nowhere else to go?  
What happens to people who want to get ahead,  
Who are told the sky's the limit but find a dead-end road  
instead?

How can you promise challenge to employees with desire,  
And not fulfill the promise to build their goals much higher?  
They're given mediocre tasks that take up lots of time.  
All well and good for the average person, but it won't  
strengthen a mind.

I find it most unfortunate in the world of business today,  
Too often determined employees are not given any say.  
And when they become frustrated and announce that they are  
through,  
The employer just sits back and says, "There was nothing I  
could do."

Empty promises, shattered dreams, can make ambitious  
people bitter,  
Especially when they know inside that they could be a  
heavy hitter.  
What a valuable asset — those people whose desire is great.  
How sad the employer didn't recognize it — until it was  
too late.

V.E. Lehman

### OALT/ABO News

Our new directory is at the printers and should be in the mail in February.

The Audio-visual presentation, The Library Technician; your first choice/Le Bibliotechnicien; a vous de choisir, is

now available for distribution. It is \$35.00 plus postage and handling to rent and \$150.00 plus postage and handling for sale. All enquiries should be directed to Carolyn Boardman, PR co-ordinator.

Our panel discussion at the OLA conference was an unqualified success. We had 50 people in attendance from all areas of the library field. As a result, we have had several membership inquiries. We received many positive comments on the audiovisual presentation and enquiries about buying it.

Valerie Walton (TALTA) has volunteered to be the co-ordinator for the OLA/OALT/ABO job hotline. OLA has not yet received the telephone line, but hopes to have everything operational very soon.

The CLA Task Force on the Role of Librarians and Library Technicians has had a couple of meetings and we hope to receive further clarification on how this will affect all of us when Mary Lloyd (TALTA) speaks to us in February. OALT/ABO is hoping to present written submissions to the task force and needs input from all members. Any information on job descriptions, job related tasks and salary ranges would be valuable as the committee has only one technician to provide input. Submit any information to your director or any executive member.

ELECTIONS ARE IN MAY...OALT/ABO NEEDS YOU!! Phone me for any information on job descriptions and workload.

Dale Peters

### Conference Update

"Channel 87" The OALT/ABO Annual Conference hosted by Halton Peel will be held May 20-24 at the Erindale Campus of University of Toronto.

There will be lots of variety in the workshops planned, entertainment... "Pack your dude clothes" and great food.

Remember to bring your OALT/ABO constitution with you to the ABM.

Deadline for constitutional amendments is February 21/87. They must be submitted in writing to the President of OALT/ABO and signed by 5 members.

If you have been a member of OALT/ABO for 10 years please give your name to Sally Clark-Mills.

### ELECTION TIME!!!

WHICH position are YOU going to run for????

Is it PRESIDENT who prepares agendas for executive meetings; chairs executive and general meetings; acts as official representative of TALTA; oversees activities and other projects. In other words THE BOSS!!!

Don't want to aim so high, then how about VICE-PRESIDENT? who schedules speakers and meetings for TALTA; assists the Public Relations Co-Ordinator; has various designated duties as determined by the President.

How about SECRETARY who records and distributes minutes for the executive and general meetings; maintains TALTA Constitution; Administers Student Awards? And you don't have to have a diploma in shorthand

Interested in handling other peoples money? Then TREASURER/MEMBERSHIP is the job for you! Be responsible for all financial transactions of TALTA; Present written financial statement at executive meetings and to the membership at the end of the fiscal year; Keep current membership listings. Scrooges can apply!!

You want your name in Print? Want to tell it as it is, then be the NEWSLETTER EDITOR who edits, publishes and mails out the Newsletter four (4) times per year.

Or maybe you're the creative sort? Enjoy being in the lime-light? The publicity co-ordinator is for you!! He/She notifies membership of TALTA functions in co-ordination with the Vice-President; prepares publicity materials for TALTA.

Are you nosy? Want to know the latest provincial gossip? Have you always wanted to know what the OALT/ABO does for a living? Apply for DIRECTOR, who's TALTA's representative to the OALT/ABO Provincial Executive and a member of its Board of Directors; liaison between OALT/ABO and TALTA.

**Nomination forms are included.** To nominate yourself or others, please 1) Call or 2) Bring nomination forms to meetings or 3) Nominate from the floor at annual meeting March 28, 1987.

VOTE! VOTE! VOTE!

**WANTED...TECHNICIANS THAT ARE FILLED WITH ENTHUSIASM!**

TALTA and OALT/ABO will be having elections in March and May! Have you served on the executive? Why not?

Our organization has become a strong professional voice representing all members, but if we want OALT/ABO and TALTA to continue to grow and meet the needs of technicians we need new executive members. Many of the current executive have served in more than one capacity and more than one term.

As the 80's end and we approach the 90's we are faced with new challenges in the information areas and if our organization is to meet these challenges and lobby for the members we need strong, enthusiastic executive members. We are unique, technicians working to improve our profile in the Library community, we must work to maintain and enhance our image.

Speak to any of the current executives, find out what their job entails. You MUST be prepared to make a commitment, but it doesn't have to be a burden if we all participate and cooperate.

**ARCHIVISTS**

Do you have any pictures, old newsletters etc. We need them. Please contact Dale Peters.

OOOPPS!!

Sorry Joan Hodgins for spelling your name incorrectly in our last newsletter.

**GENERAL MEMBERS' MEETING**

The third TALTA General Members' Meeting of the year, held November 24, 1986, proved to be a lively and entertaining evening for all members in attendance. Speakers Arabella Bengson and Fraser McAllan presented an interesting talk on "Making Public Speaking less Painful". Our accomplished speakers have impressive credentials. Arabella Bengson is the first Canadian woman to win first prize at the Toastmasters' International World Competition held in Reno, Nevada in 1986. Fraser McAllan is professional coach for public speakers and he is also Arabella's mentor. Together this dynamic duo form the Wordsmiths, a professional agency that instructs individuals in the art of public speaking.

After giving us some helpful pointers on speech construction, Fraser gave the audience the opportunity to practice their new found skills in a series of impromptu table topics. Some of our members showed a natural ability in public speaking and the rest of the audience was well entertained by their efforts. The members were then able to hear a well prepared speech given by Arabella on the topic of "Mid-life Crisis". In all, the evening was a good blend of informative instruction and audience participation. We extend our thanks to Arabella and Fraser for providing us with a memorable evening.

C. Honkawa

**SPEECH CONSTRUCTION**

**Opening**

To win favourable attention. Tell audience what you are going to talk about. Get the audience interested in subject. Unify the thoughts of the audience. Set the tone of the speech.

**Good Openings:**

1. Historical reference (recent)
2. Personal reference
3. Quotation
4. Story or description — illustration
5. Timely reference
6. Question
7. Straight vivid statement

**Body**

To develop your points. Do not try for more than 3. Make them interesting and as personal in concern as possible. OR Develop a conflict and resolve it.

How to deal with points:

1. State it simply.
2. Demonstrate it. By
  - An appeal to reason – Give an example – Quote statistics – Quote an authority – Draw a comparison – Appeal to emotion.
3. Recapitulate it. Helps audience to fully get the original point. Say it in the same words or change the words but still make the same point.

Do this with each point.

**Summary or Close:**

Object is to present main points and draw them together in the audience's mind. You can use:

- Anecdote or story to illustrate what you have said.
- Quotation that makes your speech purpose clear.
- A question.
- A call for action.
- Or a final statement of your theme.

**IN A NUTSHELL:**

**Opening:** Tell them what you are going to tell them.

**Body:** Tell them.

**Close:** Tell them what you told them.

Ask me to demonstrate anything you do not understand.

**TALTA JOB PLACEMENT CONTACT:** Anne Grimsdale is the new job placement contact for TALTA. Please send your resumes to: TALTA, P.O. Box 441, Don Mills, Ontario M3C 2T2, ATTN: Anne Grimsdale. Phone No. 251-6919 (Home) — 863-3097 (Work)

**MEMBERSHIP RENEWAL**

It is time to renew your membership to TALTA. Our fiscal year runs from April 1, (1987) to March 31 (1988).

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 (e.g. 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.

Membership for 1986-87 is 195.

**Sally Clark-Mills**  
*Treasurer/Membership*

**FORTHCOMING MEETINGS**

February 25, 1987 (Wed.) — 7:00-9:00 p.m. Metro Toronto Library Meeting Room D. Speaker: *Mary Lloyd.*

Topic: CLA Task Force on the Role of Librarians and Library Technicians.

March 28, 1987 (Sat.) — 10:00-12:00 Annual Business Meeting  
12:00 Noon – Lunch. Place and cost to be announced.

April 1987 — Library Tour – Consumers Gas. Time and date to be announced.

April 22, 1987 (Wed.) — Tour – CCH Canadian Limited, 7:30-9:30 p.m.

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