

... In touch with TALTA

THE OFFICIAL PUBLICATION OF THE TORONTO AREA LIBRARY TECHNICIANS ASSOCIATION

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Editor: Linda Yarema

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 Bibliothéchniciens de l'Ontario

From the Editor:

Pulling together this newsletter is proving to be an interesting experience for me - or perhaps - interesting is not the right word - perhaps "challenging" covers it better.

Among the many things we are being "challenged" by, such as finding contributors, co-ordinating the submissions, checking facts, re-checking facts and checking them again, writing, editing and trying to meet deadlines, we've found that summer time brings its own unique challenges. Yes. People are not easily accessible in the summer. We have run into vacations and although we've been somewhat successful in tracking down various people, some others have proven to be just too illusive for the newsletter bloodhounds. But do not fret - we have many contributors for this issue and are grateful to all of them.

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At this point, I'd like to mention that this newsletter is not the results of the efforts of one individual and that in fact a newsletter team was born. Sharon Seldon who wrote about temporary work in this issue and started a "Queries" column, will continue to work with me on future issues; Rosemary Ulyot, who provided the information for our Continuing Education column is continuing to work on the newsletter. Contributors to this issue such as Alan Devine and Catherine Allan, have agreed to be contributors in future issues. The TALTA Executive, as always a real pleasure to work with, will also continue to lend their helpful, intelligent enthusiastic support. - Looks to me like this is going to be a good year.

Linda Yarema, Editor

President's message:

This has been a busy summer for several TALTA members. On June 29th, our Vice-President Kathryn Kern, organized a successful tour at FP Online, the Financial Post's online service. The tour was well attended and of interest to all members.

Jennifer McKeon and Anne Grimsdale have resigned as job placement officers for TALTA. I would like to thank both of them for helping us out in the last year. Many of our members have benefitted from their organized and professional approach. Kelly Walsh is our new Job Placement Officer. I am confident that Kelly will maintain the standard of service set by her predecessors. Welcome to our team, Kelly!

TALTA is considering a change in our job placement service. We are investigating a combined project with O.L.A. to possibly have a job hotline for Technicians. I am putting together a written proposal to present to Larry Moore who looks after O.L.A.'s hotline.

Carol Deacon is the TALTA Student Award winner for 1988. Congratulations Carol! I hope you will enjoy your membership year with TALTA.

One objective set by TALTA is to encourage more involvement between Seneca College students and TALTA. To accomplish this goal, our first general meeting is an invitation to Seneca students to come out and meet our members. We are hoping to strengthen our ties with Seneca by offering more support to student members. TALTA executives are currently in the process of establishing an annual award and setting the criteria for it. The award is to be presented to a Seneca graduate student. Further information will be provided when available.

TALTA is part of the Toronto Continuing Education Group which is composed of various Toronto Library associations.

This connection helps TALTA keep abreast of the seminars and workshops offered by other library associations. We will try to keep you posted on upcoming events in future newsletters.

This is all I have to share with you for now. Take care and enjoy the rest of your summer.

Catherine Honkawa, President

1988/89 PROGRAM SCHEDULE

Tuesday, Sept. 13: *'Welcome Guest and Student Night'*. Students from Seneca as well as new members and guests are encouraged to attend to find out about TALTA. There will be no charge for coming to this meeting and we encourage all members to come and bring a friend. The speaker will be Francis Davidson-Arnot, Director of the LT program at Seneca. She will speak on the role of Technicians in the information industry, present and future.

Time and Location: 7 - 9 p.m. Metro Library, Room D.

Wednesday, October 19th: *"Issues in the Library Field"*. Vivienne Monty, President of CLA, will look at a spectrum of issues including copyright legislation and Free Trade and their effects on Information workers. A light supper will be provided. Charge TBA.

Time and Location: 6 - 9 p.m. Metro Library, Room D

Saturday, November 19 - TALTA Workshop

Part 1 - "Effective Business Writing" This is a 2 hour session being given by Judith Defren of Defren Consulting, a consulting business that deals with business writing. Some of Judith's clients include American Express, The Bank of Nova Scotia and Canadian Tire. The session begins at 10:15 am and runs to 12:30 pm. Judith will be tailoring her presentation to us and **would appreciate examples** of the types of business writing technicians frequently deal with. Please send your examples to TALTA, Box 441, Don Mills, Ont. M3C 2T2.

TALTA EXECUTIVE 1988/89

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Part 2 - "Who Hires Library Technicians and What Are They Looking For" is the afternoon session being given by Carolyn Werle of Records and Information Management (RIM). This session runs from 1:30 - 3 p.m.

Registration is from 10 a.m. to 10:15. The lunch break is 12:30 p.m. to 1:30 p.m. The charge for members is \$15.00, non-members \$22.50.

Location: Metro Reference Library. Room D.

In December, we will hold our Christmas social and the January, February and March meetings are currently being arranged. Keep an eye out for our flyers and plan to attend.

Kathryn Kern, Vice-President

Summer Tour: FP Online

20 Techs made it to the tour of the FP online services on June 29. The presentation was tailored to suit Technicians. A demonstration of the system was given and the staff showed how the newspaper is indexed and entered into the online system.

Topping off the meeting was the delightful array of refreshments provided by the FP staff. Fruit punch and an impressive selection of appetizers were provided and enjoyed by all attending.

Anyone interested in knowing more about the FP Online system should contact FP Online Representative, Bonnie Burwell at 596-2525.

1988 Student Award Winner

On behalf of the TALTA Executive and all members of TALTA, I wish to extend congratulations and best wishes to Carol Deacon, the 1988 recipient of the TALTA Student Award. This award is given annually to the 2nd year student who is chosen as most deserving by her fellow classmates. It entitles the winner to one year's membership in TALTA.

We will present Carol with her membership card at the September 13th TALTA meeting at the Metro Reference Library, Room D.

Since graduating from the Library Techniques program at Seneca college, Carol is working full time at Micromedia in the Government Documents, Acquisitions Dept. In the future, Carol would like the opportunity to travel.

Once again, congratulations Carol!

Gayle Ford, Secretary

NEW FROM STATS CAN

Catherine Allan who works in Advisory Services, Statistics Canada as the Assistant Director of the Ontario region, has provided us with a list of recent publications from Statistics Canada. It is part of Catherine's job to liaise with Library and Information personnel and she will be contributing information to our newsletter whenever she can.

Publications:

Intercorporate Ownership: A comprehensive source of information on Canadian corporate ownership that is an excellent reference tool for executives, investment bankers, lawyers, researchers and the general public. This is a 1987 publication. (cat. 61-517)

Family and Friendship Ties Among Canada's Seniors: A national study of the patterns of family and friendship links of seniors. It is an analysis of data collected in the 1985 General Social Survey, showing how the network of family and friendship ties vary over the course of one's life. (cat. 89-508)

The Census Handbook: The census has existed for over 320 years. This handbook offers a brief history of census-taking, a question-by-question outline of the 1986 census, and an introduction to the geographic regions the census uses. (cat. 99-104m)

Canadian Social Trends: A publication on current issues providing interpretation of major social and demographic trends affecting Canadian Society. (cat.11-008)

Canadian Economic Observer: A monthly publication on economic statistics providing charts, graphs and commentary on economic statistics. (cat.11-010)

Libraries are eligible to receive a 30% on the purchase of any of these publications. Please call Catherine Allan at Statistics Canada for details. 973-6192.

CONFERENCE HOPPING

Pat Graham, Publicity Co-ordinator for OALT/ABO, attended the C.L.A.'s Annual Conference which took place in June in Halifax this year.

The Final Report of the Task Force on the Roles of Librarians and Library Technicians was presented during the conference. Copies of this report will be arriving at the regional branches of OALT/ABO in the near future.

Pat attended all workshops that had relevance to Library Technicians and she has much to tell us. She will be giving us the details in the next newsletter - which will come out in the first week of November.

RENDEZVOUS '88

EXHIBITING



22 TALTA Members made it to the conference. Here, TALTA Pres. looks at French children's books.

WORKSHOPPING



Diana from Moosonee hides behind her notebook as she spies the camera wielding TALTA Photographer at the Videotaping workshop.

They came from Sudbury, Toronto, Hamilton, Kingston, London, Ottawa, Thunder Bay and even Moosonee. They came with one intent and one intent only and that was to enjoy the "Rendezvous". Who were these people and what is the "Rendezvous"? Well, I'll tell you. "These people" were the 125 plus delegates who came to the 15th Annual OALT/ABO conference (Rendezvous '88), and enjoy they certainly did.

There were opening remarks, exhibits, workshops, hand-outs, the infamous Annual Business Meeting, entertainment, meeting up with old friends, making new friends. There was Thunder Bay in May. Lovely, really lovely... and we only had frost on 2 mornings - and the Lakehead University campus is just beautiful! There was the excitement and flurry of arrivals - we're always met you know. There was the exhausted but satiated bustle of departures done to the accompaniment of ringing voices exchanging names, addresses - our own, and those of "important sources" we know and must share. There were the memories we brought and the memories we took back with us. And there were the promises. "I'll write." "I'll send you those addresses." "See you at the 16th!" Yes, the 16th. It'll be in Hamilton - and so will I.

Linda Yarema.

Exhibitors:

Canebsco, Canadian Library Association, Carr McLean Ltd., Children's French Store, McClelland & Stewart, M. E. Phipps and Associates, Northward Journal Communications, OCLC - Online Computer Library Center, Pig Tales Books, Wm. Collins Sons & Co. Ltd.

1988 Conference Workshops:

Videotaping; Library Technician In Charge; CD ROM with CANEBSCO; Marc Cataloguing, Motivation, Goal Setting and Achievement; On-line Searching; PC Software; Book Repair; Communications Skills; Displays; Employment Interviews; Employment Equity and Pay Equity; Reference Interview; Running a Meeting; Stress Management;

1988/89 OALT/ABO Executive

Maggie Hotchkiss, President (TALTA)
Susan Morley, Vice President (TALTA)
Bette Gore, Secretary (SUDBURY)
Pat Graham, Publicity Co-ordinator (OTTAWA)
Sharon Wigney, Treasurer (SUDBURY)
Pat Kiteley, Newsletter Editor (OTTAWA)

YE OLD FORT WILLIAM



The sun greeted us warmly at the Old Fort – too warmly for some of us perhaps?

FEELING WELCOME



No it's not the Love Boat – It's the Welcome ship and it certainly lived up to its name.

Continuing Education? Here are some options.

Rosemary Ulyot, Library Technician at the Clarke Institute of Psychiatry, has investigated some continuing education options. Here is a brief overview of some of what is coming up in September:

Seneca's September offerings include:

- Book and Library Publishing
- Circulation and Publicity
- Computer Fundamentals
- Automated Cataloguing
- Audio Visual Technology for Library Technicians
- Library Computer Applications

CE at Seneca call 493-4144

Ryerson's award winning Information Studies Program continues to attract Librarians and Techs (among others).

Ryerson's September courses include:

- Principles of Information management
- Sources of Information
- Database Design and Access, Part I
- End-user Computing
- Dynamics of Information

For Information Studies at Ryerson call Marilyn Cornwell, at 979-5180

Sheridan College in Oakville is offering a course called "Computers in Public Services and another called "Library Resources."

For more information about these courses, call Moira Camm at 845-9430.

Scheduled at U of T's Faculty of Library and Information Science:

"Online Information Retrieval" 3 part course: Sept 22, 29th and Oct 6th.

"Good Relations; Relational Databases and Text/Library Application" Sept.30th

"Fundamentals of Record Management" Oct.28th

"Cataloguing with a Microcomputer" Nov.25th

For more information, call Margie Chen, Continuing Education, FLIS, 978-7111.

Rosemary Ulyot has the calendars to the above institutions and will be happy to respond to any questions you may have. Rosemary can be reached during the week at 979-6824.

***What is temp work really like ...
... and is it for me?***

Before settling on a permanent job, you may want to try working in a few temporary positions. I've been working in contract positions for 2 years now and I'd like to share some of what I've discovered.

Looking for temporary work might seem to be difficult. Most of the job ads we see are for full-time work. To find temporary or contract work, you should know where to look for them.

Two organizations that deal with both full-time and part-time work are the Ontario Library Association (through its job hotline) and Records and Information Management Inc. (RIM) These agencies deal with both types of employment and also cater to the library field. Go-temp, which does not emphasize a library environment or skills, is the temporary agency for the Ontario Government.

In addition to agencies, try using the grapevine ('networking') and job boards and do not forget friends. In my case for example, I worked for a friend in his real estate firm as a receptionist when I was between jobs. Later, he hired me to do business research.

Most temporary jobs pay less than permanent positions. Although the hourly rate of pay may sound good, keep in mind that there will be deductions. Also, you probably will not qualify for benefits and this includes OHIP. (OHIP now costs over \$1000 yearly for family coverage). On top of this, you may have to pay union dues.

When you leave a position, apply for UIC just in case the job market dries up. It is in your best interest to tell your employer that you need your T4 form as soon as possible after termination. Unemployment Insurance postpones payments until they receive this form. I emphasize this because I once waited six weeks after my last day of work before receiving unemployment benefits - at that point, I was already working again.

When dealing with Canada Employment and Immigration, remember that government bureaucracy makes it possible for almost anything to go wrong. It is important to have all the necessary information in proper order. Despite frustrating delays, it is necessary to remain calm and composed. The number in Toronto to call to make enquiries is 973-4727.

As you become more familiar with temporary work, you become familiar with the good and bad points. On the one hand you may not get enough instruction, you may be pressured to adapt quickly without much support and you may not feel motivated because the job has a foreseeable end. On the other hand, temporary work can provide a wide variety of work environments and people. Because you can choose the type of environment you want to work in, temporary work can be one way of directing your career. From a

personal perspective, I can say that I have found the experience of temporary work really worthwhile. There are a number of libraries I would be glad to work full time for. I have also gained from the experience of working in many different libraries including legal, medical, government and academic.

In summary, if you are considering temporary work, I would advise you to have some money put away for emergencies - expect to spend some time unemployed. Try to be adaptable and self-starting. With enough drive and motivation, the experience that temporary work can give you, can add to your self-confidence, strengthen independence and add new value to your efforts. It can also be fun.

If you are interested in doing some reading about part time work, there is a good article in the March 1986 issue of "College and Research Libraries" pp 150-155. It is called "T is For Temporary".

Submitted by Sharon Seldon, currently doing temp. work at Seneca's Newnham campus in North York.

JOB PLACEMENT UPDATE:

Kelly Walsh, Technician at Connaught Laboratories is now the new job placement contact. New members and all others who are currently seeking employment, are asked to send Kelly 6 copies of their resumes. Kelly has found that she has a shortage of employment seekers. This may not reflect the true employment picture as many technicians may not be aware that the job placement service is meant for all of us.

To find out more about the placement service, please call Kelly Walsh at 667-2662

***TALTA WELCOMES
THESE NEW MEMBERS:***

Renana Almagor	Theresa Kennedy
Paul Axford	Ildiko Kovacs
Anne Bowers	Yolanda Kunz
Susan Butler	Bessie Litsas
Angela Carito	Natalie Litwin
Carole Deacon	Sandra MacEachran
Linda Eng	Zamural Newshaw
Wendy Forman	Jacqueline Peacock
Maria Grossi	Kathleen Pearce
Jacqueline Jiminez	Theresa Pupulin
Richard Joyce	Yvonne Roelveld
Simone Katz	Eileen Trumphour
	Rosemary Ullyot

EXECUTIVE-CLASS CONDUCT

Ms. Elena Jankowic, founder of the Etiquette Institute, and author of Behave Yourself! : the Working Guide to Business Etiquette, continues to be surprised that the primary market for her etiquette classes is adults aspiring to upper-level management - or wishing to give the impression that they are there already. Ms. Jankowic gave amusing overviews of her subject to the annual banquet of both the TALTA and Halton-Peel regional branches of the OALT/ABO.

While Ms. Jankowic says in her book, "A team player can't wear a different uniform" (p. 15), she also says that manners will be remembered after the clothes have been forgotten. Keep in mind that in most business/social situations people see you in detail from only the shoulders upwards. Your manner of speaking, listening and eating, represents you.

The commonsense conduct of promptitude, discretion, reliability, and "doing unto others as you would have them do unto you", communicates a style of manners that projects the impression "I'm competent, confident, and you can trust me."

Knowledge of good table manners puts the finishing touch to this impression. Examples: the waiter is to remove and offer you your napkin from the wine-glass, you are not intended to remove it yourself; used cutlery at the end of your course/meal is laid across the plate together in the "10-to-4" position; gravy is picked up using bread manipulated by the cutlery. Ultimately, these are sensible rules. If you cannot reflect the etiquette savvy of a professional waiter, you can at least avoid upsetting or nauseating people by keeping your eating style modest, moderate and not messy.

In summary, speak, dress and eat appropriately for the place in life you would wish to occupy - and should you ever be invited to the home of the person who would be your boss if you are given that promotion, beware - you could be being tested.

The Etiquette Institute is located at 1978 Yonge Street, Toronto M4S 1Z7, phone no. (416) 481-1651

Alan Devine, Library Tech., Northwestern General Hospital

A SAD NOTE:

Mr. Alchuk, a faculty member of Seneca College since 1967, died this summer. His death was a shock to all who had the pleasure of working with him and being taught by him.

Before launching a 19 year career at Seneca, Mr. Alchuk, who had a masters degree in French Literature in addition to his MLS had spent time teaching in Borneo, Indonesia.

He came to the Library Techniques program at Seneca in 1968 after working as the Librarian in the Seneca Library.

His warm personality, devotion to students and dedication to his field made him an excellent teacher and very good friend. Students were always impressed with the breadth of his knowledge and the generous way he gave his personal time to be helpful; he was not only interested in his courses, he was interested in people.

Some of the courses he taught in the Library Techniques program included:

- The Introductory Course
- Books, Libraries and Publishing
- Subject Analysis
- Special Libraries
- Order Work

Bernadette Schmid, a faculty member in the Applied Arts Division at Seneca, is heading a committee to set up a scholarship in Mr. Alchuk's name. She is going to provide TALTA with the information when it's ready.

We think Mr. Alchuk would have liked to know he is going to continue to be an inspirational force in the Library Techniques Program.

Reminder:

The membership year is April 1st, 1988 - Mar. 31st, 1989. Cost of a full (graduate) membership is \$40.00 annually. Please get your renewals in ASAP. The OALT/ABO is working on the membership directory. It will be out before spring 1989. To have your entry in correctly, please renew now. There is a "request for change of membership record" below - please use it to update your record.

Request for Change in Membership Record

Name of Member: _____

Phone: Home Work

Requested Changes

New #: _____

Name: _____

Address: Home Work

Other: _____

Mail To: TALTA, 9 Rollins Place, Islington, Ont. M9B 3Y4

Article under construction

Alan Devine (HP/TALTA), is investigating the possibility of doing an article for this newsletter on Technicians and their job changes. He'd like to see what makes Technicians leave positions, what positions they go to, and why.

This promises to be a very enlightening article and will lend an interesting angle to the afternoon session of our November workshop that is called "Who Hires Library Technicians and What Are They Looking For?"

I'd like to encourage all Library Technicians who have been going through the job mill in recent years, to call Alan to share your experiences.

Alan can be reached at 793-7437 after 6:30 pm and during the day at 651-6111 x 3148.

QUERIES

We are thinking of having a question and answer column in the newsletter. If you need information on any library subject please write us. We will try to get the answers to your questions.

Here are some sample questions we will answer in the next newsletter.

1. How can Technicians get jobs outside Toronto?
2. Where can I find/buy good computer books?
3. Where can I take an Information Technology course in Toronto?

Send your queries to TALTA, P.O. Box 441, Don Mills, Ontario M3C 2T2

Corrections:

Oops! We made a few gaffs in the last newsletter. Our apologies to Grace Lofters, Treasurer/Membership for spelling her name incorrectly and for making a few errors in her report. We hope we did not cause too much confusion by giving our membership year as April 1st, 1987 to May 31st 1988 and including a paragraph that starts "enclosed with this newsletter" when nothing was enclosed. We also hope that no one was confused by the balance of our account shown as 7,503,722 on the financial report. We do not really have 7 million. The correct amount is \$7,503.72.

Further apologies to Dale Peters for leaving her name off her Publicity Co-ordinator's report, and to Mary Alice White for hyphenating her name and for listing her number incorrectly in her biography. Her correct number is 965-2457.



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