

... In touch with TALTA

THE OFFICIAL PUBLICATION OF THE TORONTO AREA LIBRARY TECHNICIANS ASSOCIATION - OALT/ABO, Toronto Region

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From the Editor

Preparation and planning for our Annual Business Meeting on March 23, 1991 is now under way. Our Annual Business Meeting will also give us the opportunity to elect the 1991/92 Executive Committee. If you would like to become more involved with TALTA, what better way to do it than by joining the Executive? If you are unsure of which position is for you, please see the "Nominations and Elections" column or call any member of the current Executive.

This issue includes a review of the joint meeting with CASLIS on "Alternative Careers". Our Christmas Social with other library and information associations was also very successful. The TALTA Executive will continue to explore the possibility of joint meetings with other associations.

In addition, there is a review of the CADAPSO course, "Advanced Online Searching" by Jacqueline Peacock. Technicians who are interested in improving their on-line search skills should consider this course. CADAPSO is planning on turning the series into a certificate program.

From May 22-25, TALTA will be hosting the OALT/ABO 18th Annual Conference. *INFOWAVE* will offer workshops such as CD-ROM, video disc technology, online searching and much more. Watch your mail for your Conference Planning Package.

Included with the newsletter this month, is a membership renewal form. Please fill it out and return it (with payment) to the Treasurer or bring it with you to our next meeting in March.

See you at the ABM!
Angela Carito

IN THIS ISSUE

From the Editor
President's Message
Inter-Association Christmas Social
TALTA Executive
Job Placement Service
Alternative Careers
Censorship
TALTA's Annual Business Meeting
OALT/ABO Benefits Package
Membership Renewals
Wanted!
From Statistics Canada
New Publications from StatsCan
Free Book on Pay Equity
Professional Development for Online
Searchers
Seneca College LT Advisory
Committee
FLIS Workshops
Upcoming Conferences
Continuing Education
Change of Address Form
INFOWAVE

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

President's Message

It's election time again! Are you interested in running for one of TALTA's executive positions? Perhaps you know someone who would like to run for office?

There are many benefits that come from being on the executive from general to very specific ones. As an executive member you have the opportunity to network widely - with other TALTA members and with members of other Toronto area library associations (including potential employers). You gain experience planning, organizing and running conferences, elections, meetings and workshops. Group dynamics have a great impact on how any association works. So, you develop your skills in diplomacy and mediation. Minute taking, budgeting, desk-top publishing, writing, editing, and proofreading are other specific areas where you may develop skills.

Each executive position requires a slightly different set of skills. TALTA offers you the opportunity to share your existing skills while you learn new ones. Don't be shy. You have the expertise that's needed.

Mary Alice White

Programming Survey

At our next meeting, TALTA will be distributing a revised programming survey. This survey will help us to evaluate and develop our programs and workshops for 1991/1992. Please take time out to fill in the survey.

Inter-Association Christmas Social

On December 5, 1990, TALTA members took part in a joint Christmas party with other library associations. This Christmas social gave TALTA members the opportunity to network and renew old acquaintances. Attendees were treated to a buffet dinner and door prizes. TALTA will continue to explore the possibilities of joint meetings with other associations as they allow us to enhance our professionalism and representation in the library community.

Newsletter Deadline

The deadline for the April newsletter is March 31. Please send your submissions to: Angela Carito, TALTA, P.O. Box 441, Don Mills, Ontario, M3C 2T2, or fax 863-0926.

TALTA EXECUTIVE 1990/91

President: Mary Alice White	393-7686 (w)
Vice President: Toni Ariganello	965-7501 (w)
Secretary: Barbara Cayley	447-6465 (w)
Treasurer/Membership: Marina Ross	480-7674 (w)
Publicity Coordinator: Margaret Bryan	362-1812 (w)
Board of Directors Rep: Linda Yarema	978-5851 (w)
Newsletter Editor: Angela Carito	869-1130 (w)

Corrections

In our last issue we gave out the wrong telephone number for Rita Piazza, our Conference Committee Chairperson. Her correct business number is 364-6244.

Job Placement Update

Grace Lofters, our Job Placement Liaison, has been monitoring the placement service and reports the following:

- * there has been an increase in part-time and contract job openings
- * there has been a drastic decrease in the number of full-time jobs openings due in part to the recession and the 'slow' winter months
- * the majority of employers are Special Libraries
- * it is difficult to place people in their requested areas (the majority of job openings are in downtown Toronto).

Grace will continue to monitor the job market and the placement service. If you are interested in listing with the service send a minimum of 5 copies of your resume (including postage), and a letter indicating your salary expectations, location and type of library you are interested in to:

Grace Lofters
TALTA Job Placement Liaison
9 Rollins Place
Islington, Ontario
M9B 3Y4
239-5646 (h) or 394-5351 (w)

Alternative Careers

TALTA's November meeting was co-sponsored by CASLIS (Canadian Association of Special Libraries and Information Science). Four speakers shared their experiences in alternative careers.

Gail Johns, a graduate of Ryerson's Library Techniques program, has been a member of TALTA for 8 years. While her career started in libraries, she has been working successfully in records management for the last 3 years. Gail finds that there are some basic principles that records management and library work share. Skills that library training provides and records management work benefits from include reference and classification skills. However, library training alone is not enough to perform competently in records management. Special training in records management principles is necessary and Gail has acquired this training by taking evening courses.

Matt Szybalski is the archivist at the Bank of Nova Scotia. He received his M.L.S. at the University of Toronto where he indulged his interest in archives management in his selection of electives that dealt with archives. Because archivists organize and retrieve information and do in-depth reference, library training enhances skills used in archival management. However, there are some very real differences in the philosophy of archives management and library collection management. An archivist's mandate is to preserve heritage. The archivist respects the origins of documents and adheres to a hierarchical arrangement of material. Matt told us that archival management works best in an organization that has a good records management program that ensures the right records get sent to the archives in a timely fashion. Again, like Gail, Matt emphasized that library training alone is not enough to perform competently as an archivist. Specific training is strongly recommended.

Gary Wilson, currently the MPP for Kingston, spent 4 years at the circulation desk in the library at Queens University before entering politics. His days working at Queens were not pleasant but do bare a direct relationship to the development of a career in politics. His impression of the treatment of technicians at Queens was strongly negative. To illustrate this, Gary said that technicians were treated as if they were expected "to check their brains at the door" upon starting their work day. His work as and with technicians triggered an interest in taking action through a united voice and he became very active in the union. He was very concerned by the unfairness in the workplace and the lack of control workers (i.e. technicians) exercised at the workplace, and this led to his eventual commitment to a career in politics.

Helen Katz was the reference librarian at the CIBC from 1975 to 1983 before taking a position in the Corporate Treasury

department. Her knowledge of computers and attention to detail, both library acquired skills, were factors that were considered when Helen applied for the position. Another important factor was past performance. Having a good record with the business allowed Helen the opportunity to branch out into non-library related work. To increase her competence, Helen took Canadian securities, financial management, and business strategy courses.

Submitted by Linda Yarema

Censorship

TALTA's January meeting was on censorship. **George Levin** from the Toronto Public Libraries (TPL) spoke about the library's responsibilities since Bill C-54 failed and we have no legal definition of pornography.

George emphasized the necessity of a formal book selection policy. The policy prevents politicians or members of the library board from involving themselves in individual cases brought to them by their constituents or associates. Instead, the complaints can be channelled directly to the library involved.

In addition to a formal book selection policy, TPL has a Materials Review Committee whose responsibility it is to respond to every complaint about the collection. Through thorough evaluation, the committee makes a decision that will adequately answer why the item should stay or why it should be removed.

The criteria on which the committee bases its decision includes appropriateness to intended audience, historical/cultural relevance, and legitimacy of interpretation. The committee also respects cultural norms such as the abhorrence of violence and will remove material that advocates violence and racism. This does not mean that the library does not purchase material if it has a cultural bias. What this means is that if the cultural bias is presented as a legitimate interpretation by the author(s) and the collection contains material that presents the opposite point of view, the material is viewed as acceptable. If however, the material is strongly biased and advocates the use of violence in upholding its one viewpoint, the material is not considered of worth to the collection.

George gave many examples of complaints the library has received over the years and emphasized the importance of taking each complaint seriously. He also emphasized the importance of maintaining a balance in your collections so that the library is not interpreted as biased in any particular directions.

TALTA's Annual Business Meeting

TALTA's Annual Business Meeting will be held on March 23, 1991 from 2:00 to 4:00 pm at Metropolitan Toronto Reference Library. For more information please see the flyer included in this newsletter.

Nominations and Elections

In accordance with TALTA's Constitution and Bylaws, Elections for the Executive will be held at our Annual Business Meeting. Nominations are now being accepted for the following one-year term positions:

**Treasurer/Memberships
Secretary
Vice-President
Publicity Coordinator**

Requests for nominations must be submitted in writing to the Nominations Committee and must be signed by two TALTA members in good standing. (For more information see Constitution Article 11: Nominations & Elections). The position of President has been filled by the Vice-President; and the two-year term positions for Newsletter Editor and OALT/ABO Board of Directors Representative were filled at our previous election (Article 5: Terms of Office). Please use the nominations form included with this newsletter.

Position Roles and Responsibilities

Contrary to popular beliefs, serving on TALTA's Executive is fun and exciting. If you would like to know more about the

duties of each position please check our Constitution or call any member on the current Executive.

Vice-President

The Vice-President is responsible for scheduling speakers and meetings for TALTA and assisting with the Public Relations function. He/she also performs duties assigned by the President. The Vice-President succeeds the President in the next membership year.

Secretary

The Secretary maintains the minutes of the Executive and Official Meetings. The Secretary is also responsible for the maintenance and distribution of records and distribution of the Constitution and Bylaws. The Secretary also acts as Signing Officer along with the Treasurer/Memberships.

Treasurer/Memberships

The Treasurer is responsible for all the financial transactions of TALTA including; collecting meeting fees, paying invoices, and reconciling monies to OALT/ABO. She/he also presents a written financial statement at Executive meetings and to the membership at the end of the year. This person also maintains the membership listing.

Publicity Coordinator

The Publicity Coordinator notifies the membership of all TALTA functions, in coordination with the Vice-President and prepares publicity material. She/he also chairs the In-Touch Committee.

OALT/ABO Benefits Package

Recently, all TALTA members received a questionnaire in regards to a benefits package for OALT/ABO. Since September of 1990, the OALT/ABO administration has been researching the possibility of offering group life, health and disability insurance for members. The package would also include cheaper group home and car insurance, RRSP plans, and/or travel discount rates.

If you have not completed the questionnaire, please do so. It is important for OALT/ABO to know how much and what type of support the membership is willing to provide for these plans. The questionnaire will help them determine if there is a need for a benefits package. Please mail your form and direct your questions to: Bette Gore, Vice-President, OALT/ABO, 3272 Maple Street, RR2 Site 32, Box 530, Val Caron, Ontario, P0M 3A0.

Membership Renewal Time

Included with this month's newsletter is the form you must fill-out and return (with payment) to continue your membership in TALTA. Please mail your form to the Treasurer or bring it with you to the Annual Business Meeting in March.

WANTED!

Seneca College's Library Techniques Lab requires donations of used books for use in the Order Work and Cataloguing courses. They require several copies of Canadian Publishers Directory, Books in Print, and other library tools. To make a donation please call: Frances Davidson-Arnott, Coordinator, at 491-5050, extension 2177.

TALTA

Ontario Association of Library Technicians / Association des Bibliotechniciens de l'Ontario
Toronto Region

ANNUAL BUSINESS MEETING

Saturday, March 23, 1991

2:00 p.m. - 4:30 p.m.

The Metro Reference Library
Meeting Room "D"
789 Yonge St.

[The Metro Reference Library is easy to get to by TTC. Take the Subway to Bloor and Yonge. The Library is a short block north of Bloor St. on the east side of Yonge St.]

Please join us for an afternoon social with Gerald McAuliffe, of CBC Radio, as our guest speaker. Mr. McAuliffe will discuss his experiences in radio broadcasting covering the Ontario parliament and investigative reporting; he will also talk about invasion of privacy and protection of sources. Elections for 1991/92 Executive Officers will follow.

Appetizers, desserts and refreshments will be served.

\$10.00 TALTA members
\$13.00 Non-members

R.S.V.P., and if you have any questions about the program please call either:

Toni Ariganello, 531-2258 (Home) or 965-7501 (Work)
or
Margaret Bryan, 362-1812 (Work)

Because TALTA is a small non-profit organization, we are not required to charge GST.

LIBRARY TECHNICIAN

Coopers & Lybrand is an international firm of Chartered Accountants and Management Consultants. We are currently searching for an experienced Library Technician to work in our Information Centre.

Duties will include:

- providing reference services to staff, especially quick reference
- providing on line searches
- arranging interlibrary loans

Qualifications:

- Library Techniques Diploma
- 2-3 years reference experience in a corporate setting
- good computer knowledge (on line searching experience)
- excellent interpersonal and communication skills

We offer an attractive salary and benefits package. Qualified applicants please send resume with salary expectations to:

Lynn Witty
Coopers & Lybrand
145 King St. W.
22nd floor
Toronto, Ontario M5H 1V8
fax (416) 941-8417

From Statistics Canada

Changes in Women's Occupations

Recent studies by Statistics Canada show some interesting changes in women's occupations. Clerical jobs constitute, by far the largest single occupational category of women, accounting for almost a third of female employment. In 1989, 31% of all working women were in clerical positions. By contrast, just 6% of employed men were in such jobs.

The share of female employment in clerical occupations, though did decline during the last decade. In 1982, 34% of all working women held a clerical position.

Nonetheless, women still account for the vast majority of clerical workers. In fact, in 1989 over 80% of clerical workers were women, a slight increase over the 1982 figure of 79%.

Other Traditional Jobs

There were also relatively larger shares of working women in services, sales, nursing and related health occupations, and teaching. Together, these occupations accounted for 41% of working women in 1989, compared with 23% of employed men.

In 1989, 17% of women working outside the home were employed in service positions, while 10% were in sales, 9% were in nursing, and 6% were teachers.

More Managers and Administrators

During the last decade, there was a dramatic increase in the employment of women in managerial and administrative positions. Between 1982 and 1989, the number of female managers and administrators more than doubled. As a result, in 1989, 11% of working women were in these occupations, up from 6% in 1982. Also because of the increase, the managerial and administrative category had become the third largest occupational group for women by 1989, whereas it had ranked fifth in 1982. Still, by the end of the decade, women filled just 38% of all managerial and administrative positions, although this was up from 29% in 1982.

Growth in Other Professions

Participation of women also increased in several other professional categories during the last decade. For example, between 1982 and 1989, the number of women employed in social science professions, excluding university teachers, rose 52%. In fact, by 1989, women made up well over half (57%) of all people working in these fields. As a result, by 1989, one in three people (33%) in these professions was female, compared with fewer than one in five (18%) in 1982.

On the other hand, women still account for only about one in five people employed in natural sciences, engineering, and mathematics.

from: *Canadian Social Trends, Autumn 1990*. "Changes in women's occupations", by Catherine Shea.

Our contact person at Statistics Canada, for general inquiries, is **Jan Patenaude**. We are thinking of having a **Question & Answer** column. If you have any questions for Statistics Canada, please submit them by March 31, 1991 to the Editor. We will include Jan's answers as well.

New Publications from Statistics Canada

Statistics Canada has released three new publications that deal with Canada's population, the structure of households and families, and the role of Canadian women.

Population Projections for Canada, Provinces and Territories, 1989-2011 cat. no. 91-520 (\$40)

This report describes recent, wide ranging demographic developments and the issues they pose for present and future generations.

Women in Canada: A Statistical Report cat. no. 89-503E (\$35)

A statistical compendium on the current status of Canadian women and recent changes in their social and economic situations.

Projections of Households and Families for Canada, Provinces and Territories, 1989-2011 cat. no. 91-522 (\$30)

This in-depth analysis takes into account emerging trends in the growth and structure of households and families. Projection breakdowns include family and non-family households, lone-parent families, as well as the sex and age distribution of household maintainers.

If you would like to order these publications call Statistics Canada Sales at 1-800-267-6677.

Free Book on Pay Equity

Implementing Pay Equity in the Workplace

Toronto : The Pay Equity Commission, c1990. 218 pp. ISBN 0-7729-7724-9, Free.

This book is a revised edition of "Pay Equity in Small Workplaces". It contains an implementation checklist, a discussion of gender neutrality, and a profile of pay equity in a small company. A variety of charts, exercises and sample forms are included. Recommended for "educational purposes only".

Available by writing to: The Pay Equity Commission, 150 Eglinton Avenue East, 5th Floor, Toronto, Ont., M4P 1E8.

CADAPSO

PROFESSIONAL DEVELOPMENT FOR ONLINE SEARCHERS

Jacqueline Peacock, Library Technician at **Alexander Consulting Group**, recently completed the Advanced Online Searching course offered by CADAPSO. She highly recommends it for Library Technicians interested in enhancing their online search skills. She offers these comments.

A series of professional development courses is being offered for online searchers by the Canadian Association of Data and Professional Service Organizations (CADAPSO) and Ryerson's Continuing Education Division.

The series began last fall with two courses, Introduction to Online Searching and Advanced Online Searching, taught by Stephen Abram (The Hay Group), Ulla de Stricker (Micromedia Limited), and Jane Dysart (The Royal Bank of Canada). The classes were held at Micromedia Limited on Pearl Street which has more comfortable facilities than Ryerson.

I took the Advanced Online Searching course and found it quite useful. My experience with online searching was limited to business related databases such as Infoglobe, FP Online, STM's Insight, some CAN/LAW, and Canadian Tax Online. I had learned them mainly from vendor demonstrations, training and experience. This course helped me to pull together all the little bits I had learned, giving me the confidence of knowing that many of the things I was doing were correct. It also helped me fill in the gaps where my knowledge was lacking.

The purpose of the course was to make students aware of the basic structure of databases and what to look for in them. When faced with a new database we could be comfortable using it with just the help of the procedures manual and some practice. There was an emphasis on Dialog in the first half of the course because it is a good example of a widely used database. The second half of the course emphasized the use of online databases in business and how to market them in your organization. Students who worked in public or other non-business libraries found this section less applicable to them.

The Introduction and Advanced Online Searching courses started again in January. Technical Toolkit for Online Searchers, intended for those who wish to build their knowledge of the technical tools associated with online searching, is being offered in May. The organizers of the series hope that there will be enough interest and support to eventually turn it into a certificate program.

More information is available from:

Monique Wheeler
CADAPSO
280 Albert Street, Suite 804
Ottawa, Ontario
K1P 5G8

or

Marilyn Cornwell
Programme Co-ordinator
Ryerson Polytechnical Institute
350 Victoria Street
Toronto, Ontario
M5B 2K3
(416) 979-5180

Seneca College Library Techniques Advisory Committee

Catherine Toyonaga is TALTA's representative on Seneca's Library Techniques Advisory Committee. The Committee meets four times a year to discuss issues in the Library Techniques Program. The Committee is made up of members representing TALTA, SLA, CLA, employers, and Seneca faculty. The following are highlights from the October 22, 1990 meeting.

Enrolment

There is an increasing number of students who are interested in part-time studies during the day. Of the 59 students enrolled in the first semester, only 9 students came directly from high school.

Ms. Frances Davidson-Arnott now coordinates only the day Library Techniques Program and Ms. Dorothy Archer coordinates the evening program.

Program Name Change

Although all the colleges offering the Library Technician program and the Ministry of Colleges and Universities are in agreement, a name change for the program to Library and Information Technician is still in progress.

Accreditation

The CLA would like to accredit college Library Techniques Programs but Seneca College is not interested in being part of an accreditation process for any of its programs.

If you have any questions about the Library Techniques Advisory Committee, please call Catherine Toyonaga at 604-1655 (h).

FLIS Workshops

The Faculty of Library and Information Science, U of T, will be offering the following one day workshops:

Online Information Retrieval : An Introduction

Instructor: Ruth Von Fuchs
February 28, March 7 & 14, 1991
(Thursdays) 4:30-7:30 pm

Indexing Audio-Visual Materials : A Hands-on Workshop

Instructor: Michele Hudon
Friday March 22, 1991
9:00-12 noon

Disaster Planning

Instructor: James Turner
Friday April 5, 1991
9:00-12 noon

Strategic Technology Planning

Instructors: Stephen Abram and Jane Dysart
Friday April 12, 1991
9:00-4:30 pm

How to Automate Your Records Management Program

Instructors: Caroline Werle and Brenda Brooks
Friday April 19, 1991
9:00-4:30 pm

Cataloguing Computer Files : A Practical Session

Instructor: Jean Weihs
Friday April 26, 1991
9:00-4:00 pm

For registration information call Marcia Chen at (416) 978-7111.

Upcoming Conferences

Libraries in the Fabric of the Information Society

46th Annual CLA Conference
June 2-5, 1991, Montreal

For more information contact the CLA Professional Development Department at (613) 232-9625 or 1-800-267-6566 or fax (613) 563-9895.

Continuing Education

Project Management for Information Professionals Ryerson Polytechnical Institute

Tuesdays February 26-April 9, 1991
6:30-9:30 (21 hours)
Fee: \$125.00

Project management is a proven technique for effective time management. Information and systems professionals often work on, or lead, project efforts such as studies, surveys, problem investigations and systems development.

For more information call (416) 979-5129.

Calling All Volunteers!!

The Conference Committee needs volunteers to assist with *INFOWAVE*. We need help with small jobs and big jobs! Any time you have to spare would be greatly appreciated. For more information, please call Rita Piazza at 364-6244.

TALTA is producing a telephone directory.

Send all changes in membership records to Marina Ross using the form below.

Request for Change in Membership Record	
Name of Member: _____	Phone: Home <input type="checkbox"/> Work <input type="checkbox"/>
REQUESTED CHANGES	New #: _____
Name: _____	Other: _____
Address: Home <input type="checkbox"/> Work <input type="checkbox"/>	_____
_____	_____
Mail To: TALTA, 66 Bonniewood Rd., Scarborough, Ont. M1K 2M1	

Hey you! Yes.....You!!

Do you know what the latest is in CD-ROM technology?
Can you write a procedures manual?
Are you familiar with the Merrill Collection?
Have you heard about state-of-the-art technology for libraries?

NO!?!

Then you'd better attend *INFOWAVE*, the 18th Annual OALT/ABO Conference, May 22 - 25, 1991.

TALTA, your region, is hosting the Conference.

See you all at *INFOWAVE*.

P.S. Watch your mail for your Conference Planning Package.



... In touch with
TALTA

THE OFFICIAL PUBLICATION OF THE TORONTO AREA LIBRARY TECHNICIANS ASSOCIATION - OALT/ABO, Toronto Region

P.O. BOX 441, DON MILLS, ONT. M3C 2T2