

... 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

In addition to our regular columns, this issue features several items worth mentioning. Our newsletter now has its own International Standard Serial Number provided to us by the International Serials Data System (ISDS) at the National Library of Canada. This ISSN will help libraries, readers and agencies find out about In Touch more quickly and readily by being listed in ISSN directories. Copies of all future issues will also be forwarded for deposit with the NLC.

In September we had an excellent turnout to our panel discussion on career opportunities in special and public libraries. The speakers offered insight into the range of duties library technicians perform in their libraries. Our January workshop on Marketing Yourself promises to be just as informative.

For those of you planning your 1992 schedule, check the Provincial News column for information on the upcoming OALT/ABO conference in Sudbury. Explorations '92 will offer a slate of interesting workshops and activities.

This issue also resumes our regular Statistics Canada column (Welcome back, Sandra!) and an update on TALTA Committee work.

Lastly, I would like to mention that our new Constitution and Bylaws is enclosed. It reflects the changes that were voted in at our Annual Business Meeting in March.

Merry Christmas and a Happy (and safe) New Year!

Angela Carito
Editor

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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 Bibliotechniciens de l'Ontario

President's Message

Seasons Greetings!

1991 has not been a 'gentler' nor 'kinder' time for most of us and the realities of a recession, increased taxation, and the bleak employment picture are something we all are entitled to put behind us as we begin preparation for the festivities of the Christmas Season. Despite the difficulties, we can all look back with pride to TALTA's performance this year, a performance marked by a successful conference, active committee work, practical workshops and other initiatives designed to strengthen the bonds between the Association and its membership.

During the coming year, your association will continue to focus on making TALTA more alert and responsive to your concrete needs and concerns. As I indicated in my previous message, the TALTA Executive cannot fulfil its obligations towards you by working in a vacuum — we need to hear from you. Your involvement does make a difference!

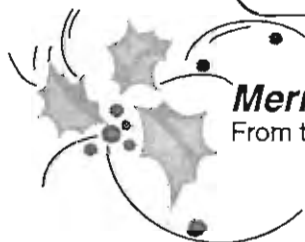
You will find in this newsletter, a response to the findings of the Ad-Hoc Committee on Programming. The results of this preliminary survey are encouraging and warrant a full scale survey of all TALTA members. When you receive the survey in the next newsletter, please take the time to respond to it — your participation is essential and will contribute to the setting of meaningful priorities and directions for TALTA during 1992 and beyond.

In the meantime, take note of the next workshop in January on how to market yourself (don't miss it!) In February there will be another workshop (TBA) and don't forget to bring your vote to the Annual Business Meeting in March. In addition, those of you with an interest in Public Libraries can expect to be asked for input in formulating TALTA's position vis-a-vis the Ontario Public Library Strategic Plan Implementation.

By the time you receive this newsletter, you may be recuperating from our Second Annual Joint-Association Christmas party! I hope you enjoyed this early start on the holiday cheer.

On behalf of the Executive, I wish you all a very happy and safe Christmas Season and may your New Year resolution, "...to attend a TALTA meeting at least once a month" remain unbroken.

Toni Ariganello
President



Merry Christmas and a Happy New Year!
From the TALTA Executive Committee

TALTA Welcomes These New Members

Elizabeth Kanhai

Sir Sanford Fleming College,
Frost Campus Library

Randall Speller

TALTA Job Placement Service

How to list with the service:

Employers should mail in a job description or call our Placement Liaison, Grace Lofters. A full job description or advertisement stating salary is a must. Employers will be provided with a list of candidates to contact or copies of resumes. Employers are requested to call back when the job has been filled.

Library Technicians interested in using the service should send six copies of their resume (or as many as you want distributed) to Grace. Due to rising costs, we can no longer photocopy resumes. You will be notified if we require more copies. Do not send stamps or envelopes. As a courtesy, please call Grace when you have found a job. The service is only available to TALTA members.

For more information call Grace Lofters at: 398-5351 (w)
or 239-5646 (h) or write to her at:

TALTA Job Placement Service
9 Rollins Place
Islington, Ontario
M9B 3Y4

Special and Public Libraries Panel Discussion

TALTA's first meeting of the year was on Wednesday September 25 at Metro Toronto Reference Library. An exciting panel discussed career opportunities in special and public libraries.

Mary Dickerson, is the Deputy Executive Director and Director of Information and Reference Services at the **Ontario Legislative Library**. The Legislative Library is the largest special library in the Toronto area. It serves the needs of Ontario MPPs and other provincial government ministries. It is a full depository for provincial and Federal government publications. Special services provided include a Press Clipping Service and Research Services. The Press Clipping Service is responsible for the daily production of Toronto Press Today. Research Services produces the Ontario Government Publications Monthly Checklist and the Ontario Government Publications Annual Catalogue.

It is a high stress environment with a demanding client group. There are twenty-seven library technicians involved in all aspects of library work. Technicians also hold many supervisory positions. Mary Dickerson says that when hiring technicians, she looks for individuals with good communication skills. Given the timeliness of material, staff must be flexible and service-oriented. They must be challenged and be able to work in a structured environment.

Janice Hayes, Director of Client Services for the **Canadian National Institute for the Blind** spoke about their unique collection. The CNIB serves the needs of over 17,000 visually impaired individuals across Canada. Their collection consists primarily of talking books and Braille books. Talking books are unabridged recordings of printed material. Braille is a series of six raised dots representing letters of the alphabet. Over 850,000 items were circulated to users in 1990.

The CNIB Transcription Service transcribes books into Braille. It is a major supplier of talking books to public libraries across Canada and provides a training centre for volunteer Brailleists. They also transcribe online searches into Braille.

The Sherman Swift Reference Library is a print collection primarily on rehabilitation. It serves the needs of CNIB staff, volunteers and students.

The CNIB hires technicians for all of its departments. Technicians hold supervisory positions in both the Transcription and Cataloguing/Processing Department. A number of Readers Advisory positions are also held by technicians. When hiring library technicians, Janice Hayes looks for individuals with good computer skills. Communication skills are also essential in order to meet the needs of their clientele. Several new positions will be opening up over the next few months in the Sherman Swift Library.

Arlene Chan, Head of the Travelling Branch for **Toronto Public Library**, spoke to the group about TPL. Toronto Public Library is the largest in Canada with over 916 staff. In addition to 32 branches, TPL operates a bookmobile; 60 deposit collections in hospitals, nursing homes and senior's residences; Library-on-Wheels; and a Travelling Branch. It also houses two world famous collections—the Osborne Collection of Early Children's Books and the Merrill Collection of Science Fiction, Speculation and Fantasy. Six new branches are in the planning stage.

The past year brought many changes to TPL. The library system has been switched from GEAC to Dynix, and by late Fall their branches will be fully automated. Also, a five-year plan was introduced in April. The Plan addresses forecasted trends for Toronto and TPL's responses. These trends include; an influx of immigrants, fewer children, a population explosion back to the city, and a focus on older adults.

Elizabeth Metcalfe, Employment Officer, spoke about **Toronto Public Library's** hiring practices. According to union agreements, all positions must be first posted internally. Since the majority of positions are filled internally, the best way into TPL is through part-time work or casual 'emergency' work. Positions are often advertised with equivalencies and entry level jobs require a high school diploma. A typical entry level position is that of a Branch Assistant. A Branch Assistant performs circulation duties, and may answer some general reference questions. Elizabeth emphasized that staff must work at least two years in an entry level position before "moving up". She was very frank about the fact that TPL does not hire many library technicians. Like most other public libraries in Metropolitan Toronto, technician's skills are utilized primarily in Technical Services. At TPL Technical Services is centralized and there are currently seven fully accredited technicians working there. Elizabeth feels that Technical Services offers more scope for technicians than other departments.

During the past year, TPL has suffered from severe budget constraints. As a result, there have been delays in posting and filling positions.

A lively question period followed the panel talk. Speakers offered insight into what they look for on resumes and cover letters. They all agreed that whether they work in special or public libraries, technicians are faced with many challenging opportunities.

Attention Budding Writers.....

This is a desperate plea for newsletter submissions! If you attended an interesting workshop or have started a new job, why not drop us a line? We'd like to hear from you! Articles on any topic of interest to Library Technicians are welcome. Please mail your submissions to Angela Carito or you can fax them to me at 863-0926.

Deadline for the next newsletter: February 1, 1992

Committee News

In Touch Committee

The In Touch Committee has now been formed in order to promote TALTA meetings. They will be busy calling members to remind them of upcoming meetings and will also be mailing out flyers throughout the year. Committee members are:

Lynn Norval (C.N.I.B.)
Angela Carito (Coopers & Lybrand)
Darlene Holtz (Ontario Cancer Institute)
Toni Ariganello (Legislative Library)
Donna Ladouceur (Metro Reference Library)
Sue Callaway (Ministry of Government Services)

If you have any questions about the In Touch Committee, please call Lynn Norval, Publicity Coordinator, at (416) 699-0563.

Seneca College LT Advisory Committee

The TALTA Executive is pleased to announce that our new representative on the Seneca LT Advisory Committee is Radikha Jaggernauth. Radikha is currently employed in the Corporate Library of the Municipality of Metropolitan Toronto, Management Services Department. She graduated from the LT program at Seneca in 1989. Prior to coming to Canada, she taught English in Trinidad. Radikha will be reporting on the October meeting in our March newsletter.

Salary Survey Committee

Our salary survey will be conducted in the early spring in conjunction with OALT/ABO. Watch for it in your upcoming mail!

TALTA Promotional Brochure

The TALTA Executive is in the process of creating a pamphlet for the Association. The pamphlet will be used to promote TALTA to employers, graduates and nonmembers. If you have any sample pamphlets from other Associations, which might be helpful, please send them to the Editor c/o our P.O. Box number.

TALTA Membership Directory

We have decided to delay publication of our Membership Directory until 1993. This decision is due to the fact that OALT/ABO is producing a province-wide Directory. The Directory will be distributed in the Spring.

Employment Advertising

Due to space limitations, we cannot print employment ads in our newsletter. However, we will distribute job ads with our newsletter and publicity mailings. Employers are requested to provide us with 250 copies of the insert. We charge of a fee for this service. Please contact the Editor for advertising rates.

Salary Surveys

Copies of our 1990 Salary Survey are still available. To request a copy, please call Angela Carito at 869-1130 ext. 2583. A copy will be mailed with your next newsletter.

Job Hunting Tips

In order to assist unemployed TALTA members, I have compiled a list of job sources. If you know of any sources that are not listed here, and would like to share it with other Technicians, please write to me care of our P.O. box # or call me at 869-1130 (w).

OLA Joblines The Ontario Library Association operates two joblines. Jobs are updated every Friday. 363-9161 (Library Technicians) or 363-3380 (Librarians).

Seneca College Library Techniques Job Board Although geared primarily to graduates, a number of senior technicians jobs are also advertised. Jobs are advertised year-round. For more information call, Frances Davidson-Arnott at 491-5050 extension 2177 or the Library Techniques Lab at 491-5050 extension 2178.

Faculty of Library and Information Science (FLIS) Job Board A number of good part-time and specialty jobs are advertised. FLIS, 140 St. George Street, Toronto, Ontario, M5S 1A1 (on the lower level).

Records and Information Management + (RIM) A library consulting firm which specializes in job placements. Call Caroline Werle at 968-1357 or fax 968-9577. You can also mail your resume to: RIM, 740 Huron Street, Toronto, Ont., M4W 2W3.

Job Mart and **Topical** are two weekly newspapers which advertise position openings in the Ontario civil service. Pick-up your copy at any Canada Employment Centre.

The Executive Committee Response to the Ad-Hoc Committee on Programming Final Report

At our ABM in March, an Ad-Hoc Committee on Programming was formed. Their goal was to investigate our low meeting turnouts and to propose solutions.

The TALTA Executive would like to thank the Committee members—Brady Leyser (Chairperson), Margaret Bryan, Sue Callaway, Brenda Holtz, Lynn Norval, and Jacqueline Peacock for their hard work over the summer.

The Ad-Hoc Committee held an Open Forum meeting and conducted a telephone survey. The data collected from this survey was collated into a final report and presented to the TALTA Executive.

This survey shows that of the 58 random members contacted, most are interested in attending workshops. A number of workshop ideas were presented. The Executive is listening to the members and offering programs this year based on their replies. In September there was a panel discussion on employment in different types of libraries. In November, a Saturday morning workshop on Wordperfect 5.1 was offered. In late January or early February an evening workshop is planned on marketing yourself. These are all ideas that were generated from the survey.

The Final Report revealed to the Executive Committee that more investigation is needed. The Executive Committee will be putting together an extensive survey, which will be distributed in the March newsletter. This survey will allow all TALTA members to respond. We ask that you take the time to read the survey, think about your answers, and complete it fully. The newly formed In Touch Committee will be contacting TALTA members by telephone to get their responses in on time.

Again, thank you to the Ad-Hoc Committee. The Executive Committee appreciates all that you have done, and we feel it is a good beginning for future investigation.

Marina Ross
Vice-President
for the TALTA Executive

Editor's note: Copies of the survey results may be obtained by contacting Marina Ross at (416) 480-7674.

Statement of Standards

Copies of the OALT/ABO Statement of Standards are still available. It is intended for distribution to employers in order to help them to define Library Technicians positions. To obtain a copy contact: Ron Cheney, Political Awareness Committee Chair, at (416) 863-2233 extension 5257.

From Statistics Canada

New Publications

The following publications are available from Statistics Canada. If you would like to order these publications, please call their Sales Department at 1-800-267-6677.

Guide to Managing Statistics Canada Publications in Libraries Catalog #11-208E, \$75

This new guide provides libraries with advice on building a reference collection of Statistics Canada publications in order to have at least 10 years of the most recently revised data. The guide features a comprehensive listing of all catalogued publications released since 1917, by Statistics Canada publication number. In addition to suggested retention policy, the entries provide links between current and discontinued publications and other useful reference notes. The guide replaces the uncatalogued "Retention Guides for Statistics Canada Publications in Libraries" and will be updated annually.

Adult Literacy in Canada Catalog #89-S25, \$85

Adult Literacy in Canada, provides you with the most current and complete information on the state of Canadian literacy. You'll discover many eye-opening facts. For example:

While 62% of Canadians can meet everyday reading needs, 2.9 million adults cannot deal with most everyday written material because of inadequate reading skills.

Reading skills are highest in Western Canada.

Secondary school completion is a key factor in literacy skills, as 70% of secondary school graduates have the reading skills to meet everyday demands.

Canadians over 45 years of age tend to have weaker reading skills than younger Canadians.

This survey report not only gives three chapters of descriptive analysis, it also contains 10 chapters of interpretations from experts in a wide range of fields. A must for libraries involved in literacy.

Human Activity and the Environment

Human Activity and the Environment 1991, is the third edition of Statistics Canada's compendium of environmental statistics.

Environmental issues are one of the most important Canadian concerns. This book provides an authoritative source of information linking the human population and its socio-economic activity to the environment.

Submitted by Sandra McIntyre, Statistics Canada Reference Centre.

Provincial News

Our Board of Directors Representative, Linda Yarema, attended the September OALT/ABO Provincial Meeting. The following are highlights of that meeting.

Explorations '92

The OALT/ABO 19th Annual Conference will be held in Sudbury from May 27-30, 1992. The Conference Committee is well on their way to presenting concrete information regarding the conference. Rooms for meetings, workshops, and accommodations are being booked at the Sheraton Caswell Motor Inn in the South end of the city.

The tentative schedule is as follows:

- Thurs May 28 - Workshops morning and afternoon
- Offsite entertainment in evening
- Fri May 29 - Workshops in the morning
- Annual Business Meeting in the afternoon
- Evening banquet
- Sat May 30 - Workshops in the morning

A total of twenty workshops are under consideration. Time will be available for special committee meetings at breakfast or lunch. Brainstorming sessions may be scheduled for the Saturday afternoon.

Lunch and dinner will be provided for the delegates. Breakfast will be left to the individual discretion.

Although they cannot guarantee costs, they have estimated a maximum cost of \$400 per delegate. This fee includes all activities, accommodations, and meals (excluding breakfast). The fee is expected to be less than \$400, but for persons needing to request funds for budgeting purposes, this should be a safe amount.

Committee members are: Paulette Burton (Registration), Linda Davis (Workshops), Bette Gore (Exhibits/Kits), Monique Fuchs and Lorrie Roberts (Publicity).

Conference Convenors are:

Linda Davis (705) 675-4401 or 1-800-461-0183 x216

Bette Gore (705) 858-3501

OALT/ABO Salary Survey

The provincial body, OALT/ABO will be conducting the 1992 Provincial Salary Survey. Kathryn Kern, Vice-President and TALTA regional member will be coordinating and compiling the data. Kathryn has experience with conducting and analyzing surveys since she worked on TALTA's 1990 Salary Survey. Watch your mail this spring for the survey questionnaire.

OALT/ABO Membership Directory, 1992

OALT/ABO will also be updating the Provincial Membership Directory. The directory will list all member's names, addresses, telephone numbers and regional affiliations. If you would like to change your listing, please fill out the change of address form on page 7 and return it to Susan Craig. They must be in ASAP.

OLA Reciprocal Agreement

Susan Morley is currently working on a reciprocal agreement with the Ontario Library Association in regards to Conference fees. The agreement would allow OLA members to pay member's fees at the OALT/ABO annual conference and vice versa. This will help to increase attendance at both conferences.

Membership Forms

A new membership form is being designed and will be distributed to all Regional Treasurers.

Provincial Mailbox

OALT/ABO will have a new mailbox effective October 19, since the post office they currently use is closing. Until further notice, mail should be directed to the person's home address or passed on to Linda.

Problem Patron Kit

Marsha Hunt, Public Relations, is currently working on a kit entitled "Dealing With Problem Patrons". OALT/ABO is producing this kit in conjunction with McMaster University. It will be available for purchase at the Sudbury Conference.

Meal Allowance Policy

A meal allowance policy has been established for directors requiring overnight accommodation to attend a board meeting, when the director lives outside of a 100 km radius of the meeting place. The policy is for 100% reimbursement from provincial funds, upon presentation of receipts. This policy will be reviewed annually.

If you have any other concerns or questions that should be addressed to the provincial association, please contact Linda Yarema at (416) 259-2139 (h) before the following OALT/ABO meeting dates:

November 23, 1991
January 25, 1992
April 11, 1992

Etobicoke Richview
O.I.S.I.E. Teleconference
O.I.S.I.E. Teleconference

FLIS Workshops

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

Preventive Conservation and Safe Repair Techniques for Paper

Instructor: James Turner
Friday December 13, 1991 8:45-4:30 pm

Cataloguing Computer Files : Beyond the Basics

Instructor: Jean Weihs
Friday December 13, 1991 8:45-4:30 pm

How to Automate Your Records Management Program

Instructor: Brenda Brooks and Caroline Werle
Friday February 21, 1992 9-4:30 pm

FLIS Research in Progress Forum

Chairperson: Joan Cherry
February 28, 1992 (F.L.I.S.) &
March 6, 1992 (North York Public Library)

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

In the News

The following item appeared in the July 1991 issue of Feliciter (p.22).

Bernadette Schmid, a graduate of the class of 1973 from the School of Library and Information Studies, Dalhousie University, has been appointed to the school's Alumni-in-Residence program for the 1991/92 academic year. Schmid, who teaches in the library techniques program at Seneca College in Willowdale, Ont., has been granted a professional development leave for the year. She will study various aspects of her teaching areas at Seneca, with emphasis on reference services and collections, as well as programming and services for school and public libraries. Schmid has also been Reference Librarian in the Killam Library at Dalhousie University.

CADAPSO

Online Professional Development Series

In cooperation with Ryerson, the Canadian Association of Data and Professional Service Organizations (CADAPSO), will be offering the following online searching courses:

Advanced Online Searching

Instructor: Ulla de Stricker and Stephen Abram
Wed Jan 15 - Apr 15, 1992, 6:30-9:30
Fee: \$350

Online Legal Searching

Tues Jan 14 - Feb 25, 1992, 6:30-9:30
Fee: \$170

Online Health and Life Science Searching

Tues Mar 3 - Apr 14, 1992, 6:30-9:30
Fee: \$170

The Online Supersearcher

Thurs Mar 5 - Apr 16, 1992, 6:30-9:30
Fee: \$170

Technical Toolkit for Online Searchers

Tues May 5 - June 16, 1992, 6:30-9:30
Fee: \$170

For more information contact Marilyn Cornwell at (416) 979-5180.

TALTA Executive 1991/1992

President: Toni Ariganello	325-3901 (w)	531-2258 (h)
Vice-President: Marina Ross	480-7674 (w)	755-8030 (h)
Memberships/Treasurer: Susan Craig		425-1808 (h)
Newsletter Editor: Angela Carito	869-1130 (w)	398-8461 (h)
Secretary: Sue Callaway	327-2534 (w)	
Publicity Coordinator: Lynn Norval	480-7526 (w)	699-0563 (h)
OALT/ABO Representative: Linda Yarema	978-5831 (w)	259-0480 (h)

OTHER CONTACTS:

Seneca College LT Advisory Committee:		
Radikha Jaggemauth	392-8918 (w)	
In Touch Committee: Lynn Norval	699-0563 (h)	
Job Placement Liaison: Grace Lofters	394-5351 (w)	239-5646 (h)

Request for Change in Membership Record

Name of Member: _____ Phone: Home Work

REQUESTED CHANGES _____ New #:

Name: _____

Address: Home Work Other: _____

Mail To: TALTA, 1071 Woodbine Avenue, Apt. 411, Toronto, Ont., M4C 4C2

TALTA Upcoming Meetings

January 9, 1992 - *Marketing Yourself!*

Guest speaker: Jim McDermid, Director of Employee Relations for Cooper Industries
Metro Reference Library, Meeting Room B
7:00 - 9:00

February 15, 1992 - *Policy and Procedure Writing*

Guest Speaker: Barbara Tinsley, Planning Officer,
Metro Reference Library
Metro Reference Library, Meeting Room B
9:00 - 12:00

March - *Annual Business Meeting*

INFOWAVE '91

The following items were missed in our September newsletter.

Congratulations to TALTA's 10-Year Award recipients:

Anita Feldman
Florence Hacker
Joan Hodgins
Penni Lee
Mary Lloyd

The OALT/ABO Presidential Award was presented to Janet Iles (Huron Region).

Corrections

We have several corrections to our September newsletter. Apologies to the following people for spelling their names incorrectly—Darlene Holtz, Brady Leyser, Judy Faulkner, and LaRea Moody.

Also, we gave the incorrect work number for Sue Callaway. Her correct telephone number is 327-2534.

Due to oversight Linda Davis' name was omitted from the OALT/ABO Executive listing.

Thanks to those who called to point out my errors. The hand is sometimes quicker than the eye.—The Ed.

20th Annual ARMA Seminar

The Toronto Chapter of the Association of Records Managers and Administrators (ARMA) will be hosting their annual educational seminar on January 27 & 28, 1992 at the Royal York Hotel. For more info. call Vaughn Warrington, 333-4535.

... In touch with
TALTA

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