

... 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

Well another membership year has flown by quickly. This is the final newsletter for the 91/92 fiscal year. This issue features the annual reports from members on the Executive. Our Treasurer, Sue Craig reports that even in these difficult times, TALTA is financially holding its own and membership is on the incline .

This issue includes highlights of the Annual Business Meeting held in March. Topics discussed at the meeting included: the provincial conference to be held in Sudbury Ontario, membership fees, renewal of memberships and constitutional changes. Our guest speaker Gerry McAuliffe was very informative and entertaining. We had a great time listening to him. The lunch provided was excellent.

TALTA's 1992 ABM has brought changes to the Executive. Our three new faces are Jacqueline Peacock (Vice-President), Donna Ladouceur (Publicity Co-Ordinator) and Darlene Holtz (Newsletter Editor).

Our guest speaker for the February meeting was Barbara Tinsley. Ms. Tinsley's topic was **Policy and Procedure Writing**. There was a large turn out for this meeting. It became apparent after listening to Ms. Tinsley that policy and procedure writing isn't altogether easy; it takes time and patience.

I know that this upcoming year (1992/1993) will be a very exciting year for TALTA. The Executive hopes to be able to provide very interesting and exciting topics for future meetings. Our next newsletter should be out

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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 Bibliothéchniciens de l'Ontario

From the Editor Cont'd

in late August. It will feature reviews of the OALT/ABO Conference, upcoming workshops and much more. If you have any more suggestions regarding topics for upcoming workshops or anything else you would like to share with other TALTA members, please let us know by July 31st. Send your submissions to me care of our P.O. Box no# or fax: 926-6566.

Have a safe and fun summer!!

Darlene Holtz

MEMBERSHIP RENEWAL

This is a reminder that it is membership renewal time. The membership for 1992-1993 will run from April 1, 1992 to March 31st, 1993.

Fees are: Graduate library technician	\$ 60.00
Student (2 year limit)	30.00
Senior Citizen	30.00
Institution/Organization	100.00

Please, send your completed membership form and cheque (made payable to "TALTA") to: Sue Craig, Membership/Treasurer, 1071 Woodbine Avenue, Apt. 411, Toronto, Ontario, M4C 4C2.

Please if you know anyone who would be or is interested in joining TALTA, please contact Sue Craig or any TALTA Executive Committee member. We would very much like to see you.

President's Message

This is the last message of my term as President and I want to begin by thanking the TALTA Executive and each and everyone of you for your continuous support and understanding. It has been a real privilege and a genuine learning experience for me to serve you as President last year.

Throughout my term, a major focus of TALTA planning has been with finding ways to increase the attendance, participation, involvement and commitment of the membership toward TALTA issues and activities. Have we succeeded? Not yet. Although the response has been encouraging much more can and should be achieved.

I take the opportunity of the last message to urge you all to become active in the association of your chosen profession and to work with the new Director and Executive of TALTA in charting our future and claiming our rightful place in the library world.

Toni Ariganello
President
1991-1992

Talta Welcomes These New Members

Zahra Akhavian
Marion Greer
Bess Litsas
Ontario Hydro Library
Audrey Southorn
Christel Birkle

Hak-Ching Chan
Sheri Jackson
Kerwin Kai-Wing Lam
Lewis Mak
OMERS Library
Lan-Ying Tsang

TALTA EXECUTIVE 1992/93

President: Marina Ross	480-7692 (w)
Vice-President: Jacqueline Peacock	787-8434 (h)
Memberships/Treasurer: Sue Craig	425-1808 (h)
Newsletter Editor: Darlene Holtz	928-1658 (h)
Secretary: Sue Callaway	327-2534 (w)
OALT/ABO	
Board of Directors Rep.: Toni Ariganello	325-3901 (w)
Publicity Coordinator: Donna Ladouceur	920-6873 (w)
Job Placement Liaison: Grace Lofters	394-5351 (h)
Seneca LT Advisory Committee:	
Radikha Jaggernauth	392-8918 (w)

Committee News

In-Touch Committee

The 1992/1993 year brings us a new Publicity Co-Ordinator, Donna Ladouceur. Donna is looking forward to serving on the TALTA executive and asks if anyone is interested on being on the In-Touch Committee, please contact her at 920-6873.

1992/1993 In-Touch Committee:

Angela Carito (Coopers & Lybrand)
Darlene Holtz (Ontario Cancer Institute)
Elizabeth MacLaurin (Ryerson Polytechnical)

Talta's Annual Business Meeting

The ABM took place on Saturday March 28, 1992 at the Metro Toronto Reference Library. After a delicious lunch of sandwiches and dessert, the meeting began. The current Executive was introduced and the 1991 Annual Business Meeting minutes were read. Sue Craig read the Treasurer's report. It was requested that miscellaneous items be itemized, this was discussed and decided that a breakdown would be submitted separately.

All positions were acquired by acclamation except for the position of OALT/ABO Rep., this was voted on by attending members and filled by Toni Ariganello. Three new members have joined the Executive, Jacqueline Peacock as Vice-President, Darlene Holtz as Newsletter Editor and Donna Ladouceur as Publicity Co-Ordinator. Honorariums were given to the following members for their greatly appreciated contributions to TALTA: Angela Carito, Marina Ross, Toni Ariganello, Lynn Norval and Linda Yarema. Awards were given to: Sue Callaway, Lynn Norval and Susan Craig.

Changes to the Constitution were submitted by Angela Carito, these changes were discussed and accepted by the members.

Our speaker for the afternoon was Gerry McAuliffe. Mr. McAuliffe has worked for over 32 years as a journalist in all three mediums: radio, newspaper and TV. Retired from journalism, he now holds the position of **Director of Issues Management to the Secretary of the Cabinet**. Mr. McAuliffe recounted some of his early adventures. He began with the air crash at Dryden then to the famine in Nova Scotia in the early 70's and on to some documentaries he made while working for the 5th Estate, he did mention however, that not all situations are serious there are humorous moments. We were told of one particular funny incident that happened to him while on an assignment in England. It seems that when he arrived to do the assignment, the person for whom he was to work with had left, he now found himself on an unexpected 2 week holiday. We had a great time listening to Mr. McAuliffe. The meeting was adjourned shortly thereafter.

Attention Budding Writers

We need **you**. 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 Darlene Holtz or fax it at (416) 926-6566.

Deadline for next newsletter: Aug 15, 1992

Election Results -New Executive

At our Annual Business Meeting, there were several changes to the Executive. All positions were filled by acclamation except the position of **OALT/ABO Rep.** The two nominations for this position were Elizabeth MacLauren and Toni Ariganello, the position was taken by Toni. Toni Ariganello completed her term as President, our new President is Marina Foss. Sue Calloway will continue as our Secretary, Grace Lofters as Job Placement Co-ordinator, Radikha Jaggemauth as our Seneca Representative and Sue Craig as Treasurer/Membership.

Jacqueline Peacock is our new Vice-President. After working in the restaurant business for several years, she decided to change her career and graduated from the Library Techniques program at Seneca College in 1988. Jacqueline now works at The Alexander Consulting Group. Having been a TALTA member since graduation, she has helped with newsletter and served on the Ad-hoc Programming Committee last year.

Our new Publicity Co-ordinator is Donna Ladouceur. Donna graduated from Cambrian college, Sudbury in 1980 with a Library Technician Diploma. Donna is currently working at the Metropolitan Toronto Reference library in the Interlibrary Loan Unit. Along with her interlibrary loans duties, she also provides telephone and desk reference service in the General Information Services Dept.

Darlene Holtz is our new TALTA Newsletter Editor. Darlene previously worked for the Environment Canada library in Ottawa and moving to Toronto 4 years ago, now works at the Ontario Cancer Institute Library. Darlene served on the In-Touch Committee last year and is looking forward to working on the newsletter.

Presidential Award 1991-1992

Janet Iles, Chair of the Presidential Award Committee, announced at **Explorations 92** that Linda Davis is the 1991-1992 Presidential Award winner. Bette Gore, President of OALT/ABO presented Linda with the plaque.

This prestigious award is given to a member of our association whose superb work and efforts on behalf of OALT/ABO deserve recognition. Linda Davis possesses the qualities expected of a **Presidential Award** candidate.

Linda Davis is an enthusiastic and active member of the Sudbury Region. She has held many of the branch's executive positions, including director. Linda co-convened and was a workshop organizer for both **Decade 1** conference in 1983 and **Explorations 92**. Linda has made positive changes to the look of **Newsletter/Nouvelles** and has given it a professional image. Linda is employed at the Ontario Ministry of Northern Development and Mines Library.

President, Toni Ariganello

Goals and objectives: My major goals as President have been to motivate the membership into becoming active TALTA participants and to make the Executive more aware of membership concerns and needs.

Achievements: Implementation of the goals was implicit in most of our activities/events including: Survey of TALTA membership for input on future direction; Increased direct contact with membership through the "In Touch Committee"; Event selection based on suggestions by the membership; Free flow of information between Executive and membership. In general, I believe a measure of success was attained in these areas, but we still need to increase attendance to meetings and to develop interest in running for TALTA elections.

Further comments: My tenure as President is up but my commitment to TALTA is not. For the next two years I will be representing TALTA on the OALT/ABO Board. I invite you to contact me for any concerns or suggestions you might want to bring to the attention of the provincial Board.

Secretary, Sue Callaway

Goals and objectives: Support the Executive in a professional manner through the taking of minutes. Assistance in any other manner. Record keeping if needed. I saw potential to build my professional capabilities within TALTA.

Achievements: Created a tracking record to enable the Executive to see what they are to do. Sorted the back records of the Secretarial position ie: duplicates, etc. Became a member of the "In Touch Committee". Also, the back records of the Secretarial position were passed on to the TALTA archivist.

What did you enjoy most about this position? I thoroughly enjoyed my contact with each person of TALTA. It was great to put my WordPerfect skills to good use. I liked being on the "In Touch Committee" and talking to the various members. The Executive members were wonderful.

Further comments: It was no problem to assist TALTA when I was asked to replace the secretary who was leaving the area. I wish each member of TALTA all the best in the following year.

ANNUAL REP

Vice President, Marina Ross

Goals and objectives: To present an array of interesting and varied meetings/workshops/seminars that would attract a large number of TALTA members.

Achievements: The workshops offered were well attended. The participants seemed to be pleased with the presenters and the information presented. The workshop on "Marketing Yourself" with JimMcDermid was an outstanding success - the presenter was excellent and his material was topical and well received.

What did you enjoy most about this position? Meeting new people - both workshop/seminar presenters and TALTA members.

Further comments: The position of Vice-President was a challenging role, not to be taken lightly, but also one not to be missed. I thoroughly enjoyed my role and I encourage TALTA members to run for elected office.

OALT/ABO Board of Directors Rep, Linda Yarema

Goals and objectives: To give TALTA a voice in provincial decisions and planning and to keep the provincial body informed of TALTA's activities.

Achievements: I attended the board's brainstorming session at the annual conference and the regular meetings held at Richview Public Library. In January the board held a teleconference instead of a regular meeting. It was very successful and will hopefully be used again as it proved to be very efficient and could be a more economical method of meeting.

The provincial body received copies of each issue of our newsletter containing our programming plans and updates on various committees.

What did you enjoy most about this position? The interaction/communication that is effected at these meetings is very satisfying. In Toronto, it is very easy to feel estranged from our representatives in Northern Ontario. The meetings give a feeling of unity and common purpose.

Further comments: The position of board rep is a 2 year commitment and it should be. It takes longer than a year to become familiar with and comfortable in the role. I have enjoyed being on the board and I am sure our next rep will feel the same way.

REPORT 1991/1992

TALTA Financial Report 1991/92

Statement of Income and Expenditures

April 1, 1991 - March 31, 1992

BALANCE FORWARD \$ 808.56

INCOME

TALTA fees	\$ 7,671.00
Miscellaneous	11,137.68 (incl conference profit)
Workshop fees	<u>810.00</u>
Total income:	\$ 20,427.24

EXPENSES

OALT/ABO fees	4,962.00
Miscellaneous	10,176.52
Newsletter printing	1,706.72
Postage	552.55
Labels and lists printing	300.00
Workshop costs	628.01
Office supplies	<u>103.08</u>
Total Expenses:	\$ 18,429.58

OPERATING BALANCE 1,997.66

Note: We also have two GIC's, totalling \$10,000 as a reserve fund.

Respectfully submitted,

Susan Craig, Treasurer/Membership

Treasurer/Memberships, Sue Craig

Goals and objectives: For the upcoming year, I hope to increase our membership, beginning with a summer mailing to the graduating class of Seneca College.

Achievements: I am please to report that TALTA has just completed another successful membership year, and that we are a financially health organization.

What did you enjoy most about this position? The amount of person-to-person contact which comes with this position is a real bonus and makes it all worthwhile.

Further comments: It's a pleasure to work with the other members of TALTA's Executive, they've been very positive and supportive.

Newsletter Editor, Angela Carito

Goals and objectives: To provide members with a professional and readable newsletter. In Touch With TALTA is a valuable source of information for all TALTA members, keeping them informed of upcoming events and items of interest to Library Technicians.

Achievements: During 1991/92 four issues of In Touch with TALTA were produced. The newsletter now has an International Standard Serial Number assigned by the National Library. Two copies of all newsletters are being sent to NLC for legal deposit and an entry will appear in the National Library's publication, Canadiana. I also completed the Newsletter Procedures Manual to ensure a smooth transition of the editorship. We were able to put out a bulk mailing in March of this year due to the cooperation of everyone.

What did you enjoy most about this position? This position allowed me to be creative and to improve my writing skills. It was fun harassing people for their submissions!

Further comments: It has been a pleasure working on the Newsletter. It has given me the opportunity to work with an interesting group of people and they will be greatly missed. As old habits die hard, I will continue to contribute articles on a regular basis. Good luck to the new Editor.

Job Placement Liaison, Grace Lofters

Goals and objectives: To promote OALT/ABO library technicians of the TALTA region to employers by matching resumes to job descriptions and dispatching these to the employees.

Achievements: Employers receive resumes and then select the technicians they want to interview. At times employers are not able to reach members by telephone, so it is important that telephone numbers and addresses be up to date. I feel TALTA job placement has placed as many as 11 technicians in jobs recently.

What did you enjoy most about this position? I enjoy being in touch with both employers and technicians as this makes me aware of the job market and it gives me a sense of satisfaction when our technicians find jobs.

Further comments: When technicians get jobs, please let me know so that I can remove their resumes from the files. I also need to know after about six months whether to keep resumes on file.

Publicity Coordinator, Lynn Norval

Goals and objectives: To increase the number of members coming to each meeting and to get members more involved with the meetings. To organize the **In Touch Committee**.

Achievements: With the introduction of the "In Touch Committee", attendance and member participation has increased.

What did you enjoy most about this position? I enjoyed creating the meeting notices and being apart of the Executive. I enjoyed being the chairperson of the "In Touch Committee".

Further comments: This committee worked extremely hard to be In-touch with TALTA members and that makes me proud. I'm glad I had the opportunity of being involved with TALTA.

Seneca LT Advisory Committee Rep., Radikha Jaggernaut

Achievements: I was able to attend 2 meetings this year. I saw the new facilities at the Sheppard Campus where the program is now housed. I was made aware of changes to the curriculum and the reasons behind the changes. Was informed of the possible introduction of a **Library Clerk Certificate Program**.

What did you enjoy most about this position? Having the opportunity to keep TALTA informed of the program. I enjoyed serving of the Advisory committee.

Further comments: I think it is important we continue to show concern and express our opinions to the Faculty of the Lit. It is through this liaison that Seneca Graduate Technicians can continue to maintain their high standards in this field.

Job Placement Update

How to list with the service:

Employers should mail in a job description or call Grace directly. 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 393-5351 (w) or 239-5646 (h) or write to her at:

TALTA Job placement Service
9 Rolins Place
Islington, Ontario
M9B 3Y4

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 a fee for this service. Please contact the Editor for advertising rates.

Policy and Procedure Writing

TALTA's February meeting on Policy and Procedure Writing was a huge success. Our guest speaker, Barbara Tinsley, has extensive experience in writing procedure manuals for Metro Reference and the University of Western Ontario. Given the lack of practical literature on this subject, Barbara extolled the importance of setting policies and writing manuals for your library.

All libraries should have the 3P's in place—principles, policies, and procedures. Principles outline your library's mission statement, whereas policies and procedures tell us what to do and how to do it.

Procedures are necessary in order to maintain consistency, train staff, increase efficiency, provide staff comfort, job planning, and provide administrative staff with details of your operations. Procedure manuals should be written by the person who primarily performs the job. Writers should not assume that potential users have the knowledge to perform the job.

There are five steps to writing good procedures. These are:

- I. Plan ahead;
- II. Organize the material;
- III. Write using clear language principles;
- IV. Produce a draft; and
- V. Review and perfect your work.

Barbara summarized each step and provided attendees with excellent handouts and exercises. She recommended following the writing principles in *Better Business Writing* by Susan L. Brock.

An excellent workshop by a humorous and informative speaker.

Submitted by Angela Carito

From Statistics Canada

Statistics Canada Library Consultative Group

The Statistics Canada Library Consultative Group represents all types of libraries from across Canada. It suggests improvements for dissemination activities at the Agency and informs its constituencies of new developments or services. The following are highlights of the May and November 1991 meetings, featuring a dissemination update from each division in Statistics Canada's Marketing and Information Services Branch.

CD-ROM Products

The Group was generally very pleased with Statistics Canada CD-ROM products. It suggested improvements such as a thesaurus and access via "D" numbers, which allow data retrieval from the **CANSIM** data bases.

Use of Permanent Paper

Members recommended that guidelines be established for using permanent or re-cycled paper for long and short-lived publications. It was suggested that the Public Archives be consulted on their guidelines for the use of permanent paper for memoranda and masthead.

Depository Services Program (DSP)

The DSP distributes publications, including all catalogued Statistics Canada titles, to a selected group of libraries across Canada. The general public and educational institutions thereby have free access to data. The Group discussed the recent review of the DSP and the resulting recommendations in the reports, **Partners in access**. A key recommendation is for a selection of Statistics Canada electronic products to be incorporated into selected regional resource libraries.

"Grey Literature"

Members suggested that "grey literature" - non-catalogued print products be included in the DPS.

Publications are "decatalogued" for various reasons, such as poor sales, increasing production costs or survey cancellations. However, the members stressed the need to have all material in the DSP.

New task group formed

A new task group was formed to look at the role of libraries in the Statistics Canada dissemination process. It is chaired by Louise Carpentier, Government Publications and Microforms Librarian, Concordia University, Montreal.

For more information on the activities of the Consultative Group, please contact Fay Hjartterson, Statistics Canada Library (613) 951-0953; fax: (613) 951-0939

Excerpt from Overview, Communications Division, Statistics Canada, Vol. 3, Nos. 2-3.

Submitted by Sandra Lee McIntyre,
Statistics Canada, Ontario Region.

Upcoming Conferences

July 1-6 Toronto. **The Canadian Booksellers Association** holds its annual convention at the Metro Toronto Convention Centre. For more information, contact Melissa Weber, Canadian Booksellers Association, Conventions Dept. (416) 467-7027

Sept 16-18 Toronto. **Technology and Applications** is a two-and-one-half-day-unit of the Middle Management Institute. Sponsored by the Special Libraries Association (SLA). For more information, contact SLA, Professional Development Section, (202) 234-4700.

Sept 24 Toronto. **CSISAC (Canadian Serials Industry Systems Advisory Committee)** meets at the Metropolitan Toronto Reference Library, Meeting Room D, 789 Yonge St. This meeting which starts at 1pm includes the annual general meeting. For more information, contact Lucy Bottomley, National Library of Canada at (819) 994-6831.

Oct 19-21 Toronto. 3rd Annual Conference & Exhibition **"Computers in Libraries Canada 1992"**. For more information, contact Meckler Conference Management, 11 Ferry Lane West Connecticut 06880. (800) 635-5537 or (203) 226-6967

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, 1071 Woodbine Ave., #411, Toronto M4C 4C2

New Publications

The third edition of **Canadian Subject Headings**, (CSH3) is now at press. CSH3 follows the guiding principles and format of CSH2 which received a very favourable reception from its users.

The new edition incorporates the eight supplements of CSH2 and also includes new Canadian headings recently developed in response to cataloguing needs at the National Library. It has been revised to reflect major new policies in subject analysis designed to improve and facilitate access to library materials.

CSH3 will be discussed in greater depth in the May issue of the **National Library News**.

DSS Cat no.: SN3-106/1992

ISBN: 0-660-57311-2

Just To Let You Know...

Adaptive Technology for Library Programs

New funding now available for libraries across Canada.

From April 1, 1992 to March 31, 1996, the National Library will administer a matching contributions program to help libraries purchase adaptive technology that will make their collections accessible to disabled patrons. To learn how your library can benefit from this program and to obtain application forms, contact:

Diane Bays, Manager
Adaptive Technology for
Libraries Program
National Library of Canada
395 Wellington Street
Ottawa, Ontario
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Tel: (613) 995-8717
Fax: (613) 943-2946

... In touch with
TALTA

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