

... In touch with TALTA

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

VOLUME NO. 20

ISSUE NO. Spring

DATE: February 1993

ISSN 1188-1070

From the Editor

It's that time again when we must chose new blood for the TALTA Executive Committee. This years' Annual Business Luncheon Meeting will take place on Saturday, March 27, 1993 at 12:00 noon at the Metropolitan Toronto Reference Library, Meeting Room "D". A luscious lunch and decadent desserts will more than satisfy your appetite. Please have your registration form returned to Sue Craig, Treasurer by March 20, 1993.

Our guest speaker for the afternoon will be Marilyn Thompson, R.N., M.Ed. Staff Training Co-ordinator, Municipality of Metropolitan Toronto, Works Dept. Ms. Thompson's topic will be on "How to win against stress," a topic I am sure we can all relate to!!

Enclosed in this newsletter, you will find a nomination form for the 1993-1994 TALTA Executive election. There are 5 vacant positions which must be filled, if you know anyone who would be interested in becoming part of the new TALTA Executive, please have the nomination forms signed by 2 nominators and the candidate. Please return your completed forms to any TALTA Executive Member or bring it with you to the Annual Business Meeting.

The Ontario Association of Library Technicians Annual Business Meeting, will be held in Ottawa, Ontario from May 10-15, 1993. At the time of this newsletter, the ABM itinerary was unavailable. Watch out for the information package to arrive soon.

Darlene Holtz
TALTA Newsletter Editor

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President's Message

It's hard to believe, but it is TALTA election time again. With this issue of ***In Touch with TALTA*** you will find an Executive Committee nomination form. Please do not ignore it. Take a minute and think of your organization. The Executive Committee is the face we present to the outside world. Who do you want to represent you and your career? Who do you want to educate you and stimulate your professional development? Who do you want handing your organization's finances?

The positions up for election are: Vice-President-the educational and developmental arm of TALTA; Treasurer/Membership-the finances and membership control; Publicity Coordinator-the link to all TALTA members and our artistic side; Secretary-the organizer, reporter and keeper of all minutes; Job Placement Liaison-the person who finds out about all the really great jobs first!

I have served on the TALTA Executive Committee in three different roles in the past four years. It has been a learning experience, a challenge, a joy and a trial, but most of all it has been fun. I have met a lot of terrific people and I do not regret a minute of my tenure. However, it's time to move on. New blood is required to keep this a vital organization.

Please, take up the challenge. Get involved. Become an integral part of TALTA. You will find it a rewarding experience.

Marina Ross
President

Included with this newsletter you will find a pamphlet highlighting the Canadian Library Association's 48th Annual Conference which will be held in Hamilton, Ontario from June 16-20, 1993.

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 Ladoucer	920-6873 (h)
Job Placement Liaison: Grace Lofters	394-5351 (h)
Seneca LT Advisory Committee:	
Bonnie Gibson	483-4208 (h)

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 394-5351 (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.

UPCOMING CONFERENCES

ARMA WORKSHOP - MARCH 30, 1993

The Association of Records Managers and Administrators (ARMA), Toronto Chapter, will hold a workshop from 9:00am - 11:30am. The topic, Developing a Tender or Request for Proposal, will be presented by Tony Laino, of the Workers' Compensation Board. Join us at Metro Hall 55 John St.

Following the morning workshop, a Luncheon Meeting will be held at the McGill Club from 12:00pm-2:00pm. The speaker, Betty Seldon-MacFarlane of RM Consulting Services will be discussing Outsourcing. Contact Betty Coulson for further information at (416) 491-5050 ext. 2642

ARMA WORKSHOP - APRIL 27, 1993

ARMA Toronto Chapter will hold a Dinner Meeting from 5:30pm - 8:00pm. The topic to be presented by Gifford Salisbury will be Off-Site Storage. Join us at the Marriot Eaton Centre. Contact Betty Coulson for further information.

ARMA WORKSHOP - May 25, 1993

The Association of Records Managers and Administrators (ARMA), Toronto Chapter, will hold a Workshop from 9:00am - 11:30am. The topic will be Productivity in Office & Workload Measurement. Join us at the Royal York Hotel.

Following the morning workshop, a Luncheon Meeting will also be held at the Royal York from 12:00pm-2:00pm. The topic will be Managing Electronic Records. Contact Betty Coulson for further information.

HEALTH SCIENCES INFORMATION NEWS

Canadian access to the U.S. National Library of Medicine's (NLM) MEDLARS system of over 30 databases in the health sciences field is made possible through an agreement between NLM and CIST. HSRC has streamlined its range of workshops into a modular format which allows clients the choice of attending one or more modules depending on their needs, time available and level of experience. Modules include:

BASIC WORKSHOP

This one-day workshop introduces the searcher to the basic features of the MEDLARS system and to the fundamental skills and concepts necessary for searching. The structure and content of the MEDLINE database are explained along with the formulation of search strategies using boolean logic and the basic MEDLARS commands. Online practice sessions are included.

MeSH WORKSHOP

Designed to introduce searchers the Medical Subject Headings (MeSH). Practice in the location, selection and online entry of specific subject headings is included.

INTERMEDIATE WORKSHOP

Intended for those who have a basic knowledge of MEDLARS. It concentrates on specialized commands which can be use to refine searching on the system, including string searching, saving search strategies and modifying the user profile.

ADVANCED WORKSHOP

Designed for experienced MEDLINE searchers who want to improve and enhance their search skill by using advanced system features.

In addition to the above workshops, HSRC also offers a ½ day course on GRATEFUL MED.

The fee for each course is \$50.00. For a schedule of upcoming workshops, contact HSRC at (613) 993-1604 or check the latest issue of the MEDLARS Canada newsletter.

TALTA WELCOMES THESE NEW MEMBERS

Dina Eylon

Nora L. Jones

Women's College Hospital
Health Sciences Library

FLIS Workshops

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

Copyright

Instructor: Francoise Herbert
March 26, 1993
9:00am-12:30pm

Introduction to Business Literature

Instructors: Prof. Brian Land, Vivienne Monty
April 2, 1993
9:00am-4:30pm

The MARC Holdings Format: History, Design, and Current Use

Instructors: Elizabeth Black, Maureen Killeen
April 23, 1993
9:00am-4:30pm

Improving Work Practices

Instructor: Carole Chauncey
April 23, 1993

Online Information Retrieval: An Introduction (Level 1)

Instructor: Ruth von Fuchs
May 3, 10 & 17, 1993
1:00pm-4:00pm

Indexing Special Collections and Databases

Instructor: Michele Hudon
May 14, 1993
9:00am-4:30pm

Online Information Retrieval (Level II)

Instructor: Ruth von Fuchs
June 4, 1993
9am-4:30pm

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

JUST TO LET YOU KNOW

Forest Press, a division of Online Computer Library Center (OCLC), has just released a CD-ROM version of the Dewey Decimal Classification system. Called Electronic Dewey, the CD version of DDC 120 is the first major classification system to enter an electron format. The CD features advanced online search and windowing techniques, full-text indexing, a personal notepad, LC subject headings linked to DDC numbers, and a database including all the latest changes to DDC.

For libraries who don't have the necessary equipment, a special workstation is also available.

Remote access to VICTOR, the University of Victoria Libraries online catalogue is now available. Students, Faculty, and others who have access to either personal computers and modems or to mainframe terminals can now connect to the mainframe and search VICTOR at home or in their offices. VICTOR MAIN contains records for over 550,000 books, serials, and other materials processed by the McPherson Library since 1978. VICTOR LAW contains about 76,000 records for books processed by the Diana M. Priestly Law Library since 1988. A brochure of Logon instructions is available from Betty Gibb, Communications Librarian, University of Victoria Libraries, P.O. Box 1800, Victoria, B.C. V8W 3H5 (Envoy: VI/U.VIC or fax (604) 721-8215 or Tel: (604) 721-8213).

The following reports and products are being produced by the Employment Equity Data Program and may be obtained by the Employment Equity Data Program office at (613) 951-0247 or any Statistics Canada Reference Center.

Employment Equity Definitions of Visible Minorities, Aboriginal Peoples and Persons with Disabilities. J. Coulter/A. Furrie.

Intercensal Changes in Employment Equity: Women, Aboriginal Persons and Visible Minorities - Part A: The Working Age Population (working paper). M. Moore

Job Changes, Wages Changes and Employment Equity Groups. D. Boothby

TALTA

Toronto Area Library Technicians Association

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

Annual Business Luncheon Meeting

Saturday, March 27, 1993

12:00 Noon

Marilyn Thompson, R.N., M.Ed.
Staff Training Co-ordinator
Municipality of Metropolitan Toronto, Works Dept.

Metropolitan Toronto Reference Library
Meeting Room "D"
789 Yonge Street

The Metropolitan Toronto Reference Library is easy to get to by TTC. Take the subway to Bloor and Yonge and the Library is a short block north of Bloor Street on the east side of Yonge Street

Marilyn Thompson will speak on how to win against stress. She has been a nurse and training specialist for a variety of organizations including St. Michael's Hospital where she developed a stress management program. During her presentation we will learn: what stress is, where it comes from and what it can do; how to analyze your own response to stress; how to develop a personal plan of action for improved stress management.

A luscious lunch and decadent desserts will more than satisfy your appetite. How can you ignore this feast because it is only \$10.00 per member. It is essential for all TALTA members to attend because voting for the 1993/94 Executive will take place.

Members having pertinent information to the ABM should submit their agenda by March 20, 1993 to Marina Ross. Telephone number (416) 480-7692 Fax number (416) 480-7700

Please make cheque payable to TALTA and send with completed registration form to:

Sue Craig
1071 Woodbine Avenue
#411
Toronto, Ontario M4C 4C2
(416) 425-1808 (Home)

Name: _____

Telephone Number _____ Fax Number _____

Please note: Deadline for registration: March 20, 1993

R.S.V.P. Essential

All registrations will be confirmed by FAX or phone

TORONTO AREA LIBRARY TECHNICIANS ASSOCIATION
NOMINATION FORMS FOR 1993-1994
EXECUTIVE OFFICERS

Each candidate must be sponsored by two (2) nominator. All candidates must sign the nomination form to demonstrate their acceptance of the nomination.

In accordance with the Constitution, all officers of the Association shall be full members of the Toronto Area Library Technicians Association in good standing.

We, the undersigned, nominate _____ for the office
of _____.

1. _____
Nominators Signature

2. _____
Nominators Signature

3. _____
Candidates Signature

We, the undersigned, nominate _____ for the office
of _____.

1. _____
Nominators Signature

2. _____
Nominators Signature

3. _____
Candidates Signature

We, the undersigned, nominate _____ for the office
of _____.

1. _____
Nominators Signature

2. _____
Nominators Signature

3. _____
Candidates Signature

Please return completed forms to any TALTA Executive Member
or bring them with you to the Annual Business Meeting.

EMPLOYMENT EQUITY

The Ontario Government has introduced the Employment Equity Act to end discrimination in the hiring and promotion of women, natives, visible minorities and the disabled. Seema Sharma of the Alexander Consulting Group explained how this legislation (if passed) will affect us and our employers.

Ms. Sharma started her evening discussion by relating the profound change Employment Equity would have on us in the way we think, act, work, manage, accept others and carry out all business operations. We need to see Employment Equity as a bigger picture, a first step towards building an environment that honestly values diversity.

Employment Equity recognizes the changing face of the workforce, with the birth rate shrinking, the workforce aging, more women embarking on careers and a variety of other demographic shifts, far fewer young people are entering the workforce. A study project "Workplace 2000" indicates that when the baby boomers leave the workforce, there will be a substantial number of empty positions available and an insufficient number of qualified people to fill them. Employers will have to compete for the best available people.

Over the past few years, the number of women entering the workforce has increased and indicators show that those numbers will continue to rise. Visible minorities are becoming a significant force on the Canadian job scene giving the business world a broader range of ethnic differences. Aboriginal people are venturing off the reservations to pursue a better standard of living and persons with disabilities are now able to chose opportunities that were previously denied.

Upcoming Employment Equity Legislation, Bill 79 was designed to create opportunities for these specified "designated groups" who historically were denied equal opportunity to gain employment and build successful careers. The legislation focuses on reducing or eliminating unfair employment practices.

As with any kind of change, it is inevitable that there will be resistance to the Employment Equity Act. Some reasons for resistance are: threatened security; poor issues; past negative experiences with change, existing values, misconception about the legislation and concept, and most significantly, FEAR.

Some suggestions to help over coming this fear are:

1.) Communication should be well-planned, frequent and open.

2.) Communication channels such as payroll stuffers, newsletters, video, announcement letters, employee meetings.

3.) Demonstrate in terms that will be understood by all.

The time has come to stop looking at diversity as a source of problems and to recognize it for what it really is...A source of tremendous opportunity.

TALTA Workshop
January 18, 1993

NEW PUBLICATIONS

Journal of Interlibrary Loan & Information Supply

This journal is devoted to interlibrary loan problems and the basic expanding roles of interlibrary loan technicians. In addition to practice and research-based articles on interlibrary loan, this new journal will focus on the broad spectrum of all library and information center functions that rely heavily on interlibrary loan and information supply. Available from HAWORTH PRESS INC., for \$20.00 (Individual Subscription), \$32.00 (Institution).....

Dictionary of Acronyms and Abbreviations: Library, Information & Computer Terms.

This updated edition contains over 10,000 acronyms and their meanings and also contains new computer and automation terms. ISBN: 0-88802-266-2, Price: \$39.95

Available from: CLA, 200 Elgin St. Suite 602, Ottawa, Ontario K2P 1L5 Tel.# (613) 232-9625.....

Library Mosaics

Library Mosaics is a bi-monthly magazine which focuses on library, media and information center support staff issues, trends and developments. This magazine features articles by and about support staff, interviews of leaders in the Support Staff world, classified jobs through the nation, current trends and techniques in the field.

Subscription: \$20.00 (US), Available from LIBRARY MOSAICS, P.O. Box 5171, Culver City, CA 90231.

(Note) I subscribe to this magazine and have found it to be interesting and very informative. Presently, the journal has concentrated on American Technicians and situations. I have talked with the Canadian representative of *Library Mosaics* and have been told that the publisher is very interested in increasing its Canadian membership and journal circulation.

NEWS FROM THE NATIONAL LIBRARY OF CANADA

ROMULUS

A complete CD-ROM system for locating serials and ordering documents from Canadian Libraries

Romulus combines more than 200 000 records from the:

- Union List of Serials in the Social Sciences and Humanities
- Union List of Scientific Serials in Canadian Libraries
- Union List of Canadian Newspapers
- CISTI Serials List

Romulus turns your PC into a multi-functional workstation for searching, ordering documents, checking factual information and down-loading cataloguing copy.

CUSTOMER SERVICE

Romulus comes with an easy-to-use manual and a quick reference card. An all-in-one-support service will be available for registered users of Romulus.

UPDATE

Romulus will soon be available. You can be added to the mailing list to receive an announcement and order form. In the meantime, if you have any questions, please call Michelle Slachta at CISTI. (613) 993-9225; collect calls accepted.

The price for Romulus is \$625.00 + GST for a single site workstation, and \$950 + GST for a use on a multi-site network.

Access to document ordering via Internet is being considered for future enhancements.

For further information write:

CISTI
National Research Council Bldg. M-55
Montreal Road, Ottawa
K1A 0S2

or FAX (613) 952-9112

EMPOWERMENT

I recently attended a workshop that proved to be inspirational, giving me that needed boost to lift me out of the day to day doldrums! I attended the "Succeed or survive: empowerment strategies for librarians" workshop presented by the Kaycee Hale and sponsored by THLA and the Toronto Health Information Consortium.

Kaycee Hale is a personable speaker with a wonderful sense of humour. Ms. Hale is the Executive Director of the Resource & Research Center at the Fashion Institute of Design and Merchandising in California and has spoken at many SLA functions and most recently at the OLA Conference.

Empowerment is a tool to enrich our personal and career paths. It will enable us to strive for the next rung on the ladder to happiness and success. Empowerment also enables us to reach out and inspire someone else.

Ms. Hale has five main concepts for empowerment - visibility in your organization; self-esteem; goal setting; customer service; and communications skills.

We have all been told many times that we need to become more visible in our organization in order to increase our value. After attending a workshop send a critique to your boss that includes a thank-you for the opportunity to attend (they'll love this!), any ideas you gathered from the workshop and most importantly offer to spread the word by giving a mini-workshop to your colleagues.

Boost your self-esteem! We all need to continually work on our self-esteem thereby enhancing our confidence and attitude. A positive attitude will trigger enthusiasm in your work, enhance creativity and co-workers will be more receptive to you.

Goal setting will give you a clear picture of where you want to go. Define your goal exactly - what, where, when, why and how. Then use affirmations to support your goal, ie: "I am the chief information officer for a pharmaceutical company in Ottawa."

By understanding our customer's needs only then can we showcase our talents. There are two dimensions to quality customer service - procedural and personal. The procedural dimension is the mechanisms used to meet their needs whereas personal is the attitudes, behaviours and verbal skills needed to present the human side of the service. It is

important to have clear, concise, observable and realistic quality service standards for everyone to follow.

Communication skills both verbal and non-verbal are essential empowerment tools. As Ms. Hale explained "communication is not intent, it is perception and their perception equals reality". Don't be discredited by your body language before you even begin to speak!

We as library technicians need to showcase our strengths and empowerment will enable us to do so. Isn't that worth striving for?

Janice Thompson
Peel Memorial Hospital
Health Sciences Library

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 617-240 Wellesley St. TO., M4X 1G5 or fax it at (416) 926-6566.

Deadline for next newsletter: June 15, 1993.

FROM STATISTICS CANADA

In response to the overwhelming demand for up-to-date information on the 1991 Census and other data, Statistics Canada has produced a bulletin called "The Quarterly". The Quarterly provides, at-a glance, what's new and interesting from Canada's national statistical agency.

To receive this free publication from Statistics Canada, please write to: Publications Sales, Ontario Regional Office, Statistics Canada, 25 St. Clair Ave. E., 10th Floor, Toronto, Ontario M4T 1M4 or telephone (416) 973-6586.

Upcoming Releases from Statistics Canada

Nov 1992 Canada: A Portrait - Enhanced for the 90's, Canada: A Portrait (cat.#11-403) has a new look and content. It is larger than ever before and showcases an outstanding collection of photographs. The information contained is relevant to today's concerns and issues.

Dec 1992 1991 Census: 2A Profiles Series - The Profiles series of publications present all of the 100% data variables for all Census Divisions and Census Subdivisions in each province. The 2A publications will be followed later and include the data obtained from 20% of households.

Jan 1993 Statistics Canada Catalogue 1993 - the new edition of the annual guide.

Jan 1993 Language data from the 1991 Census - including home language and knowlege of official and non-official languages.

To receive any of the above publications, write to: Publications Sales, Statistics Canada at the address above.

Request for Change in Membership Record

Name of Member: _____

phone: Home Work

REQUESTED CHANGES

New #: _____

Name: _____

Other: _____

Address: Home Work

Effective Date: _____

Mail To: TALTA, 1071 Woodbine Ave. #411, Toronto M4C 4C2

COMMITTEE NEWS

In-Touch Committee

The In-Touch committee needs your help. If you are moving or changing your telephone number, please let us know so we can make sure you receive your newsletter and flyers. Please, if anyone is interested in joining the In-Touch Committee, contact Donna Ladouceur at 920-6873.

The 1992/1993 In-Touch Committee:

Donna Ladouceur (Metro Toronto Reference Library)

Angela Carito (Coopers & Lybrand)

Darlene Holtz (Ontario Cancer Institute)

Elizabeth MacLaurin (Ryerson Polytechnical)

Kathryn Kern (Bank of Canada)

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