

# ... 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*

September has brought on another membership year for TALTA. This year as with past ones, will be exciting and rewarding for all TALTA members, new and old.

Our first workshop/meeting for this membership year will take place on September 22, 1993 at the Ontario Cancer Institute. In the past, The Toronto Metro Reference Library was home for all our workshops but the Metro Reference library is presently experiencing renovation pains and will be unavailable to us for this year. We will keep you up-to-date on the status of the renovations.

The TALTA Executive would very much like to congratulate Sue Craig (former Treasurer/Membership Executive) on her marriage this past summer. Sue now goes by the name Sue Reynolds, we wish her much happiness.

A "Newsletter Committee" has been created to help with the TALTA newsletter. The newsletter is a great undertaking for one person, it is quite easy for errors to slip through ones fingers. Angela Carito (former Newsletter editor) has graciously offered to help. If anyone else is interested in helping with the newsletter, please give me a call.

**PLEASE NOTE:** Please send all change of addresses or telephone numbers to 78 Glenview Ave. Toronto M4R 1P8

**Corrections:** Bonnie Gibson was the "Seneca Student Representative" for 1992/93 not the "Seneca LT Advisory Committee Rep."

Please feel free to contact any member of the Executive with your suggestions, contributions etc. We look forward to hearing from you as interaction among members is vital to the success of TALTA.

**Darlene Holtz**

TALTA Newsletter Editor

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## ***President's Message***

Welcome to a new season of TALTA workshops. Our first meeting will be on September 22 at 7:00pm at the Ontario Cancer Institute, 2 Wellesley Place, Toronto (behind the Princess Margaret Hospital). This meeting will be free for everyone, so if you don't already belong to TALTA now is the time to get to know us. Our speaker will be Sandra Lee McIntyre from Statistics Canada to give us a general overview of what they do and tell us what's happening with the 1991 Census data.

Other Programming plans for this year include sexual harassment in the workplace, which is an issue discussed everywhere these days, and total quality management to increase productivity and service.

TALTA or OALT/ABO will also do another salary survey this year. The survey results are interesting for anyone looking for a job and can be extremely helpful to those of us who negotiate our own salary increases.

This month, current members will be receiving their membership renewal forms. You may remember that renewals used to happen in March, but we amended our constitution last year to change the timing of the membership year and you just had 18 months for the price of 12. The new membership year is from October 1, 1993 to September 30, 1993. Forms may also be picked up at the meeting or call Bonnie Gibson, Treasurer/Membership to send you one. Please send in your renewals as soon as possible so that you can be part of all that's happening in TALTA this year.

Jacqueline Peacock  
President, TALTA

## ***TALTA EXECUTIVE 1993-94***

President: Jacqueline Peacock 787-8434 (h)  
Vice-President:  
Memberships/Treasurer: Bonnie Gibson 483-4208 (h)  
Newsletter Editor: Darlene Holtz 928-1658 (h)  
Secretary: Elizabeth MacLaurin 979-5083 (w)  
OALT/ABO  
Board of Directors Rep.: Toni Ariganello 325-3901 (w)  
Publicity Coordinator: Hana Frieder 926-4482 (w)  
Job Placement Liaison: Grace Lofters 239-5646 (h)  
Seneca LT Advisory Committee:

## **COMMITTEE NEWS**

### ***In-Touch Committee***

The 1993/1994 In-Touch Committee needs your help. If you are moving or changing your telephone number, please let us know so that we will make sure you receive your newsletter and kept abreast of upcoming events. If anyone is interested in joining the In-Touch Committee, please contact Hana Frieder at 926-4482.

### ***The 1993/1994 In-Touch Committee:***

Angela Carito (Coopers & Lybrand)  
Sue Reynolds (Michener Institute)  
Elizabeth MacLaurin (Ryerson Polytechnical)  
Kathern Kern (BT Bank of Canada)  
Donna Ladouceur (Metro Toronto Reference Library)

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## ***TALTA WELCOMES THESE NEW MEMBERS***

Aird & Berlis  
Glen Pearson



## Did you graduate from Seneca College?

This year marks the 25th anniversary of SENECA COLLEGE. The Alumnae will host a combined Homecoming 25th Anniversary Celebration in November of this year, for Alumni, their spouses and children.

- Proposed Date: Saturday, Nov. 13, 1993
- Time: 1:00 - 6:00 p.m.
- Location: Senecentre, Newnham Campus
- Theme: **"Come on Home to Celebrate"**
- Menu: Wine and Cheese
- Entertainment: Background music
- Format: Speeches, Mix & Mingle, Tours etc.

*Further details will be forthcoming in the next TALTA newsletter.*

### *M&M*

*From: Geoffrey I. Patridge  
To: All Seneca Graduates  
RE: 25th Anniversary Celebration*



*The Anniversary Celebration Committee is looking to set up a memorabilia display for the Library Technicians who will be present at the Homecoming Celebration. This display is for the purpose of demonstrating something of our profession and to increase the general understanding of Library Technicians. If anyone has any memorabilia which they could contribute, please let my know after the beginning of October. My Telephone # is (416) 487-0633.*

*Hope to see you there!*

## 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. This 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.

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

Deadline for next newsletter: October 22, 1993

## **COUNCIL ON LIBRARY/MEDIA TECHNICIANS (COLT)**

*Atlanta, Georgia  
June 24-26, 1993*

The COLT Conference opening speaker was Mr. J. Dennis Day, Director, Salt Lake City Public Library System. Mr. Day's set the tone by addressing "support staff" as the true keepers of the light and how by working together we could change any difficult situation. Mr. Day also stressed the importance of censorship in libraries.

Topics for the conference included **SERIAL CLAIMING**. This workshop was presented by EBSCO Subscription Services. All areas of EBSCO's services were discussed, from subscription requests to the fulfilment of the request, from claims to receiving. Also discussed was how EBSCO can categorize your holding list against the Library of Congress Classification Report to compare the strength of your collection against standard disciplines and subjects and via Internet have it is possible to view the contents of more than 10,000 journals. Internet users can place orders for documents on-line.

**WRITING for PUBLICATION**. This workshop was given by Mr. Raymond Roney, Publisher and Ed Martinez, Editor of Library Mosaics Magazine. Attendees were given writing assignments; business reports, memos and even an exercise in humour writing. Afterwards each assignment was analyzed.

**GOVERNMENT PUBLICATIONS from the GPO**. This workshop included a brief history of the GPO and synopsis of the purpose and goals of the Federal Depository Library. It was emphasized that the GPO is a printer not a publisher.

**STABLE RELATIONSHIPS in UNSTABLE TIMES**. This workshop gave a visual comparison among downsizing, temporary/contract workers and Masters in Library Science (MLS) holders. Downsizing is a frequent term being batted around in company board rooms everywhere. **Produce with fewer people**. Libraries are not exempt from this strategy. Temporary/contract workers equipped with every skill level possible are given temporary assignments in order to ease budget constraints. Library support staff out number MLS personnel 4 to 1. (remember these are American figures). Libraries today are rapidly changing. It is essential that support staff/para-professionals continue to broaden their skills with every new opportunity.

Finally, the speaker said that Support staff personnel carry most of the weight for collecting/retrieving, storing/archiving, sharing/circulation information to clients from diverse backgrounds, it is time for support staff to **"TOOT YOUR OWN HORN"**

Taken from: "Summary of Council on Library/Media Technicians Conference:, Atlanta, Georgia, June 24-26, 1993.

### *Annual Report*

#### **OALT/ABO Board of Directors Rep.,**

#### **Toni Ariganello**

**Goals and objectives:** To keep OALT/ABO informed of TALTA's activities; workshops, meetings etc, and at the same time give TALTA a voice in the running & implementation of policies of the provincial body.

**Achievements:** Attended 4 OALT/ABO executive meetings, 2 of which were tele-conferenced. The provincial board was made aware of TALTA's concern in declining memberships in OALT/ABO and closely monitored the fiscal responsibilities of the board during this time of limited resources.

#### **What did you enjoy most about this position?**

**Further comments:** In the upcoming year, I will, with Judy Koenig of Huronia and Catherine Wash of Thunder Bay, be revising & updating the OALT/ABO Constitution. If you have any suggestions and/or concerns, please give me a call.

**METRO TORONTO**  
**REFERENCE LIBRARY**  
**NEWS**

**DIAL-IN is here.**

"Can I use my computer to call up the Library's catalogue?" Beginning in September, the answer to this frequent question from users will be: **YES!**

If you have access to a computer and a modem, you'll be able to dial Metrocat, the Metro Reference Library's on-line catalogue, and search it from home, school or work to find out what books, magazines and other resources are available at the library.

You have a choice of two different ways of searching our catalogue. The first offers Metrocat's direct search commands free of charge to users of both Macintosh and IBM PCs and compatibles.

The second offers colourful and easy-to-use drop-down window menus as used in the Library (for IBM PCs and compatibles, only). To take advantage of the drop-down menus, you may purchase a 3½" or 5¼" diskette containing the necessary software. Diskettes will be for sale at \$3.00 at Desk 2 on the main floor of the Library from September 7th.

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The Metro Reference Library has introduced a charge of \$1.00 to obtain a photocopy VendaCard. These cards, which can be purchased in any dollar amount from \$1 to \$99, not only enable Library users to save 5¢ off the regular cash charge of .20¢ per photocopy, but they also eliminate the need of pocket change.

For information on how to use the Library's catalogue (instructions on how to dial in and how to search, as well as hours of service), pick up a copy of the handy DIAL-IN brochure, available throughout the library.

**BUILDING UPDATE**

CONSTRUCTION of the Library's new extension is now going full tilt. The work has not been affected by the budget crisis in Metro since the funding comes from the capital budget, not the 1993 operating budget. While the construction is moving ahead, the architects are preparing furniture layouts and landscaping plans. Other tasks include the planning of a public address system, security system and retrofitting the air conditioning system. Facilities manager Gary Marr said that the at this point that we're ahead of schedule.

**EXHIBITS**

An exhibit focusing on the Canadian Catalogue, its history, and how to use it. The Canadian catalogue is the Library's extensive collection of files on Canadian authors, publishers and magazines.

October 11 to December 4, 1993

**HOT OFF THE PRESS !!!**

**GUIDE TO PERIODICALS AND NEWSPAPERS** in the Public Libraries of Metropolitan Toronto 1992/1993

2 Volume set. ISSN: 0315-7288 \$56.00 plus GST and PST (soft cover). Contact Client Service Section, Systems Development at (416) 393-7160 or send a purchase order to: Project Coordinator, GPN Client Services Section Systems Development Dept. Metro Toronto Reference Library, 789 Yonge St., Toronto, Ontario M4W 2G8

## **UPCOMING CONFERENCES**

### **4th Annual CIL Canada '93**

September 21-24, 1993

Sheraton Centre, Toronto

Canada's Largest Information Technology Conference & Exhibition for Business, Legal, Medical, Computer, MIS, Online and Library Information Professionals.

Exhibits are free and are open between the hours of 3:00pm to 6:00pm -Tuesday, 10:00 to 6:00pm - Wednesday and 10:00am to 4:00pm -Thursday.

For more information regarding this conference, please call Meckler at:

☎ (800) 632-5537 or (203) 226-6967  
Fax: (800) 858-3144 or (203) 454-5840

Mail: Meckler Conference Management 11 Ferry Lane West, Westport, CT 06880

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### **UNYOC '93**

Upstate New York and Ontario Chapter of the Medical Library Association Annual Meeting.

### **"FOCUS ON THE CUSTOMER"**

October 6-9, 1993

Toronto Hilton, Toronto

Continuing education workshops include: "Empowering your library: running a customer-focused service", "The library's contribution to quality: making effective library presentations", "Building quality through benchmarking" and a "Grateful Med workshop."

Exhibits are free and are open between the hours of 10:00am to 5:00pm on Thursday and 8:00am to 2:15pm on Friday.

For further information, please call Dorothy Davey, UNYOC Registration, Medical Information Services, 175 Dinnick Cres. Toronto, Ont. M4N 1M4 or call (416) 485-0377

## **FLIS Workshops**

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

Sept. 24 9am - 12:30pm	Changing Workflow, the Process, the Analysis and Managing the Change
Oct. 1 9am - 4:30pm	Preservation Planning
Oct. 2, 23 (Sat.) 9am - 4pm	The Internet - Do you Cruise It, Surf It, Mine It, or All of the Above?
Oct. 8 9am - 4pm	Budgeting for Libraries: an Overview
Oct. 22 9am - 4pm	Campus Wide Information Systems (CWIS) and Community Freenets: Exploring LIBRARY Roles in Design, Implementation and Management
Oct. 22 9am - 4pm	Simplified Cataloguing
Oct. 29 9am - 4:30pm	Government Publishing: Policy and Process
Nov. 5 9am - 4:30pm	Marketing your Information Service
Nov. 12 9am - 4pm	Fundamentals of Records Management
Nov. 12 (\$70-80) 9am - 12:30pm	WorkSmart I: Time Management
Nov. 12 (\$70-80) 1-4:30pm	WorkSmart II: "Paper-less" Solutions: Management Paper Flow
Nov. 19 (\$70-80) 9am - 12:30pm	Copyright
Nov. 26 9am - 4:30pm	Disaster Planning
Dec. 10 9am - 4:30pm	Indexing: A Hands-on Workshop

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

# OALT/ABO CONFERENCE

BY MARION GREER  
Glaxo Canada Inc.

I recently attended this years OALT/ABO conference "REFLECTIONS '93" in Ottawa. I was very exited at the prospect of heading out to meet new peers. Not only would it be my first conference, but also my first time in the Nation's capital.

Having never attended one of these "things", I didn't know what to expect; would the people be friendly, would the workshops prove useful, would the food be edible, and the rooms clean comfortable and bug free.

As you have probably guessed, the people were great, neither the rooms nor the food were disappointing. The City of Ottawa itself, with its countless tulips in bloom was gorgeous. Even Mother Nature was a good sport, acknowledging my first visit with appropriately first class weather. The workshops, with the exception of one, lived up to expectations.

I have to say that my peers exceeded all my hopes. Everybody was nice, helpful and approachable, I met a lot of interesting people with all kinds of jobs from all over Ontario, made good contacts too. I especially like the fact that we all came from different libraries, and subject areas. This gave me a chance to see what problems and solutions to these problems other libraries have.

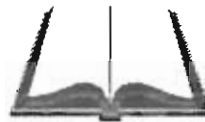
Some of the workshops I attended included : Interlibrary Loans, Environmental Issues, Impact of Current Information Technologies, Romulus and TQM in the Workplace.

All workshops were excellent and informative except the Environmental Issues workshop which I found the speaker to be opinionated and continually complaining about the Government. The workshop -demonstration of ROMULUS was impressive in that our library has decided to purchase the product.

In retrospect, I have to say that my first OALT/ABO conference was a great success, and I hope to attend many more in future years.

## JUST TO LET YOU KNOW ....

The publisher of the Dewey Decimal Classification has just published a new book to help in the understanding of the Dewey system - *An Introduction of the Twentieth Edition of the Dewey Decimal Classification*, by David Batty. The book is designed to help people who are learning to classify, both in library schools and in the workplace and for experienced cataloguers who want to improve their understanding of the system. The book is designed to be used for self-instruction or in a classroom setting. For more information contact OCLC at (614) 764-6000 or fax: (614) 764-6096.



### NEW AND EASY TO USE LIBRARY TOOLS !!

1993 Editions now available

New editions of "INTERLIBRARY LOANS POLICIES IN CANADA" (ISBN: 0-660-14957-5 /\$49.95) and "SYMBOLS OF CANADIAN LIBRARIES" (ISBN: 0-660-57980-4 /\$24.95) are now available from Canada Communication Group - Publishing, Ottawa Ontario K1A 0S9 or ☎ (819) 956-4802.

### Request for Change in Membership Record

Name of Member: \_\_\_\_\_

#### REQUESTED CHANGES

Name: \_\_\_\_\_

Address: Home  Work

phone: Home  Work

New #: \_\_\_\_\_

Other: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Mail To: TALTA, 78 Glenview Ave. Toronto M4R 1P8

*... In touch with*  
**TALTA**

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