

... In touch with
TALTA

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

VOLUME NO. 30

FALL ISSUE

DATE: SEPTEMBER 1996

ISSN 1188-1070

From the Editor

Welcome to the Fall 1996 issue of ...In touch with TALTA. I hope everybody had a fun, relaxing summer. The first TALTA meeting of 1996/97 on September 19 was an enlightening talk on job search strategies by Karen Melville. It was very well attended and received.

Joanne O'Driscoll, our past President, has worked hard to compile the results of the salary survey that was sent out with the June newsletter. Thank you to all those who responded.

The OALT Conference, "A Delicate Balance" was held in Collingwood this year. Two TALTA delegates describe the workshops they attended. Please write to me about any other workshops you found useful.

You should all have received the TALTA renewal forms from our Treasurer, Anne Morrell. Since memberships have to be renewed by October, be sure to send in your forms so that you can be kept up to date on upcoming meetings.

I look forward to hearing from all of you.

SALLY GARDIAN

IN THIS ISSUE

President's Message

TALTA Welcomes these New Members

TALTA Executive 1996/97

Job Placement Update

The Information Professional's Job Search

TALTA 1996 Salary Survey Results

Wish You Could Have Been There...1996 OALT Conference

OALT/ABO Conference 1997

September OALT Meeting

FIS Continuing Education

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 most welcome. Please mail your submissions to Sally Gardian, Editor, ...*In touch with TALTA*, Information Centre, 45th floor, Borden & Elliot, 40 King Street West, Toronto, Ontario, M5H 3Y4. The deadline for submissions for the next newsletter is November 15, 1996.



In-Touch Committee

The 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 are kept abreast of upcoming events. If anyone is interested in joining the In-Touch Committee, please contact Jane Sauder at 323-6078.

The 1996/97 In-Touch Committee:

Alan Devine	244-4452
Kathryn Moore	482-3995
Geoffrey Patridge	487-0633
Rosa Pignataro	787-6743

President's Message

Since the TALTA elections the new executive has spent some time getting to know one another. Now with summer holidays being only a fond memory they are heavily involved in planning and preparing for the 1996/97 TALTA season.

Christine Weadick, our new Vice-President, organized the September meeting that featured Karen Melville, the author of *The Information Professional's Job Search Guide*. Remember that all TALTA meetings actually serve a dual purpose. First of all you get the opportunity to hear interesting speakers. Secondly they provide an excellent opportunity to make and renew friendships. After all, these days networking is so important!

Don't forget to send in your membership renewals promptly. This will ensure that you continue to receive advance notice of upcoming events.

Looking forward to seeing you at the next meeting.

Aileen Fisher

President, TALTA

TALTA EXECUTIVE 1996-97

President:	
Aileen Fisher	(h) 493-6019 (w) 469-6011
Vice-President:	
Christine Weadick	(w) 351-3716 (fax) 351-3727
Treasurer/Memberships:	
Anne Morrell	(h) 745-1506
Publicity Coordinator:	
Jane Sauder	(h) 588-1506 (w) 323-6078 (fax) 323-6322
Newsletter Editor:	
Sally Gardian	(w) 367-6526 (fax) 361-2752 sgardian@borden.com
Secretary:	
Joy Wilson	(h) 267-9908
OALT Board of Directors Representative:	
Jeff Corbett	(h) 905-452-1877 norcor@ica.net
Job Placement Liaison:	
Radikha Jaggernauth	(h) 975-4004 (w) 359-4587 rjagger@nesbittburns.ca

TALTA WELCOMES THESE NEW MEMBERS 1996/97

Samantha Fowlds	Jane Elizabeth Crowder
Vivian Walker	Susan Lee
Barbara Duff	Theresa Kennedy
Jennifer Griffin	

JOB PLACEMENT UPDATE – Links to Jobs - Sites and Hotlines

Ontario Library Association 416-363-9161/3380
www.ola.ca/dynix.com/jobhot.html

Faculty of Information Studies, University of Toronto
416-978-7073
www.fis.utoronto.ca/news/jobsite.html

Faculty of Library and Information Studies,
University of Western Ontario 519-861-3543

Seneca College campus job postings

Sheridan College campus job postings

British Columbia Library Association 604-430-6411

Southern Alberta Institute of Technology 403-284-7100

Foothills Library Association 403-263-6260 www.ucalgary.ca

Manitoba Association of Library Technicians 204-261-7940

Library & Information Studies, Dalhousie University
[//quasar.sba.dal.ca](http://quasar.sba.dal.ca)

For enquiries concerning job postings for TALTA members, please contact Radikha Jaggernauth at 416-359-4587 or rjagger@nesbittburns.ca.

TALTA MEMBERSHIP MEETING

Thursday, September 19, 1996

"The Information Professional's Job Search"

Karen Melville, author of *The Information Professional's Job Search Guide* and a professor at the Faculty of Information Studies, University of Toronto, gave a very informative and helpful talk to TALTA members about successful job search strategies.

She emphasized the importance of networking as a means of finding a job. Very often positions that need to be filled are never advertised simply because someone at the workplace knew someone else who was looking for a job. On the other hand, if you do see an advertisement for a position and are unsure whether or not to apply for it, Ms. Melville recommended that if you have about 3/4 of the qualifications, you should submit your resume and cover letter.

Cover letters should be geared towards the position you

are applying for and not simply a form letter that is sent to all prospective employers. There are many ways of writing your resume but the most important thing to keep in mind is to make it brief. There is no need to detail everything you have ever done in your work life.

Since the meeting was very well attended, plenty of time was given to a question and answer period. The discussion became very lively as members recounted job interview stories and Ms. Melville offered her advice and opinion on a variety of questions. It was an excellent and very worthwhile evening.

To purchase a copy of *The Information Professional's Job Search Guide*, send \$15 payable to the University of Toronto to: Information Professional's Job Search Guide, Faculty of Information Studies, University of Toronto, 140 St. George St., Toronto, ON M5S 1A1.

Sally Gardian

TALTA 1996 Salary Survey Results

120 surveys were mailed to Toronto Area Library Technicians Association (TALTA) members; 69 surveys were completed and returned. This represents a response rate of 57.5%. Thanks to all who participated in the survey.

Of the 69 respondents, 64 are employed (includes 1 self-employed library consultant), and 5 are currently unemployed (includes 1 student).

EDUCATION

	<i>actual</i>	<i>%</i>
Graduate library technician	32	46.4%
Graduate library technician and other degree/diploma	26	37.7%
Student	8	11.6%
Other	3	4.3%
	<u>69</u>	<u>100 %</u>

YEARS OF LIBRARY WORK EXPERIENCE

	<i>actual</i>	<i>%</i>
Less than 1 year.....	10	14.5%
1-3 years.....	7	10.2%
3-5 years.....	3	4.3%
5-10 years.....	16	23.2%
10-15 years.....	15	21.7%
15-20 years.....	4	20.3%
20+ years.....	4	5.8%
	<u>69</u>	<u>100 %</u>

TYPE OF LIBRARY

(includes 2 people with 2 part-time jobs each)

	<i>actual</i>	<i>%</i>
School.....	3	4.7%
Public.....	15	23.4%
Special (Corporate profit, hospital, legal etc.)....	27	42.2%
University/College.....	10	15.6%
Government.....	2	3.1%
Non-Profit Organizations.....	4	6.3%
Other*.....	3	4.7%
	<u>64</u>	<u>100%</u>

*Other includes 1 library consulting; 1 technical publications; and 1 unspecified)

STAFF SIZE OF LIBRARY

(includes 2 people with 2 part-time jobs each)

	<i>actual</i>	<i>%</i>
1 person.....	6.5	9.9%
1.5 people.....	2	3.0%
2-5 people.....	21.5	32.6%
6-10 people.....	8	12.1%
10+ people.....	21	31.8%
No Response.....	7	10.6%
	<u>66</u>	<u>100 %</u>

MAJOR WORK RESPONSIBILITIES
(more than one response accepted)

	<i>actual</i>	<i>%</i>
Reference.....	39	15.0%
Cataloguing.....	29	11.2%
Serials.....	19	7.3%
Online Searching.....	20	7.7%
Current Awareness.....	15	5.8%
Acquisitions.....	25	9.6%
Circulation.....	29	11.2%
Interlibrary Loan.....	26	10.0%
Database Management.....	18	6.9%
User Training.....	19	7.3%
Other*.....	21	8.0%
	<u>260</u>	<u>100 %</u>

*responses included web team/Internet web page work; budget/library management, collection maintenance and development, Internet scanning, evaluation of new software products, technical support, management, local history, genealogy, technical editing, customer correspondence, printing preparation, shelving, materials processing, shelf-reading, policies and procedures, weeding, library bulletin, and public relations.)

EMPLOYMENT STATUS

	<i>actual</i>	<i>%</i>
Full Time (minimum of 35 hr/week)..	46	71.9%
Perm. Part Time	14	21.9%
Contract.....	4	6.2%
	<u>64</u>	<u>100 %</u>

SALARY NEGOTIATIONS
(includes 2 people with 2 part-time jobs each)

	<i>actual</i>	<i>%</i>
Negotiated by self.....	7	10.6%
Salary set by governing body.....	27	40.9%
Negotiated by Union/Prof. Assoc....	28	42.4%
No Response.....	4	6.1%
	<u>66</u>	<u>100 %</u>

GROSS ANNUAL SALARY
(FULL-TIME EMPLOYEES ONLY)

	<i>actual</i>	<i>%</i>
\$16,000-\$18,000.....	1	2.3%
\$18,001-\$20,000.....	0	0%
\$20,001-\$22,000.....	0	0%
\$22,001-\$24,000.....	0	0%
\$24,001-\$26,000.....	1	2.3%
\$26,001-\$28,000.....	1	2.3%
\$28,001-\$30,000.....	5	11.3%
\$30,001-\$32,000.....	6	13.6%
\$32,001-\$34,000.....	2	4.6%
\$34,001-\$36,000.....	7	15.9%
\$36,001-\$38,000.....	4	9.0%
\$38,001-\$40,000.....	3	6.8%
\$40,001-\$42,000.....	7	15.9%
\$42,001-\$44,000.....	2	4.6%
\$44,001-\$46,000.....	3	6.8%
\$46,001-\$48,000.....	2	4.6%
over \$48,000.....	0	0%
	<u>44</u>	<u>100 %</u>

HOURLY WAGE
(PART-TIME EMPLOYEES ONLY)

	<i>actual</i>	<i>%</i>
\$ 7.00-\$ 7.99.....	2	10%
\$ 8.00-\$10.00.....	3	15%
\$10.01-\$12.00.....	1	5%
\$12.01-\$14.00.....	2	10%
\$14.01-\$16.00.....	5	25%
\$16.01-\$18.00.....	4	20%
\$18.01-\$20.00.....	2	10%
over \$20.00.....	0	0%
No Response.....	1	5%
	<u>20</u>	<u>100 %</u>

EMPLOYER PAYS FOR TALTA MEMBERSHIP

	<i>actual</i>	<i>%</i>
Yes.....	15	23.4%
No.....	48	75.0%
Not Applicable (self-employed)..	1	1.6%
	<u>64</u>	<u>100 %</u>

EMPLOYER PAYS FOR OTHER PROFESSIONAL ASSOCIATION MEMBERSHIP

	<i>actual</i>	<i>%</i>
Yes.....	20	31.2%
No.....	43	67.2%
Not Applicable.....	1	1.6%
	<u>64</u>	<u>100%</u>

EMPLOYER PAYS FOR ATTENDANCE AT OALT/ABO ANNUAL CONFERENCE

	<i>actual</i>	<i>%</i>
Yes.....	24	37.5%
No.....	34	53.0%
Sometimes.....	1	1.6%
Never Asked.....	3	4.7%
No Response.....	1	1.6%
Not Applicable.....	1	1.6%
	<u>64</u>	<u>100%</u>

EMPLOYER PAYS FOR ATTENDANCE AT OTHER CONFERENCES

	<i>actual</i>	<i>%</i>
Yes.....	26	40.6%
No.....	35	54.6%
Partial payment.....	1	1.6%
Sometimes.....	1	1.6%
Not Applicable.....	1	1.6%
	<u>64</u>	<u>100 %</u>

(Survey results compiled by Joanne O'Driscoll)

Wish You Could Have Been There...

The 1996 OALT/ABO Conference, "A Delicate Balance", offered participants an opportunity to meet library technicians from other regions and other library environments, as well as the chance to update their library skills. Here is a sampling of the workshops held at the Cranberry Resort in Collingwood, summarized by two TALTA delegates:

Internet and Libraries

Marsha Hunt led this very informative workshop. We received an "Internet Starter Kit" which contained a wealth of information such as a comparison of Internet providers, a bibliography of books and articles about the Internet and the equipment needed to connect to the Internet. I particularly liked Oma Brett's bookmarks and the net surfer's glossary. The workshop was a wonderful aid to newcomers of the Internet.

Debbie Coombs

Cataloguing

Sandra Saddy, Librarian at the OPP Headquarters Library in Orillia, conducted a concise and thorough review of MARC Cataloguing. During the first part of the workshop, participants were kept busy sorting their 245s from their 740s. The second part of the workshop was a question and answer session. Technicians from school, public and special libraries presented troublesome cataloguing and technological questions, while the workshop leader and the other participants were quick to offer very practical solutions. Some of the very timely cataloguing issues discussed included providing adequate access points for music CD sets and compilations, cataloguing books with accompanying diskettes, possible formats for designating language in multilingual book collections, and cataloguing computer files.

Joanne O'Driscoll

FIS Continuing Education

The University of Toronto Faculty of Information Studies, or FIS, will be offering the following non-credit workshops. For a course brochure please contact Marcia Chen at 978-7111, fax 971-1399 or e-mail at conted@fis.utoronto.ca.

Authoring Your Own Web Page Using HTML

Friday, October 18, 1996, 9 a.m. - 4 p.m.

Preservation Planning

Friday, October 25, 1996, 9 a.m. - 4:30 p.m.

Internet Basics

Friday, October 25, 1996, 9 a.m. - 4 p.m.

The ISO Document Tidal Wave: The Impact on Document Management

Friday, October 25, 1996, 9 a.m. - 4:15 p.m.

Outsourcing Technical Services: Issues and Approaches

Friday, November 1, 1996, 9 a.m. - 4 p.m.

Websites: Design and Management

Friday, November 1 and Saturday, November 2, 9 a.m. - 4 p.m. (Fri), 9 a.m. - 12:30 p.m. (Sat)

Advanced Search Tools on the Internet

Friday, November 8, 1996, 9 a.m. - 4 p.m.

Building a Winning Team

Friday, November 15, 1996, 9 a.m. - 4 p.m.

From Librarian to Cybrarian: Taking Charge of our Future

Friday, November 15, 1996, 9 a.m. - 4 p.m.

Internet Basics

Saturday, November 16, 1996, 9 a.m. - 4 p.m.

Not Just Another Pretty Page: Business Strategies for a Web Presence

Friday, November 22, 1996, 9 a.m. - 12:30 p.m.

Designing and Delivering Effective Internet Instruction

Friday, November 29, 1996, 9 a.m. - 4:30 p.m.

Dewey 21: Changes and Updates

Friday, November 29, 1996, 9 a.m. - 4 p.m.

Creating Partnerships: Advantages and Pitfalls

Friday, November 29, 1996, 9 a.m. - 4 p.m.

Operating Your Own Information Service Business

Friday, December 6, 1996, 9 a.m. - 4 p.m.

Authoring Your Own Web Page Using HTML

Friday, December 6, 1996, 9 a.m. - 4 p.m.

Internet Basics

Friday, December 13, 1996, 9 a.m. - 4 p.m.

Advanced Search Tools on the Internet

Friday, January 10, 1997

The Power of One: Tactics for One-Person Librarianship

Friday, January 17, 1997

Websites: Design and Management

Friday, January 17 & Saturday, January 18, 1997

Cataloguing Internet Resources

Friday, January 24, 1997

Electronic Document Management: The Full Story

Friday, January 24, 1997

Internet Basics

Friday, January 31, 1997

September OALT/ABO Meeting

My name is Jeff Corbett, and I'm the new OALT Board of Directors Representative for TALTA. My position is a two-year term. My job is to take Toronto and area regional concerns to the five provincial wide meetings of OALT/ABO.

A bit about me. As well as a Toronto Regional member, I am also a member of the Halton/Peel Regional Branch. I am currently enrolled in the Library and Information Technician Program at Seneca College, Sheppard Campus in North York.

Within the annual four issues of TALTA's newsletter, ... In touch with TALTA, I will be giving an update of the activities of the provincial body, OALT/ABO.

At the September 21st meeting, we talked at length about the website that OALT/ABO will be posting soon and what information should be contained there. There is a revised copy of the OALT/ABO constitution that will be made available to the members shortly.

I look forward to hearing from Toronto Area Library Technicians Association (TALTA) members with questions and concerns about the profession that would apply to my position as Board of Directors Representative.

Jeff Corbett

OALT Board of Directors Representative

OALT/ABO Conference 1997

TALTA is hosting the 1997 OALT/ABO Conference which will be held at the University of Toronto during the weekend of May 8-11th. The theme is TRANSFORMATION - as society is transforming from a book world to a computer-linked world, the role of the library technicians must also transform. The committee needs ideas on the type of seminars that will be held - something for everyone - special, public, school/academic and government libraries as well as those that do not work in a traditional library setting.

I am interested in hearing from anyone that wants to help out in any way be it large or small. Please contact me at (416) 365-1110 x2345 (work) or (905) 855-0650 (home) or e-mail me at kennedyt@weirfoulds.com.

Thank you.

Theresa Kennedy

Chair, TALTA Conference 1997

... In touch with
TALTA