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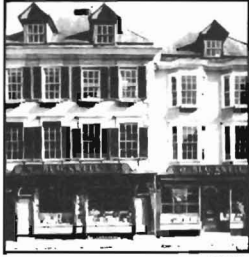
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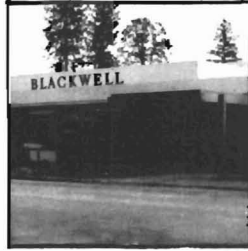
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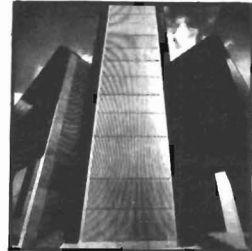
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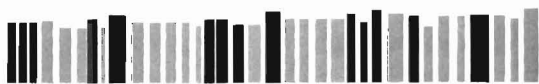
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The APLA Bulletin is the quarterly organ of the Atlantic Provinces Library Association whose object is to promote library service throughout the provinces of New Brunswick, Nova Scotia, Prince Edward Island, and Newfoundland, to serve the professional interests of librarians in the region and to serve as a focal point for all those in library services in the Atlantic Provinces, and to cooperate with library associations and other organizations on matters of mutual concern.

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Bulletin Deadlines

- June 1 No. 1
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News, notes and articles are welcome by the Editor at any time, but must arrive by the above dates to be included in the next issue. Don't forget the CLASSIFIED SECTION, to advertise positions, equipment, etc.

VOLUME 41 (1978) NUMBER 4

LETTER TO THE EDITOR

To The Editor:

Volume 41, Number 2 of the APLA Bulletin contained an article entitled *The Bookwheeler: A New Dimension in Bookmobile Service?* by Paul Cook, previous Regional Librarian. Since its publication we have received some inquiries about the "Bookwheeler". We wish to inform the readers that Western Region has gutted out the Bookwheeler and is using the Van for transporting boxed books. Why?

The factors are numerous, I think, if we examine the function of a bookmobile and compare that function with the work the "Bookwheeler" performed the reason for its overhaul becomes clearer.

Bookmobiles deliver a library service to individuals in a community. The patrons board the bookmobile, browse and select a book or two. The Bookwheeler delivered books to libraries or institutions acting as Book Deposit Stations. The librarian or interested individual in the community entered the van and chose books by bulk: five dozen westerns, 120 picture

flats, best sellers, etc. Granted, there was nothing undesirable about this service, but it was time consuming. Runs as long as 300 KM in one day did not allow the driver's time schedule to permit the librarian to browse through the shelves leisurely.

Dirt was another factor leading to the change. Travelling over unpaved roads caused dust to cover all the books. The staff is spared dusting time with the Boxed Books Service.

I would like to add that the circulation statistic 40,224 for 1976-77 was calculated by using a multiple of four for adult circulation and eight for junior circulation.

An alternative to the large Bookmobile is an interesting idea. Perhaps Mr. Donald Simpson, the Grolier agent in Truro, Nova Scotia would provide the interested reader with information on the hardiness of his van.

Pat Anglin
Western Region Librarian
Corner Brook, Newfoundland

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FROM THE PRESIDENT'S DESK

All segments of APLA have been busy in the last three months as Committees discharge their mandates and as we get ready for our 39th Annual Conference.

The Executive met in Halifax on the 14th of February and this report to the membership draws largely on the reports received and the matters discussed by that meeting.

On the Financial front, the Association continues to operate within the limits of the revised 1977/78 Budget. Arrangements have now been made for the accumulated surplus of the Association to be systematically invested in guaranteed investment certificates. This has been done in such a way that there will be a good increase in interest income without disrupting the cash flow of the Association.

Further to the requirement that a financial examiner be appointed, Ms. Pauline Home of the Halifax City Regional Library has agreed to serve. Ms. Home is a former APLA Treasurer.

The Finance Committee recommended that there should be no increase in dues or subscription fees for the coming year.

On behalf of the Aims and Objectives Committee, Councillor Howard Cogswell prepared an excellent summary of APLA self-study activities and recommendations in recent years. This will be included in the draft Procedures Manual to assist us in our future efforts in this area.

Membership stands at 257. Of 63 lapsed members from last year, 11 have renewed their membership. There continues to be some confusion about the nature of APLA memberships. Only individuals may belong to APLA. Institutions may subscribe to the Bulletin but are not eligible for membership. As a result of the efforts of the Committee on Relations with Other Organizations, a list of 175 potential members has been prepared. These persons will be contacted in early spring in conjunction with the distribution of information on the May Conference.

The Bulletin Management Committee reported that they are within their budget. Bulletin No. 2 cost \$1,116.60 to print and distribute. Bulletin No. 3 cost \$1,139.91. The change of printer and the adoption of offset has been the key to holding the line on costs.

The Publications Committee reported the successful distribution of a membership list although its value is somewhat limited in the case of the members who have used home rather than library addresses. The Proceedings were completed by Editor Christine Samek and have been distributed with the Conference Pre-registration package.

Eric Richards of the Library School has produced a KWIC Index to the "News and

Notes" section of the Bulletin for the past three and one-half years. The Publications Committee is investigating the extension of this Index and its availability to the membership.

The Committee has arranged for all issues of the Checklist to be microfilmed as one of the sale items of the Nova Scotia Legislative Library. Because the Checklist will be available in this way and in the APLA Archives, the Executive agreed to dispose of the excess stock on hand.

There was much discussion of the Publications Committee's recommendation that the Bulletin be converted to a bi-monthly "action-oriented" publication emphasizing news, items of regional interest, job advertisements, short articles, publications received, etc. The Executive generally approved of the concept but expressed doubts about the use of a "throw-away" format. The Committee was asked to bring some sample formats to the May Conference to seek membership reaction.

The Annual Conference will take place on May 5-7 at the Sir Charles Tupper Building, Dalhousie University. The theme will be "Changing the Library Environment". Last year, our theme of "Stretching the Library Dollar" emphasized what we can do in our libraries to make ourselves more efficient. This year we will look at changing external factors through marketing of the library and increased awareness of the political process as methods of influencing the priority society perceives for libraries. Our theme speaker will be Shirrell Cheda, Librarian of Seneca College and a former member of the Toronto Public Library Board. She will be assisted by a panel of persons from this area who have been involved in changing their library environments.

Features of this year's conference will be nine mini-workshops, open Committee meetings, the annual Merit Award dinner and the largest turnout of exhibitors in our history. Joan Moore and her Local Arrangements committee have done an excellent job in getting this Conference off the ground.

Our biggest disappointment has been the cancellation of the regional workshop program. In spite of good preparation by the planning committee, a variety of simultaneous events conspired to thwart our efforts. As President I felt the possibilities of serious financial problems were too great to allow us to proceed. The planning committee will be making recommendations for next year based on the hard experience of this year.

The Committee on Relations with Other Organizations has contacted fifteen organizations, all of which would welcome some form of liaison with APLA. I have written their Presidents to make the formal link with them and to invite them to send representatives

to our Conference to participate and to meet with the Executive and the Committee. I believe this is a large step forward towards the creation of a common front among Atlantic region library organizations.

The Bibliographic Center Committee reported that their activities were almost concluded with the completion and distribution of their much-awaited report. The Executive agreed that APLA could absorb the costs of this phase of the Committee activities. The Committee will be recommending alternative self-supporting methods to examine implementation of their recommendations and the BNA evaluation. Copies of the report will be sent to all APLA members and participants in the study.

The latest draft of the proposed Procedures Manual prepared by Lloyd Melanson was examined. Conveners have been asked to study their sections and make comments for the next draft which will be available at the Conference.

The Co-operative Storage Committee reported the completion of its work. Convener Agnez Hall has arranged for its production and distribution at no cost to APLA. The report will be sent to all members as well as participants in the study.

The Committee examining electoral matters reported that there are no clear directions as yet so they will not be recommending any changes in the constitution or By-Laws this year.

The confusion (at least in the President's mind) about the Alberta Letts Trust has been largely cleared up. Examination of the Trust Deed clearly shows APLA's responsibility for the operation of the Trust. In conjunction with the two committees concerned, revised terms of reference were drawn up and the committees were officially re-established as special

committees for the time being. They will recommend to the Conference that these committees be re-established as Standing Committees.

Members will remember the Resolution last year concerning the lack of an Atlantic newspaper in the Canadian Newspaper Index. I am sure we are all pleased to see that the Halifax Chronicle-Herald has been included in the Index effective January, 1978. Hopefully an increase in subscriptions from this region will justify this decision.

The next executive meeting will be at 9:30 a.m. on Friday, May 5, 1978 at the Kellogg Library, Dalhousie University. All conveners are welcome.

At the February CLA Council meeting, there were two matters of particular concern to APLA members. The proposed Interlibrary Loan Code was tabled until the reservations of many academic libraries concerning some problems which will be caused by the new code can be dealt with. These problems related to the deletion of several sections in the old code which protected the academic library from excessive demands particularly from outside its primary community.

The Council approved in principle a proposal that CLA become much more active in creating a local CLA presence. The nature of that presence and the relationship with groups such as APLA and NLA were subject to much debate. The matter is being handled by the Continuing-Education Co-ordinating Group.

Membership in CLA is climbing to the highest level ever.

Remember the APLA Conference on May 5-7 in Halifax. Bring yourself. Bring your 1977 Proceedings. Bring a new member.

Alan H. MacDonald

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THE NOVA SCOTIA ON-LINE CONSORTIUM

Betty Sutherland is Reference Librarian at the Bedford Institute of Oceanography, and Convener of the Nova Scotia On-Line Consortium.

"Not another library association," I can hear you thinking! Surely the last thing we need is another formal organization. Well Yes — and no! The Nova Scotia On-Line Consortium is not an association in the sense of having a constitution and executive, yet several of its members are bound by a formal legal agreement. Moreover, in many ways its *raison d'être* has changed dramatically over the four years of its existence. What began as simply the means of introducing on-line bibliographical searching to Nova Scotian libraries has become an organization actively involved in continuing education for library personnel, albeit in a specialized area of librarianship. It is, moreover, an excellent example of library cooperation, a cooperation born of necessity but continued because, well, it works! What then is the Nova Scotia On-Line Consortium and what does it do for librarianship in the region?

In March 1974 the National Science Library (now the Canada Institute for Scientific and Technical Information) introduced CAN/OLE (Canadian On-Line Enquiry) to the Canadian library world. This system would give libraries on-line access to several major scientific bibliographic databases¹. There was, however, a catch. In order to become a CAN/OLE centre, a library had to accept one of two options. It could pay a minimum monthly fee of \$542 plus \$12 per connect hour of actual usage, or it could agree to a \$700 monthly fee in return for which it would receive 15 hours of "free" searching before the \$12 per hour charge was imposed. In addition, the library would be responsible for the telephone charges from its location to Ottawa, where the computer was located. In both cases the costs involved were far more than any single library in the Halifax area felt it could afford. Yet area libraries did want to offer this new service to their users, and were prepared to contribute towards the cost of a single account for the Halifax area. And so the Halifax CAN/OLE Consortium, as it was then called, came into being in late 1974.

It began with six libraries signing a formal agreement to split the monthly membership fee (and, proportionately, the number of "free" searching hours) and the cost of a dedicated telephone line (Dataroute) to the Ottawa computer². The Kellogg Health Sciences Library volunteered to act as financial headquarters for the Consortium, setting up a deposit account into which the various members paid, and from which the monthly payments were sent to CAN/OLE and MT&T. Each library or sub-account received a monthly statement giving details of its usage of the system for the previous

month and a statement of its current balance. Because only one sub-account could access the system at a time, and because each database was "up" for only part of each day, the Consortium members also agreed to a schedule by which each library had priority access to the system for part of each day.

The Consortium therefore owes its original existence to financial necessity, but that need has now disappeared. In April 1974 a "pay-as-you-use" policy replaced the original guaranteed monthly fee. Then, in May 1976, CISTI established a communications network linking all regions of Canada with the CAN/OLE system in Ottawa, with Halifax as one of the regional nodes. Charges for access to this network were incorporated into the hourly database rates. The arrival of the Datapac communications network late in 1977, and the introduction, in January 1978, of full-day availability of all databases, eliminated any need for scheduling access to the system.

With the financial and scheduling incentives no longer present, there would seem little point in the Consortium's continued existence. Yet it thrives! By January 1978 its membership had risen to fourteen academic and special libraries³. Although all but one, Acadia University, are located in the Halifax-Dartmouth area at present, membership in the Nova Scotia On-Line Consortium, as it was renamed in June 1977, is open to all Nova Scotia libraries offering on-line bibliographical searching as part of their reference service.

What does the Consortium do? To begin with, it provides a forum for the exchange of ideas and the sharing of experiences. The representatives attending Consortium meetings are all librarians who are actually using the on-line systems on a day-to-day basis. Many of them are searching more than one of the major systems—CAN/OLE, QL Systems, MEDLARS, Lockheed's DIALOG, and Informart's ORBIT. As anyone who has done on-line searching can attest, it is difficult to keep up-to-date with the changing idiosyncracies of the various systems and the continuing and rapidly expanding number of available databases—over 100 at present, covering all subject areas. For this reason alone, it is good to be able to get together to discuss mutual problems. Inevitably, a library tends to search certain databases more than others, and therefore many of the members have agreed to perform searches on databases in their particular field of expertise for other member libraries, charging only for actual out-of-pocket expenses. In addition, several participants have given in-service training sessions for staff of other member libraries. Finally, eight of the libraries continue to pay their CAN/OLE accounts (and, in four cases, all their on-line

system accounts) through the Consortium's central billing system. This account offers the further advantage of allowing participants to deposit excess funds at the end of the fiscal year.

The Consortium's concerns extend beyond helping its own members. Two Consortium representatives presented a programme outlining its services at a Halifax Library Association meeting in September 1977, and two others will be giving a workshop in the whats, whys and hows of on-line services for all types of libraries at the APLA conference in Halifax in May. Moreover, in an effort to make on-line searching available to users of libraries which do not yet feel able to offer such services themselves, seven Consortium members have agreed to perform searches in their fields of expertise for outside users, on a cost-recovery basis⁴. The value of such a service to public and school libraries will increase, as more databases covering non-specialized literature come available.

But perhaps the Consortium's most significant contribution to both its own members and other libraries and librarians in the region is in the field of continuing education. Members soon realized that effective and cost-efficient searches can be performed only when the searcher knows both the system and the database structure thoroughly. The Consortium has therefore initiated what is expected to be a continuing programme of database-and/or system-oriented workshops. The first, held in January 1978, featured Chemical Abstracts Service, and was led by Beth Langstaffe, a senior CAS indexer/editor. Sixty-two people, representing fifteen different institutions in Nova Scotia and New Brunswick, including thirty-six Dalhousie library school students and faculty, attended the first day's session, which was co-sponsored by the Dalhousie University School of Library Service. After a general overview of the services offered by Chemical Abstracts Service, Ms. Langstaffe went on to describe in detail the contents of the various printed tools published by CAS, including *Chemical Abstracts* and its volume indexes, and *CASSI (Chemical Abstracts Service Source Index)*, and how to use them effectively. Twenty-six were present for the second day's session which featured an intensive examination of CAS's computerized files — CA Condensates (CACON) and CA Subject Information Alert (CASIA). Attendance at this session was deliberately restricted to persons already familiar with on-line searching techniques, in order to allow the instructor to concentrate on the content and structure of the files. On the basis of the positive response to this first venture, plans are already underway for a similar workshop, covering BIOSIS Previews, to be held late in 1978.

In a recent article in the *APLA Bulletin* based on his theme address at the 1977 APLA conference⁵, Alan MacDonald reminded us of the increased need for library cooperation in an era of fiscal restraint and retrenchment. He

suggested that we "pool our risks to get things which none of us might do for ourselves." The Nova Scotia On-Line Consortium is living proof of the advantages of doing just that.

FOOTNOTES

¹For a recent description of CAN/OLE, see James Heilik, "Canadian On-Line Enquiry: making the information explosion more manageable," *Canadian Library Journal*, 33(6), 1976, pp.505-507.

²The six original members were the Kellogg Health Sciences Library and MacDonald Science Library of Dalhousie University, St. Mary's University, Bedford Institute of Oceanography, National Research Council of Canada Atlantic Laboratory, and the Maritimes Regional Library of Environment Canada. The Environment Canada library was replaced soon afterwards by Nova Scotia Technical College.

³Current member libraries include Acadia University, Bedford Institute of Oceanography, the Killam, Kellogg and MacDonald libraries of Dalhousie University, Defence Research Establishment Atlantic, Maritimes Regional Library of Fisheries and Environment Canada, Mount St. Vincent University, National Research Council of Canada Atlantic Laboratory, Nova Scotia Department of the Environment, Nova Scotia Power Corporation, Nova Scotia Research Foundation, Nova Scotia Technical College, and St. Mary's University.

⁴The seven libraries are Bedford Institute of Oceanography (marine sciences); Dalhousie Killam (social sciences, humanities, and business); Dalhousie Kellogg (MEDLARS); Dalhousie MacDonald (sciences); Nova Scotia Research Foundation (technology); Nova Scotia Technical College (for engineers and architects); and St. Mary's University (all subjects). Contact Betty Sutherland, Consortium convenor, for further details.

⁵Alan H. MacDonald, "The constraints of restraint—doing more with less," *APLA Bulletin*, 41(3), 1978, pp.55-58.

AN OUTLINE FOR ORGANIZING LIBRARY PROGRAMS AND FOR LIBRARY PUBLICITY

Lynn Murphy is Community Services Librarian at Dartmouth Regional Library (Part One). Mary Jane Maffini is Publicity Assistant at Dartmouth Regional Library (Part Two).

PART ONE

The nefarious aim of library programming is to lure the public into the library where we may then dazzle them with the variety of modern library services, the range and depth of our collections, and the obvious relevance of our institution to every aspect of their daily lives. Or, "You mean you really lend out records of singing whales?" Although the latter stages of organizing a panel discussion on a controversial issue may feel like a three-ring circus, programming's primary purpose is not entertainment, but advertising: promoting library resources and services. Far from being a grill, library programming is an essential element in involving the public in an active and responsive community agency whose clientele is everybody.

A season of programming should be designed to appeal to all ages and a variety of educational and socio-economic backgrounds — formerly known as young and old, rich and poor. (Ah, *garçon!* Thy name is Librarian! — that is, Information Specialist.)

Programs may include discussions of current issues, demonstrations by crafts people, films, slide lectures by scientists or travellers, and guest appearances by authors.

Stage One: Planning

Planning programs seasonally rather than one at a time will help to ensure a balance of offerings having different audience appeal. While older people are worrying over how to cope with "Retirement", teenagers are interested in "Stalking the Wild Summer Job". "Caribbean Cruising on the S.S. Caviar" will attract more affluent travellers than those who are simply wondering how to take three children camping in Cape Breton and come back sane. No one program will draw in everyone, so don't be afraid of aiming occasionally at one particular group, as long as others are not forgotten.

Do-it-yourself and money-saving programs are relevant to most people just now, and reference and circulation staff may report a demand for books on well-digging, doll-making, or how to start your own business. Any of these could be the subject of a program.

The library does not want to compete with other groups such as the Y or Continuing Education which may already have courses or workshops on, say, Karate or belly-dancing. But

you might still fill a need by choosing an unusual aspect of the subject: rather than a karate demonstration, have a talk on the philosophy of martial arts — perhaps renamed for a YA audience, "The Secret Mind of Bruce Lee". Or how about a workshop on making belly-dance costumes?

Some community organizations will co-sponsor a program with the library: they can be very helpful in recommending books and speakers, in spreading publicity through their own public relations network, and sometimes in providing a core audience for the program.

Program topics should be settled about four months before the start of the season. Then it is time to set dates and reserve the room or auditorium where the event will take place. If you have a space you use regularly for free, it doesn't hurt to book two or three extra dates in case something special comes up — "Marijuana Legalized", say, or "Cape Breton Leaves Confederation". A series on one topic that will bring in the same people regularly should probably be kept in one time slot so people can set aside "every second Tuesday" to go to the library. But if other programs are scattered through the week, you won't be competing with class night or volunteer meetings every time.

A press release on the season as a whole should go out about a month before the first program, an annotated calendar of events should be run off for distribution to library users.

Stage Two: Organizing

Once the season as a whole is planned, work begins on the individual programs.

Book films at once, especially if you've chosen them, as I often do, from Whole Whatsit Catalogs, Last Whole Film Catalog, New Women's Survival Sourcebook, useful, but they date quickly.

Whole-earth distributors move to San Francisco, go bankrupt, or go back to the land, and it can take a while even to track them down. Even National Film Board may have other plans for "your" film on May 3, so book early. It is essential to preview films, and if you plan to combine them with a lecture or panel, the speakers should also see them ahead of time.

Speakers too must be approached well in advance. Local clubs and organizations can often suggest someone knowledgeable and articulate. People too tied up to accept your invitation will go out of their way to find an alternate. One speaker on a panel discussion

may recommend others, but here it's wise to check out, if the issue is controversial, that both sides of the story are being told.

This doesn't necessarily mean that you must have the extremists on both sides, although with a strong moderator and strict rules it might be very interesting; but neither does it mean that your panel must keep to the exact middle of the road, as long as all points of view have a fair chance of being heard.

In a program on Welfare mothers, immigrants, teenagers — invite some of the people most directly concerned as well as the inevitable social workers. I once saw a television panel on rape which featured two sociologists, one police officer, one psychologist, one journalist, and a member of the clergy — not one a woman! It lacked a certain credibility.

I try to find out a little about potential speakers on the grapevine before approaching them directly — what if the eloquent columnist "errrs" and "umms" before live audiences? What if the speaker on racial problems is known to the black community as Uncle Tom? You want to know this before you've extended any invitations.

It's fastest to engage speakers by phone; you can also hear how they speak, and agree on the basic approach their presentation will take. Follow this up with a confirming letter giving time, date, and place of program, names of other speakers if any. Mention the fee or specify that there is none, state the capacity of the meeting room, and ask for suggestions for pamphlets, books for the booklist, or improvements in the program. If audio-visual material will be used, confirm the availability of equipment. Speakers should also be asked whether they object to media interviews: very few mind newspapers, but many don't wish to go on radio or TV.

If the program is being co-sponsored with another group, it may be wise to point out that, while suggestions are welcomed, booklists produced for programs are library publications and may well reflect views other than those of the co-sponsoring group. Don't co-sponsor anything too controversial; do the program by all means, but keep the choice of speakers in library hands.

Illustrations for posters and booklists are a problem if you have no artist on staff, and no community volunteers. But if there's a beautiful line drawing in the new book that came in last Tuesday, what does copyright say? I don't know, but fear not. Write to the publishers for permission to use their picture on a poster or booklist advertising your free program. I also enclose a rough handlettered mockup of the poster to show them how the illustration will be used. The letter should go out at least two months before the program, as they are often slow in replying. They almost always say yes, however, and if not you can go back to fancy lettering. Some publishers like to get a copy of

the final poster (there they sit, on Fifth Avenue, saying "Musquodoboit?" in stunned voices).

Booklists are an important prop for programs: handouts that can make an audience aware of all the library materials bearing on the topic they've come to hear about. Annotated booklists can promote vertical files on current issues as well as books, films, records and periodicals. Reserve early, so that booklists simmer along as the season progresses — it saves having to throw them together at the last minute. If the program is co-sponsored, the partner group may want to use and distribute free copies of the booklist. If not, offer it to places that could use it — a sports equipment store may keep "Choosing Hockey Equipment" beside the cash register; the health food store may pass out "National Cooking"; the annual flower show may stack your gardening booklists near the first-prize winnes. Good booklists prominently displayed in the library may be in demand for as long as two years. And your more earth bound Readers Advisors, encountering Ravening Fandom, will bless the hand that wrote the "Beginner's Booklist of Science Fiction."

Stage Three: Publicity

A month before the program, send out posters to your standard mailing list, and to anyone else likely to have a special interest in the topic. We have a supplementary YA mailing list, and your local situation may suggest others to you.

Three weeks before, send press releases and public service announcements to all the media. They won't read it on the air, but the more detailed press release may inspire someone at the radio station to call you or a speaker for an interview.

About two weeks ahead, posters and booklists may go on display within the library — not much sooner, or they'll be stale. Call speakers to remind them of the date. Bring moderators and members of panels together to outline the structure of the presentation, and agree on who will cover which aspects. Don't let them have too much fun at this pre-game warmup, or they'll settle all their differences and the program will fall flat.

If the program is particularly exciting to you, or if it ties in well with some other event in the news, there is no harm in encouraging media coverage during the last week or so with a phone call to point out how newsworthy is this "Study of the Life-Cycle of the Spruce Budworm." But don't do this everytime, as they're busy people who already have copies of your press releases. However, if it really is something out of the ordinary, they'll be glad you reminded them.

Stage Four: Setting Up

The day of the program, put the meeting room in order. Promote library use with posters and book displays. If books cannot be checked

out on the spot, have reserve slips on hand. Put out stacks of fliers advertising the library; the seasonal program list; and any relevant booklists — the people who come to “Furniture Refinishing” might also like to see last year’s booklist on “Interior Decoration.”

Check that audio-visual equipment is functioning properly and set it up ready for use. Recorded music may be relevant to the program — play the *Star Wars* soundtrack for the science fiction book discussion — but even if it isn’t, there’s nothing wrong with pushing your record collection.

We serve coffee (or for YA’s hot chocolate) at the half-way mark. However nutritionally valueless, it feels good on a cold winter night.

Introduce speaker. Shut up. Sit down. Relax.

Stage Five: Followup

The day after the program, write up the program report, send off thank-you letters to speakers, return films, and remove all outdated posters.

You too can be an impresario.

PROGRAM CHECKLIST

- A) 1. Name.....
- 2. Date.....
- 3. Staff Organizer.....

B) SPEAKER(S)

| | <u>Name</u> | <u>Phone</u> | <u>Booked</u> | <u>Conf.</u> | <u>Thanks</u> |
|-----------|-------------|--------------|---------------|--------------|---------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| Moderator | | | | | |
| 5. | | | | | |

C) FILMS

| | <u>Booked</u> | <u>Confirmed</u> | <u>Previewed</u> | <u>Price</u> |
|----|---------------|------------------|------------------|--------------|
| 1. | | | | |
| 2. | | | | |

- D) BOOKLISTS: (A) Illustration: Chosen, Permission Requested, Permission Granted
- (B) Books: Reserved, Annotated, Typed, Printed

- E) POSTERS: (1) Illustration Chosen (2) Permission Requested (3) Permission Granted
- (4) Mock-up (5) Printed (6) Mailed (7) Distributed

- F) PRESS RELEASES AND PSA'S
- G) PROGRAM REPORT WRITTEN

REPORT ON PROGRAMS AT DARTMOUTH REGIONAL LIBRARY

SUBJECT:

DATE:

TIME:

SPEAKER, IF ANY:

SPEAKER'S ADDRESS & PHONE NUMBER:

LENGTH OF PROGRAM:

AUDIO VISUAL EQUIPMENT USED, IF ANY:

DISCUSSION PERIOD?: YES _____ NO _____

BOOK LIST?: YES _____ NO _____

BOOK DISPLAY?: YES _____ NO _____

REQUESTS TAKEN?: YES _____ NO _____

NUMBER OF PEOPLE PRESENT:

PRESS OR MEDIA:

ADVANCE INTERVIEWS:

CAME TO PROGRAM:

REMARKS:

PART TWO

Why publicity? Your community is full of people who have no idea that the library offers newspapers, records, magazines, car manuals, films and other special services. The facilities you take for granted are news to them. Spreading the good word will help dispel the lingering spectre of libraries stuffed with dusty classics and dispeptic librarians. Exorcise that ghost. Instead, actively promote the library as a friendly, helpful place, an information centre — useful and accessible to the average person. Occasionally this will involve preaching to the converted. Even the most frequent users need to be kept informed of new services, additions and acquisitions as well as schedule and policy changes. Keeping a high profile in the media will pay dividends if you want people to think of the library first for information.

A library publicity program begins with methods that are effective, available and cheap. Press releases, public service announcements, radio spots, newspaper fillers, posters and displays all fit the description. Other useful means include classified ads, free space in advertising fliers and contributions to neighbourhood newsletters.

The local papers will be receptive to your releases if you stick to a few basic guidelines. Make sure they're news! Additional services, new schedules, major policy changes, board decisions, visiting speakers, programs, important gifts and the forthcoming season of children's activities are all of interest to the community.

Form is important. Type all releases and make each sentence a separate paragraph. Answer the five W's (Who, What, When, Where, Why) in the first paragraph, keeping sentences short and straight forward. The human interest approach will catch readers' attention, but avoid anything cute. You can pick up pointers on style by scanning well-written published releases from other organizations.

Send your releases to the daily papers, community entertainment guides, and weekly community papers. A phone call to each will give you their deadlines. You can stimulate further interest by sending them to researchers for local radio and T.V. programs. This frequently leads to interviews, a very effective means of promotion for your library. Save time and confusion: include the name and phone number of a knowledgeable contact person. Posting press releases for all staff to read can also prevent embarrassing communication gaps.

Releases accompanied by photographs are more likely to be read. Arrange these by phone with the newspapers several days in advance whenever there is a good visual element. Unusual displays, presentations and awards for children's reading programs make attractive shots. It helps to write down the names of the participants in advance for the photographers. Double check spellings! A typed release is also

appreciated, although it may not always be used.

Public service announcements seem to be the best publicity bargain. Send them to all radio and T.V. stations, entertainment guides, school newspapers when appropriate, and the local newspapers. Check to see how many different departments print them and mail a separate copy to each. Again, answer the five W's concisely. Mail, rather than phone them in. This saves time and error. Radio announcers will have less trouble reading PSAS if they are typed in capital letters and double spaced.

As well as airing your announcements, some stations may give free time for radio spots. These are a lively means of highlighting new books, special services, seasonal themes, etc. Unlike news releases, they should be personal and informal. Catch interest with the first sentence and use "you" frequently. Emphasize how materials can be used. Whenever possible, mention Canadian materials in your spots. Staff members are a rich source of ideas. Ask them.

Radio spots should always be typed, double spaced in capitol letters, one per page for broadcasters' convenience. It is also considerate to avoid tongue-twisters and to give phonetic pronunciations for unusual words. Be brief: a 30 second spot will be about 65 words. You can get more mileage from spots if you send them as fillers to local newspapers also.

People who miss your media efforts, may still spot program posters. Keep an organized and updated poster mailing list and include specially targeted groups for specific events.

Besides posters, displays take your message out to the community. Colourful posters, magazines, films and other library materials tie in with many themes: elections, seasons, holidays, hobbies and conventions. Our branch library, in a shopping centre, has the advantage of generous display windows. Local stores, clubs and craftsmen are often pleased to lend props. A display of materials from a model railroad association, a custom jeweller, a furniture refinisher or a camping supply shop, sprinkled with related library books will attract a variety of new visitors.

You can also reach specific interest groups through classified ads. These are quite inexpensive. For instance, a 12 word ad in the Halifax-Herald and Mail-Star will run for 6 days at a cost of \$7.92. When you book an ad, be sure to choose the appropriate section and include your telephone number.

Local weeklies may provide space for a regular report written by library staff. Articles with a unified theme, briefly describing a number of books on one topic seem to be preferred to book reviews.

Both the daily and the weekly papers will often co-operate in highlighting a library service such as pre-school storytime or Talking Books. Special publicity efforts will meet with

greater success if you avoid busy periods around Christmas and municipal budget preparation. Of course, each publicity program will be unique, determined by staff time limits, special talents and temperament. A good program will undergo subtle changes

continuously. Mailing lists evolve, editors come and go, radio stations alter policies and newsletters spring into existence. Watch for new and imaginative ways to get your message across. Flexibility is the key to keeping the public informed and interested.

INTER-SCHOOL LIBRARY LOAN OF AUDIO-VISUAL MATERIALS

Margaret Ross is Supervisor of Library Services, Halifax City School Board.

Interlibrary loan of A/V materials in Halifax city school libraries has proved to be a popular extension of the services offered to staff and pupils in 1977-78. Since October 1, 1977, filmstrips, slides, records, study prints and kits presently held in 42 elementary and junior high libraries have been made available to all schools serving Primary to Grade 9 students in the city. These collections are augmented by a centralized collection of A/V software in the Library Department office. The endorsement of the interlibrary loan was given by the school principals at a meeting held in June, 1977, with the approval and encouragement of the Director of Education, Arthur T. Conrad.

The interlibrary loan serves three purposes:

1. sharing of materials amongst many schools
2. providing information concerning suitable materials for ordering
3. preventing unnecessary duplication of the same item in the school library system

The result is better and wiser expenditure of the library dollar.

The immediate response from teachers throughout the city with requests for these materials, has proved the value of this additional service. The A/V materials include topics covering an extensive array of subject areas: communities, history, geography, science and literature. Easy reading, folk tales and fictional

stories in dramatic presentations prove to be popular with both younger and older students. The wide variety of materials available to teachers and librarians provide opportunities for enrichment of learning situations in classrooms and libraries.

The A/V Union List was compiled by the Supervisor and six library consultants, who work in the elementary and junior high schools in Halifax. The titles are arranged in Dewey order under suitable subject headings. Each of the ten general divisions of knowledge are colour coded. Suitable abbreviations for schools and publishers have been assigned to facilitate easy access to the items listed.

Interlibrary loan forms were designed and the Halifax School Board courier service delivers the A/V software from school to school. The loan period of one month can be extended if the material is not needed in the parent school. The requests go to the library assistants in their respective libraries and are filled immediately unless the materials are needed at the time in a particular school.

A supplement to the Union List was prepared in the fall of 1977 and has been distributed. An annual supplement will be issued each fall. It is possible that this service may encompass the four high school libraries at a future date.

THE EXPERIENCE OF ONE SCHOOL LIBRARY WITH THE AAU/BNA PROJECT

Mary Louise Mills is Librarian at Queen Elizabeth High School, Halifax.

My purpose in writing this is the result of a promise made to several librarians at the A.P.L.A. Conference in Charlottetown May 6-8, 1977. At that time we had assembled to hear more information on various centralized, computerized cataloguing systems. Anna Oxley, project co-ordinator of AAU/BNA (Atlantic Association of Universities/Blackwell North America) project, mentioned that Queen Elizabeth High School Library in Halifax was presently trying this system. Queries arose as to why a school library would want in on a complicated system that even large public libraries were hesitant to join. As librarian at Queen Elizabeth High School, I tried my best to answer these questions and promised, since I had had no returns to report on as yet, to share our findings at a later date.

Why did I volunteer to try B/NA at our school? To begin with, I am keenly in favor of preprocessed library materials for school libraries. I began my library career in 1973 as a consultant to eight elementary and junior high schools in the Halifax City school libraries system, and we relied heavily on preprocessed materials. The four high school libraries in Halifax each have a full-time librarian plus a support staff, so were able to do their own cataloguing and processing. When I moved to a high school situation, I took with me my predisposition towards preprocessing, even

though I reluctantly agreed that certain items had to be ordered from publishers and cataloguing done when received.

When Anna Oxley spoke to us (library consultants and high school librarians in the Halifax school system) in late February 1977, the AAU/BNA project seemed worth a look — even a try. The high schools seemed a logical place, and I was a logical candidate (especially since I was the only volunteer!). A six-month trial period was agreed upon.

All arrangements were made through Anna Oxley. I received a "profile" through her on March 8, 1977. We conferred on this on March 28, sent the profile (to the B/NA headquarters in Oregon) on March 29, and she called to give me the "go ahead" on May 30. (There is at least a six-week waiting period while the profile is established in the Oregon computer.)

On June 8, 1977 we sent a trial batch of one hundred titles, and on June 28, received word that the cards for these had been received by the Nova Scotia College of Art and Design. Fortunately, we were able to retrieve them easily, and no further shipping mistakes were encountered. As the library was closed during July and August, no more titles were submitted until September. The following table indicates the length of time encountered, and the success in receiving cards for titles submitted. (It should be noted that we did not use the microfiche title index and were, therefore, "taking our chances" with the titles submitted.)

| DATE SENT | DATE RECEIVED | DAYS INVOLVED | CARDS RECEIVED | OUT OF | % |
|-----------|---------------|---------------|----------------|------------------|-------|
| June 8 | June 28 | 20 | 65 | 100 ¹ | 65.0 |
| Sept. 16 | Oct. 21 | 35 | 23 | 23 | 100.0 |
| Sept. 20 | Oct. 21 | 31 | 21 | 23 | 91.3 |
| Sept. 28 | Oct. 21 | 24 | 24 | 25 ² | 96.0 |
| Sept. 29 | Oct. 21 | 23 | 22 | 23 | 95.7 |
| Sept. 29 | Oct. 21 | 23 | 17 | 23 | 73.9 |
| Oct. 6 | Nov. 2 | 27 | 14 | 23 | 60.9 |
| Oct. 7 | Nov. 2 | 26 | 10 | 23 | 43.5 |
| Oct. 7 | Nov. 9 | 33 | 16 | 23 | 69.6 |
| Oct. 11 | Nov. 9 | 29 | 16 | 23 | 69.6 |
| Oct. 12 | Nov. 9 | 28 | 14 | 23 | 60.9 |
| Oct. 12 | Nov. 9 | 28 | 11 | 23 | 47.8 |
| Oct. 13 | Nov. 9 | 27 | 16 | 23 | 69.6 |
| Oct. 14 | Nov. 9 | 26 | 14 | 23 | 60.9 |
| Oct. 28 | Nov. 21 | 24 | 15 | 23 | 65.2 |
| | | | 298 | 424 | 70.3 |

The advantages of joining such a system as the AAU/BNA project are great, and are discussed in more detail elsewhere³. For us, the school librarians, the main advantages involve eliminating cataloguing, typing, and reproduction of cards. Future bibliographic advantages and access to an extensive union catalogue would, no doubt, be of use to us sometime in the future. Having tried approximately three hundred sets of cards, I shall not try to point out some of the problems encountered.

To begin with, the card stock is good, the print quite legible, and the information complete (so complete in fact, that school librarians use to quite simplified cataloguing might be overwhelmed by indications of bibliographies, indexes, ISBN numbers, and B/NA numbers).

The carefully prepared profile eliminates problems involving overly-lengthy Dewey numbers, incorrect cuttering, or missing juvenile prefixes. It gives the option of Library of Congress (LC) or Dewey classification, but unfortunately for most school libraries, uses only LC subject headings not Sears. I vowed to overlook this while trying the system, and interfiled LC subjects into our Sears-dominated card catalogue. In many cases subjects were the same or only slightly different. In quite a few cases, I would have preferred LC. As a matter of fact, the latest edition of Sears has been changed in several areas, bringing it closer to LC and making it much more precise. The following is a random sampling of differences which occurred during the trial period. (I was using the 10th edition of Sears at the time, so you will notice that many differences have been resolved in the 11th edition).

| LIBRARY OF CONGRESS | SEARS (10th) | SEARS (11th) |
|-----------------------------|----------------------------|--------------------------|
| Assertiveness (Psychology) | (DOES NOT APPEAR) | (SAME AS LC) |
| Automobiles, Racing | Automobile racing | (SAME AS 10th) |
| Birds, Protection of | Birds — Protection | (SAME AS 10th) |
| Broadcasting | (DOES NOT APPEAR) | (SAME AS LC) |
| Children — Management | (SAME AS LC) | (DOES NOT APPEAR) |
| Children's rights | (DOES NOT APPEAR) | (DOES NOT APPEAR) |
| Cities and towns — Planning | City planning | (SAME AS 10th) |
| Cruelty to children | (SAME AS LC) | Child abuse |
| Economic history | Economic conditions | (SAME AS 10th) |
| Energy policy | (DOES NOT APPEAR) | (SAME AS LC) |
| Feminism | (DOES NOT APPEAR) | (SAME AS LC) |
| Land settlement | Colonization | (SAME AS LC) |
| Numeration | (DOES NOT APPEAR) | (DOES NOT APPEAR) |
| Paper work | Paper crafts | (SAME AS 10th) |
| Rock climbing | Mountaineering | (SAME AS 10th) |
| Serigraphy | Silk screen printing | (SAME AS 10th) |
| Textile fabrics | Textile industry & fabrics | Textile industry/Fabrics |
| Women — Psychology | Woman — Psychology | (SAME AS LC) |

While these differences may not amount to much, one has to decide on a standard. Should one switch to LC subject headings (and what of all the old Sears?), or try to use both?

Minor difficulties arose in the classification as well. Some of these might very well have been corrected by reviewing the profile, as AAU/BNA suggested we should do following our trial period. The main example of this is preferring the subject area to 921 for biographies (e.g. doctors, performers, sports persons, artists, etc.). Other problems — like our preference for classifying Canadian literature in 819 — might not be as easily accomplished.

During this trial period, I kept my colleagues in the Halifax City system aware of the situation. On November 25, 1977 we met together and I was to report on the B/NA experiment and make some suggestions. While I had compiled statistics and taken sample cards, I had yet to decide whether to continue. The results of that meeting made it clear to me that, for the moment, there were cheaper (and better, for us

— the school librarians) sources of preprocessing. For example, the following jobbers used by our system charge the rates indicated:

| | FULL PROCESSING ² | KIT |
|-----------------------|---------------------------------|--------|
| Baker & Taylor (U.S.) | \$.89 | \$.39 |
| Co-op Abridged | .86 | .72 |
| Co-op Full Dewey | 1.14 | 1.00 |
| Josten's (U.S.) | .87 | .38 |
| Saunders | .89 | .55 |
| Scholar's Choice | .89 | .59 |

When comparing these prices to AAU/BNA's \$1.00 per set of cards and labels, it would seem wise for school libraries to continue with fully processed materials from jobbers. At the moment our percentage of orders being filled is high so this, naturally, tips the scales. This comparison is rather unfair as the AAU/BNA project is a service which will entail much more than simply catalogue card sets. It should be noted, too, that AAU/BNA supplies cards sets and labels for titles

submitted, not whole materials which have been pre-processed. The jobbers are in business to make money and, though efficient at turning out preprocessed materials, they are certainly not interested in the service aspects of a co-operative centre.

The AAU/BNA project is really just getting started, and I'm sure there will be numerous future advantages in sharing the resources of other Atlantic libraries. At present, there is much discussion of library co-operation, and our own province of Nova Scotia has set up a library committee or "task force" to investigate and recommend. This makes me hesitate in suggesting the AAU/BNA project to other school libraries. Above all, the very fact that most school libraries in Nova Scotia receive only \$1.00 per capita for library materials (including processing) makes the whole area of preprocessing look bleak for school libraries, especially when it's difficult to get money to staff these libraries.

My recommendations for school libraries are to consider well before jumping into AAU/BNA. I for one will wait a while longer, simply because our concerns at the moment are for the cheapest preprocessing available. But

for others (university, special, public), it's worth a close look. Read up on it⁶, ask questions, see it in action. I'd be happy to answer any questions that might arise from the rather sketchy coverage in this article. Finally, Anna Oxley is the resident expert. She's very informative, available, and willing to expound the project, as well as listen to (and try to correct) the problems of the users.

FOOTNOTES:

¹This was the original trial batch, and 100 was an easy figure to work with.

²The order forms allow for 23 titles — in this case, we submitted two sheets which were almost identical with the exception of two titles (due to human error), making this 25 instead of the usual 23.

³See Travis, Mary Eileen. "Self-sufficiency or sharing resources — what's it to be." *APLA Bulletin*, Vol. 40, pp.107-110, as well as the various committee reports (e.g. APLA Bibliographic Centre Committee, APLA — Cooperative Storage Center Committee, BIBCAP) presented at the 1977 A.P.L.A. Conference.

⁴Full processing includes all catalogue cards, plus a mylar jacket, borrowers' card, pocket, and spine label attached.

⁵Kits include catalogue cards, plus borrowers' card, pocket, and spine label unattached.

⁶Oxley, Anna. *AAU/BNA Project: systems description*. Halifax, N.S., Dalhousie University Printing Centre, 1977.

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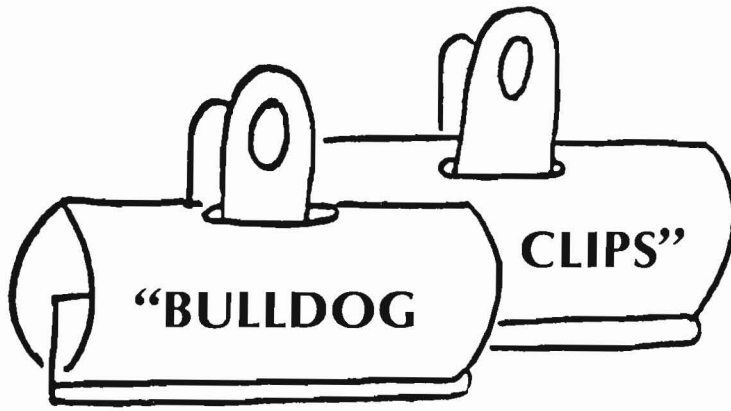
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*Alice W. Harrison is Associate Librarian,
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Conservation of Library Materials ENVIRONMENTAL CONTROL

The first two issues of "Bulldog Clips" were devoted to suggesting books and periodicals about the conservation of library materials that a librarian might want to have on a bookshelf for handy reference or to use as a background on the subject.

In this issue the discussion is concerned with environmental control for the preserving of library materials. It is of little use to spend funds for proper cleaning, treating and restoration of materials if the factors that have been causing deterioration are not corrected. Problems will just reoccur.

In a booklet, recently published by the Library of Congress, mention is made of the "deterioration of millions of books on the shelves of American libraries (being) one of the most crucial problems facing the scholarly world today", and that "members of the Association of Research Libraries report that a large number of the more than 220 million books in their collections are similarly endangered."¹ This would be true in the libraries of Canada. This is not new knowledge. Warnings have been sounded for a long time. It was the concern of a library conference in 1969 because librarians were worried at the time that the deterioration of library materials had accelerated to alarming proportions.²

The major problem of deterioration of books and documents is the paper deterioration, where discoloration takes place and the paper becomes so brittle that it cannot be used. It is caused by the paper being acidic, and is especially true of books published since 1850 when wood pulp began being used and with it a sizing with an acid component. In another issue of "Bulldog Clips" the deacidification of paper will be discussed. Our concern in this issue is the means of controlling deterioration.

We know that with higher temperatures deterioration takes place faster. The Library of

Congress, in one of its preservation leaflets, states that it can be "demonstrated theoretically that for every 10°F decrease in temperature, the useful life of paper is approximately doubled."³ Another cause of deterioration is the pollutants in the atmosphere. Noxious gases, mainly coming from the burning of fuels, when mixing with moisture, heat and light cause a chemical reaction which results in physical deterioration of paper. These can be controlled by filtering the air with the use of an air-conditioner.

Besides filtering the air, an air-conditioner can serve other functions, such as providing ventilation and controlling the temperature and the humidity.

It is important to have the air-conditioner operating day and night to keep the humidity and temperature level constant. The organic materials in books are very sensitive to change and this can cause damage, especially to the structure of a book. Paul Banks recommends only 6% plus or minus in variation.⁴

The ultra-violet rays from sunlight and artificial light are destructive and should be filtered.

Another important reason for controlling the humidity in the library is the prevention of mould. Mildew can form on the pages of books if the relative humidity is too great. It should never reach more than 65%.

High temperature (80° F. - 27° C) and poor circulation of air also aid in mould growth.

At the same time leather bindings need 45-55% R.H. and vellum and parchment materials need 50-60% R.H. Without moisture they become horny, can shrink and warp, so that you need at least 45% R.H.

There are inexpensive monitoring devices, such as hygrometers, available for checking the relative humidity.⁵

Once we have control of the environment for our library collections we are ready to check our housekeeping. Next issue will be a discussion of proper handling and storage of materials, as well as the cleaning of them.

Recommendations For Temperature and Relative Humidity Control

| Name of Institution or Individual | Temperature | Relative Humidity |
|--|--|---|
| <i>British Library</i> (Banks, Paul N. "Environmental Standards for Storage of Books and Manuscripts," <i>Library Journal</i> , Feb. 1, 1974) | 55°-65°F (12°-18°C) Closed Access Book Storage Areas 65°-70°F (18°-22°C) In all other places | 55%-65%—Book Storage Area 40%-50%—Microforms |
| <i>Canadian Conservation Institute</i> (MacLeod, K.J. <i>Relative Humidity . . .</i> C.C.I. Ottawa, <i>Technical Bulletin</i> , 1, April, 1975) | 66°-72°F (18°-22°C) | 45%-65% |
| <i>Lenin State Library</i> (Rozkova, Galina S. "Hygiene and Restoration of Book Stock at Libraries . . ." <i>Restaurator</i> , Vol. 1, No. 3, 1970) | 61°-64°F (16°-18°C) | 60%-65% |
| <i>Library Association (U.K.)</i> (L.A. <i>The Care of Books and Documents</i> , London, L.A., 1972) | 55°-65°F (12°-18°C) | 55%-65% |
| <i>Library of Congress</i> (L.C. Preservation Leaflet, No. 2, <i>Environmental Protection of Books and Related Materials</i> . Washington, L.C., D.C., 1975) Also, Banks' article in <i>L.J.</i> (below) | 68°F (20°C) Book Storage 75°F (24°C) People Area | 40%-50% (45%-55% Leather Bindings) (50%-60% Vellum & Parchment) 50% Compromise |
| Paul N. Banks, Conservator <i>Newberry Library, Chicago</i> (Banks, Paul N. "Environmental Standards for Storage of Books and Manuscripts," <i>Library Journal</i> , Feb. 1, 1974. pp. 339-343) | 60°F (16°C) Book Storage Area plus or minus 5°F | 50% plus 3% diurnally and plus or minus 6% seasonal tolerances |
| George M. Cunha, Director/Conservator <i>New England Document Conservation Center</i> (Cunha, George M. and Dorothy G. Cunha. <i>Conservation of Library Materials</i> , 2d ed. Metuchen, N.J. Scarecrow Press, 1971) | 60°-75°F (16°-24°C) | 50%-60% |

¹Preserve, Washington, D.C., Library of Congress, 1977, p. 1.

²The Thirty-fourth Annual Conference of the Graduate Library School, University of Chicago, August 4-6, 1969.

³Library of Congress. Preservation Leaflet, Number 2, *Environmental Protection of Books and Related Materials*, Washington, D.C., Library of Congress, February, 1975.

⁴Banks, Paul N. "Environmental Standards for Storage of Books and Manuscripts," *Library Journal*, No. 3, February 1, 1974, p. 340.

MacLeod, K.J. *Technical Bulletin 1, Relative Humidity: Its Importance, Measurement and Control in Museums*. Ottawa, Canadian Conservation Institute, National Museums of Canada, April, 1975, pp. 9-12.

NOTE: Other studies and suggested recommendations can be found in an article by Carl J. Wessel, "Environmental Factors Affecting Permanence," in Winger, H.W. and R.D. Smith, *Deterioration and Preservation of Library Materials*. Chicago, University of Chicago Press, 1970.

THE CONSTRAINTS OF RESTRAINT —

Part II: Deeds not words

Alan H. MacDonald, President of APLA, is Health Sciences Librarian, W. K. Kellogg Health Library, Dalhousie University, Halifax, Nova Scotia.

Part I of this paper emphasized the changing environment in which we must operate. In this epistle, we will look at some of the practical aspects of stretching the library dollar.

When one reads the small but growing library literature on living with restraint, a great deal of the thinking revolves as one would expect around the collection, its acquisition, its size and storage.

An obvious area for examination is the selection process. We all buy for our collections based on some philosophy be it "the balanced collection", "the best seller collection", "give them what they want", or "we know what they need". Whatever your selection philosophy, I believe there is a measurable factor of "efficiency" in library collections. An "efficient" collection is one in which all items are used within an appropriate number of years. Appropriateness will, of course, vary from subject area to subject area and upon type of library.

An unused book might as well be a brick for it has certainly not brought any return on its investment. If we accept collection efficiency as a concept, we can measure the effectiveness of our selection and our marketing and modify them accordingly after studying reasons for non-use. Thus the gap between anticipatory selection and responsive selection is greatly reduced and our collection usage will increase.

Some other thoughts on the collection:

— Take a hard look at blanket and standing orders. Are savings in handling costs a result or are you mortgaging future book funds for volumes you wouldn't select individually?

— Buying around. Don't be bamboozled by Canadian agents who wrap themselves in the flag particularly those whose head office is in the good ol' U.S.A. While Canadian materials should be purchased at home, decisions on sources of foreign titles must be made mainly on the basis of our responsibility to spend the taxpayer's dollar in the most productive manner.

— Collection evaluation. There is much talk about evaluating the collection but this is often just a numbers game where my library is better than yours because I have more tonnes of books. True collection evaluation puts all emphasis on identifying specific unmet needs rather than on development of theoretical strengths.

— Binding — Have a hard look at binding. We don't do it just to have pretty volumes all in a row. See how the item is being used and is likely

to be used and then consider the full range of options including Class A; plastic, microforms, pam boxes, tied bundles, slotted shelves and discarding.

— Paperbacks — We buy books for their content not their binding. Use paperbacks. Don't bind unless heavy use is guaranteed, then let the use factor determine the binding decision.

— Vendor — Loyalty to a vendor should not get in the way of regular performance evaluation of your suppliers. Vendors are hungry, so you have bargaining power even with your reduced book budget.

— Depreciation of information — If we accept the concept of collection efficiency, we must also recognize that each item in the collection has an effective half life after which its usefulness deteriorates rapidly. An understanding of this period of most value should influence selection and even more so the equally important deselection or weeding decision.

— Self-renewing library — There is a controversial concept on the rounds now in response to space problems which suggests that libraries should be limited to a size in which beyond a certain point material should be reduced at the rate of acquisition. While there are many arguments against this concept it should force us to look at space problems from perspectives other than building additions. Obviously the most important element of effective use of space is to buy only the most appropriate materials. Other internal efforts could include use of 8th & 9th shelves for dead storage, compact storage in the library or local or regional storage centers (if we can ever get over the hang ups as to ownership). Backlogs should be ruthlessly pruned to remove doubtful items now that we can see them.

Externally we have a number of models for local, regional and national reserves such as the British Library Lending Division. Our concern in looking at these models must mainly be the speed of retrieval. Canada is somewhat larger than the U.K. so the B.L.L.D. model may not be completely transportable to Canada.

We should realize even in a steady state our collections are dynamic as books and are still being bought each year even though they are bought as consumables from operating grants and some actually survive the year. Thus we are still in control of the direction a steady state collection will take which still makes opportunities for rationalization and resource sharing possible. While we cannot expect resource sharing to cover our individual basic needs there are endless possibilities for forms of specialization by subject, by author and by

form. The essential elements are good will and a cheap method of moving materials between libraries.

Technical Services

It is in the area of Technical Services that we will probably see the greatest change in our methods of operation. In the period of restraint and stabilizing population in which we are serving, we are seeing a shift of operational goals, away from Technical Services and towards Public Services, a shift from factory models geared to production and processing to service models emphasizing the needs of individual users.

In this time of reduction of requirements for technical services, we should seriously consider the option of contracting out of some or all of Technical Services to either commercial or joint ventures. We must allow the acceptance of national and international standardization. Do we preach standardization in our libraries as well at the same time practicing local option? There is no cataloguer in the world who doesn't feel able to out-guess another cataloguer's work. The regular re-invention of the wheel is a very expensive luxury in our libraries. We must suppress this pride of the creator which elevates minor details to a purity of religious intensity and seek to put less and less of our effort into second guessing others. Since we have less book money, it should mean less Technical Services activity particularly if we are able to reduce or dispose of backlogs. Public Services should be the main beneficiary.

Some other areas which you might consider in Technical Services include methods of card production. Are there methods which are simpler and faster than those we are using? Do we need subject headings to be written out on all cards in the subject catalogue or may they be simply main record cards filed behind catalogue guides?

Let us look at processing of books as a sample area for more economic practices.

- Is accessioning necessary?
- Is the bookplate a luxury?
- Is all the handwritten information we place in a book really essential?
- Are mylar dust jacket covers still worth the price?
- Are all the marks of ownership really required?
- Are all the cosmetic features of binding and rebinding really worth the cost?

We must seek a new foundation for our profession as the world of local description and fixed vocabulary is contracting and therefore the place and rationale of Technical Services as we've known it in the last fifteen years has changed.

Management

Another major element of coping with

restraint is in the area of management. We must expect adjustment in all our management practices. I believe that our innovations in the coming years will be organizational and cooperative rather than architectural or technological. Certainly the computer, that great and sometimes unfaithful helpmate, will play a large part but most of the innovations which will affect libraries may have already been made.

Organizational factors

Probably the single most important economy measure which can be undertaken by libraries is the improved and more effective use of staff. Don't waste your professionals on jobs that can be done by others. Emphasize the professionals' decision-making roles particularly the handling of the exceptions from the norm. Once a task can be organized, categorized and written down it probably need not be a professional task anymore. Examine the use of staff in those obsolete processes that are squandered capital. Get full use out of casuals. Often the training that they can receive makes the process worthwhile. They might and have in some libraries actually been able to handle certain of the reference and Public Services functions.

Re-examine the use of the volunteer. While the volunteers can be a mixed blessing, they may permit the kind of staffing which can greatly improve use and service to the public without substantial increase in the staff. In general when examining use of staff try and operate in an environmental of redeployment rather than cuts and retraining of those in redundant positions. Use changes in positions as a means of rekindling the bored.

I would also suggest that all libraries take a hard look at the participative structure. The initial investment of time in this kind of joint activity is very high but it is my experience that it will lead to a great return in productivity in that it will help reduce the necessity for some of the intermediate levels of staff, communications will improve, and will develop in areas other than administrative responsibility. Most important the number of meetings will actually go down. See that all your professionals and middle level staff get good supervisory training. Good supervision will improve everyone's productivity. Put some effort in time planning. Assure that staff with slack times have secondary duties which will fill in these times productively while at the same time giving them some variety of duties.

Use of Records and the Paper Jungle

Libraries are voracious consumers of two elements -- money and paper. In order to conserve the first we should re-examine and fully understand the tangle of paper we have conceived for ourselves. Justify every file. Are we maintaining files simply to protect ourselves in some future situation or is the file something that is actually used. How often is a file accessed? If no one ever uses it, it is just like an unused book. It is an hindrance not a help.

Keep a sharp eye on your photocopier if you have one. The copying syndrome is still rife in the land: "I'll make that extra copy just in case". Print things on both sides to save paper. When doing external copying, instead of using new paper, copy on the back of obsolete forms, used letters, etc. The printing on both sides reduces mail costs and may actually save a few trees. In preparing for this address I ran across an old maxim which said: use it up, wear it out, make it do, do without. Many of the things that are being considered here and in your own libraries are very small but I would suggest that at this time no saving is too small.

Physical

A serious examination of costs of physical plant when they have an impact on the library may lead to economy. In the area of heat, examine the bulk purchase of fuel, the installation of double doors, the economics of insulation. Are libraries eligible under Government Insulation programs? Similarly look at light costs. Remember that lighting standards for libraries were written by the engineers who manufacture light bulbs. Remember what light switches are for. For example, is it necessary that lights be left on at all times in places like washrooms? Should we encourage users to turn them on and turn them off only as required?

Cleaning is an expensive area. It is necessary that cleaning be done outside work hours. The daytime cleaner is the cheapest cleaner, requires little supervision and is likely to be most productive at that time. There are a few activities in the library that will be disrupted by the cleaner doing the normal level of cleaning that is required. Noisy activity such as floor buffing or vacuuming can be carried on in the early hours of morning just before the library opens.

Regular maintenance on buildings and on vehicles is an investment which will pay off in the long run.

The ubiquitous phone is in service essentially to benefit telephone companies not telephone users. If possible cut it back, simplify your system. Answer it yourself. Be prepared to walk across the room for a telephone.

When buying furniture, don't forget the used furniture outlets. Someone else's trade-in may be better than what you've got.

A great deal of stretching your dollar relates to how you handle the dollar itself. How you get it, how you keep it, your methods to get more.

In budgeting you must have a solid grasp of the external facts of our environment. What are the economic facts of life in our particular community? What are the political and social relationships? Where are their opportunities for trade-offs and productivities?

Your financial data is crucial in the budgeting process, particularly in matters of cost, price and

income. For example, using your average costs for last year may be far more effective than using an external source such as Bowker because they will reflect the true local experience.

You must prepare good costing data not only for your current needs but also to permit sound comparative data for the future.

Budget planning should be both ways. Build up a budget request from specific needs and plans but also project the impact of lesser amounts on this year's workload because it may show the way to more efficiencies and changes.

Keep a close eye on currency fluctuations when buying outside the country. A decision to pay early or late may be very beneficial.

Where you have control of revenue accounts use the money effectively. Where you deposit your money may in itself have revenue possibilities.

No revenue possibility should be overlooked. The Friends of the Library concept is greatly underutilized in this region. Always have a list of possible donations available in order to capitalize on donorship possibilities. Ask local service clubs to sponsor some of your community activities. Take advantage of outside employment programs for students and the unemployed (e.g. L.I.P.). You may be able to offload costs such as external lighting, snow removal, etc. simply by looking at the problem.

Examine all revenue devices such as the sale of duplicates, discards and even mutilated items. Many libraries produce and sell posters, other printed goods and even decorated T-Shirts!

In all these matters of stretching the dollar, we must not look on these money problems as destructive. We are not being shut down. We are merely growing less. We are still adding books. We still have options. We must rearrange some of our expectations but we may find that we can survive through prevention of growth rather than cutting.

We must realize that the rules of the game may be changing but the game is still the same. The successful libraries will be those who adapt to the changing environment and use these new rules for the benefit of their users.

In the long run we can really make progress dealing with two things.

Emphasizing service while curbing housekeeping costs by doing it better.

Facing hard issues head on with a strong realization of the fundamentals of library service uncluttered by library mythology.

Our fate is still very much in our hands.

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*A tradition in professional service to
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for a century and a half.*

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NEW CANADIAN STANDARDS FOR SCHOOL LIBRARIES

Sandra Taylor is with Provincial Library Services, Prince Edward Island.

No, it's not a rumor! At last, after five years and six drafts, the new standards for Canadian school library resource centres (referred to as learning resource centres) were published in the fall of 1977 by McGraw-Hill Ryerson.

Resource services for Canadian schools, edited by Frederic Branscombe and Harry Newsom, is a joint publication of the Canadian School Library Association and the Association for Media and Technology in Education in Canada. It replaces the CSLA publication, *Standards of library service for Canadian schools* (Ryerson, 1967), and the AMTEC title, *Media Canada's guidelines for educators 2nd rev. ed.* (Pergamon, 1970).

This volume represents the work of numerous people. A National Committee of ten persons representing both associations was formed under the co-chairmanship of the editors. Seventy audiovisual specialists and school librarians from various regions in Canada were organized into subcommittees and responsible for generating ideas and developing position papers from which the National Committee selected and prepared material for this book. This was then circulated to a panel of consultants (also representative of both associations) in each province and territory for their comments. The result — a new set of standards for Canadian school library resource centres.

The most obvious difference between this and the previous two volumes is the lack of quantitative standards. There are no recommendations about the number of books, records, tape recorders or projectors, no statement about the proper height of shelves or space requirements and not even a comment about necessary monies. The editors maintain that there are no quantitative standards with universal validity (p. 104). They believe that "the school's educational objectives and the specific learning outcomes should determine the relative numbers of materials in a given medium with the attendant equipment requirement" (p. 80). They suggest other factors to consider when establishing quantitative standards: the school's location; its curriculum; learning objectives; interests, abilities and learning styles of students; and teaching methods of the faculty. In the area of money, you will not be able to use this book and ask for \$x per pupil for the learning resource centre. They believe that your program or learning resource services "must

compete with other educational services for a share of the education dollar" (p. 101).

If the new standards do not consider numbers, what then is discussed? *Resource services for Canadian schools* sets forth a series of guidelines for establishing and maintaining effective learning resources programs, otherwise known as library service. The editors begin with a statement about the relationship between the educational program and resource services and go on to outline components of such a program: collections and services at the district and school levels; personnel, positions and qualifications at the district and school levels; materials and equipment, procedures and criteria for evaluation, with a detailed table that charts characteristics of various media, selection criteria and strategies for use; facilities with guidelines for educational specifications; cooperation; funding; and diagnosis, analysis and evaluation in which a model is developed to ensure success of the learning resources program. Also included are sample learning resource centre timetables for a week with a learning resource teacher's daily plan for two schools, one with grades K to 7 and another with grades 8 to 10.

The new standards reflect the changes in educational philosophy. They are premised on the ideas that learning is at the centre of instruction; that learning experiences suited to individual needs are the focus of the teaching role; and that a large volume and variety of resources are needed to provide and support diverse learning experiences.

Resource services for Canadian schools is a relatively short work. Although easy reading, ample time should be given to consideration of the content, preferably with some comparison to and assessment of one's local situation. This book should be read by every school librarian and administrator from the school up to the provincial level. To ensure its availability, in addition to one circulating copy at the Provincial Library, we have given one copy to each of the five Board offices to be added to the Unit's professional collection.

The Canadian School Library Association is developing a workshop package that can be used with groups concerned with implementing the guidelines. Maybe other provincial school library associations should investigate similar possibilities.

Written for PEISLA newsletter.

NEWS AND NOTES

NEW BRUNSWICK

Albert-Westmorland-Kent Regional Library

The Albert-Westmorland-Kent Regional Library recently celebrated its twentieth anniversary at its headquarters in Moncton.

Highlights of the occasion were the cutting of a cake depicting the front of the library by HUBERT BUTTON, who has been a member of the Moncton Public Library Board for over thirty years and was one of the signators to the original agreement between the City of Moncton and the Department of Education; by FLORA DELL representing the newest library in the system; by LAURA LEIGHTON as Chairperson of the Albert-Westmorland-Kent Regional Library Board; and by AGNEZ HALL representing the New Brunswick Library Service.

A second important event taking place that evening was the publication of "Spotlights on A-W-K", an illustrated history of the Moncton Public Library from its beginnings in 1911 and of the Region itself with notes on its component libraries, copies of which may be obtained from the Albert-Westmorland-Kent Regional Library, P.O. Box 708, Moncton, N.B. E1C 8M9. Price: \$6.00, including postage and handling.

Saint John Regional Library

Three and one-half months after having asked, the Saint John Regional Library was granted permission to hire two half-time persons to fill one full-time Library Clerk position. MARIE MEIGHAN and SALIM TIBBITT are the new library clerks at East Branch Library. The object: (1) to provide meaningful employment for home-makers who cannot work full time; (2) to profit from two sets of talents within the limits of one salary. Both goals have been met.

The branch libraries have been advertising a travelling display on the theme of world hunger and third world development through inserts in church bulletins. The display coincides with a Lenten program of five major Canadian churches entitled "Ten Days for World Development". For a cost in materials of about \$20.00, the branches have been able to put a short booklist into the hands of something like 4,000 persons who have at least a hypothetical interest in the subject.

BARB MALCOLM, Head of the Information Centre, has completed a report on community information centres for New Brunswick Library Service. She was convener of a committee which has been studying the topic for some time.

EILEEN TRAVIS, Regional Librarian, is one of five senior librarians selected by CLA to accept the British Council's invitation to tour Britain for three weeks. All expenses in Britain will be assumed by the British Council and a complete itinerary will be arranged in advance by the Council. Areas of investigation will include: research and development in the library field; the government of public libraries by committees of City and County Councils; large, new metropolitan county library systems; the development of co-operation in the field of inter-loan computerization; and management training for libraries and librarians. The Regional Librarian also received the silver medal under the Queen's Silver Jubilee medal program sponsored in 1977 by the Secretary of State.

The Board Chairman, the Regional Librarian and the City Librarian are in "decision making" negotiations with City of Saint John and provincial officials for the new City of Saint John Library and Saint John Regional Library Headquarters.

Finally! In a stack-reading blitz during pre-Christmas week, every section of the collection was "read" from top to bottom. In addition to a fair collection on uncatalogued pornography, also unearthed was quite a number of overdue books and a mountain of mending. AND in December, 1977, it was actually possible to locate several books arranged in findable sequence.

A regional workshop was held on December 1, 1977, with a special guest from New Brunswick's Department of Finance Pensions Branch to bring our staff up to date on the provincial pension plan and to hold individual interviews as requested. In the afternoon, smaller group sessions were held on: mending talking books, inter-branch requests, and branch reference service.

The region's own HILRL bibliography is in the final stages of preparation for distribution — over 250 items tested and graded for readability, each with a brief annotation.

Harriet Irving Library, University of New Brunswick

The University Librarian, GERTRUDE E. GUNN, attended the National Library Advisory Board special meeting called for March 2 and 3, 1978, to consider the Final Report of the National Library Review Team. Dr. Gunn was the recipient of a Silver Jubilee Medal, one of fifteen Canadian librarians so honoured last year.

The Head of the Cataloguing Department, ERMA ALLEN, participated in the Automated Authority files workshop in Ottawa on December 8 and 9, 1977. This was held under the auspices of CLA, the Council of Ontario Universities, the National Library and University of Toronto Library Automation Systems.

The Assistant Librarian (Forestry) in the Science Library, MARY JANE VEACH, took part in a seminar at McGill University from January 9 to 13, 1978, on Marketing: a new dimension in library and information services.

Science Librarian, KAY E. HALE, attended two days of instructional sessions on CAN/OLE at CISTI in Ottawa in December.

The Science Library became a CAN/OLE Centre on February 20, 1978, with the installation of a VuCom 4 terminal and Xtel printer. The coming of Datapak service to Fredericton has made this on-line information retrieval service feasible. It is anticipated that non-UNB institutions, agencies and researchers will become sub-account users of the service.

Serious consideration is being given to "closing" the card catalogues and substituting as catalogue records for all new acquisitions, COM, i.e. computer output on microfiche. A decision and date may be set soon. Several COM formats available from Blackwell North America are being studied.

Barristers' Society Library

The Barristers' Society is in the process of establishing and up-grading six new regional law libraries throughout New Brunswick. This expansion has been funded by the New Brunswick Law Foundation.

PEGGY MCKINNEY has recently been appointed library assistant.

College communautaire du Nouveau-Brunswick, Campus de Bathurst, Division Technologie

LUCIEN CHASSE, a 1977 graduate of the Dalhousie School of Library Service, is the first librarian to be appointed at the Bathurst Community College.

La Bibliothèque, Centre Universitaire St.-Louis Maillet

With the local historical society and a Federal grant, the Library is starting to develop a special collection on local history. The Library also actively participated in organizing a "salon du livre" (Book Fair) which included a visit of eight French Canadian authors during March 1 - 4, 1978.

York Regional Library

WILLIAM MOLFSWORTH, graduate of the School of Library and Information Science at the University of Western Ontario, has been appointed Librarian, Oromocto Public Library.

Bibliothèque du Centre Communautaire Ste. Anne de Fredericton opened in February,

1978, as the French unilingual public-school library within the York Regional Library. The library will serve 350 students (Grades 1 - 12) and the French population. It holds 14,000 volumes, a cassette collection, periodicals and newspapers.

York Regional Library through its Extension Librarian, GREGORY BLAKE, is assisting in three Canada Works projects operating small rural libraries and assisting in the operation of another in Fredericton through which ten schools have obtained library assistants for their libraries.

Outside, it is a long wing of a quietly imposing new complex, whose rough-textured, off-white surface and long, low geometric lines make one think both of a medieval fort, and a central headquarters for some efficient and dignified large business concern. Inside, it has thick carpets covering the floor, large picture windows punctuating the walls at regular intervals, softly padded armchairs scattered in cosy nooks, and a bold orange and yellow colour scheme highlighting the furniture and decor. This delightfully bright, spaciouly refreshing structure is the new Nashwaaksis Public-School Library which began service in late November 1977. This joint City and School Board effort has produced what can only be called generous quarters for the library, which until now was valiantly trying to serve the public in stringently cramped rooms. The new library is generous in size — over triple the square footage, which will enable patrons to browse comfortably through the stacks without stepping on each other's toes. It is generous also in furnishings — boasting the best quality shelving, tables and chairs to withstand the rigors of constant public use without, hopefully, diminishing its fresh, inviting appearance. And lastly, it is generous in staffing — four full time staff members to enable the library to better serve the individual needs of its patrons and for longer hours. In keeping with the community centered function of the library, there is a colourful, brightly lit area for the young set where the picture books are shelved, all just the right height for its small patrons. And there is a comfortable, "living-room" area for relaxed reading where all the magazines and newspapers are shelved. And in the far end are scattered enough tables and work areas to accommodate several classes of students contemplating hardcore research. By creating special areas, the library hopes to attract everyone in the community to use it for the multiplicity of purposes for which a community resource centre is designed.

PRINCE EDWARD ISLAND

Prince Edward Island School Library Association

During the past year, the Library Week Committee held four meetings. The committee decided that some changes in the format of previous years would be made.

In order to promote greater interest of all students in library activities, it was decided to hold three contests this year: for grades 1, 2 and 3 — a bookmark; for grades 4, 5 and 6 — a poster on our Library Week theme; and for junior high — a poetry contest. One winner will be chosen from each school, with a Provincial winner in each contest.

NEWFOUNDLAND

Newfoundland Library Association

On December 5th, 1977, the Newfoundland Library Association in co-operation with Statistics Canada sponsored a workshop on Statistics Canada and its services. The seminar, conducted by David Courtney, Regional Advisor for Statistics Canada in St. John's, was a big success, attracting participants from school, public and university libraries as well as from the private sector and government.

This prompted NLA to sponsor another workshop on February 27th, 1978, dealing with "On-Line Computer Searching of Bibliographic Data Files". This seminar, given by PETER CLINTON and SALLY GRENVILLE of Memorial University's Main Library, offered background information as well as practical work experience on the computer.

Memorial University of Newfoundland

The University Library acquired a rare book relating to the early history of Newfoundland. The seventeenth-century work was acquired with the co-operation of the office of the Secretary of State in Ottawa through the Cultural Property Export and Import Act.

Titled, *A Short Discourse on the New-Found-Land*, the work was published in Dublin in 1623 to promote investment in a scheme to establish a colony on ground held by Lord Falkland, Deputy Lord of Ireland, near Renew's on the Southern Shore. Only four other copies of the book are known to exist, none in Canada.

The *Short Discourse* complements other holdings of the Library such as the manuscript newsletter of 1611 containing the first reference to John Guy's colony and William Vaughan's Golden Fleece (1626) which relate to Vaughan's Colony, thought to be at Renew's. While these items are individually of great significance, their value to scholars is enhanced by their setting in the Library's collection of Newfoundland materials.

The grant that enabled Memorial to purchase this item is the first to be made under the Cultural Property Export and Import Act which is administered by the Department of the Secretary of State, the Hon. John Roberts, Minister.

The programme has been established to insure that cultural properties of national or regional significance are not exported without due consideration. The Act also contains tax exemptions to encourage philanthropy, and

makes provision for Federal funding in support of repatriation of such properties.

The fact that the book was available was brought to Memorial's attention by a Halifax book dealer, Harold Medjuck, and the Library subsequently made application to the Secretary of State's department. The request was approved on Christmas Eve, 1977. "It was quite a Christmas present", commented University Librarian, TED PHILLIPS, "and it underlines the need for cooperation at all levels if we are to preserve the materials of our national heritage."

PAMELA CLINE has begun her appointment as Cataloguer. She was previously Assistant Librarian at Stadler Hurter Limited in Montreal. JOSEPH LAVERY has become Head of Technical Services in the Health Sciences Library. He had worked with Agriculture Canada in various capacities since 1970. ALBERTA WOOD is the Science Collections Librarian. Her professional career includes experience at the Library of Congress and the Universities of Michigan, Wisconsin and Idaho. DIITJE KOSTER, the new Social Sciences Collections Librarian, has worked at McGill University Library and has held positions as research and teaching assistant in the social sciences. Also, she managed the Mansfield Book Mart in Montreal for a period of five years.

NOVA SCOTIA

Nova Scotia Department of the Attorney-General Library

SHIRLFY A. LOUNDER was appointed co-ordinator of libraries in August, 1977, replacing MELODY HAINSWORTH.

By the Book is the title of a newsletter published irregularly by the library.

Nova Scotia School Library Association

Since the annual conference in September, 1977, the Executive met November and January to hear reports from the task force on libraries, to prepare a resolution for N.S.T.U. Council for larger school library grants, and to plan for the September, 1978, conference to take place in the Dartmouth area.

Patrick Power Library, Saint Mary's University

JOAN MOORE has been appointed Head of Public Services at Saint Mary's University Library effective February 20, 1978.

Nova Scotia Human Rights Commission

Despite limited publication of human rights literature, imposed by fiscal restraints, the Commission has successfully utilized other approaches to circulate information about rights and responsibilities in human rights. The Commission library, the only one of its kind in Canada, is in constant use, reports LFSLIE DOLIN, and has become a firmly established research centre in the community with referrals from universities, schools and community

groups. The average monthly circulation of books and journals has remained high; reference questions handled have shown an increase of 260 percent over the period 1972-1977, while the clipping and pamphlet file usage has increased by 200 percent over the same period.

Acadia University Library

VICTORIA LEGER has joined the Cataloguing Department at Acadia. A graduate of the School of Library and Information Science at the University of Western Ontario in 1976, she worked as a teacher/librarian at Frontier Collegiate Institute in Manitoba before coming to Acadia in October.

An expansion and renovation program is underway at Acadia University. Plans are all but complete and work will soon commence on the two floors vacated by the Faculty of Arts over a year ago. By September, 1978, it is expected that those two floors will be finished as well as the renovations to the four floors now occupied. The work is to be done in phases, planned carefully so that there will be no interruption in the services of the Library.

Cumberland Regional Library

Librarians often get the delusion that anything can be learned from a book. That's how BETTY ROLFE found herself making crepe paper zinnias from one of the craft books. They never did look like zinnias, but they did brighten up the branch for the tenth anniversary open house. About fifty people, of all age groups attended the open house including visitors from Halifax, Board Members Morrison, Fisher, Allbon, and Fullerton, and present and past Mayors of Amherst, Norman Mansour and Don Tingley. The Fantramar chapter of the I.O.D.E. presented a book of fairy tales in honour of the occasion. A one day amnesty effected several book returns. The winner (a copy of the *Guinness Book of World Records*, of course) for the longest overdue book returned, was actually looking for a more recently overdue book her husband had out and brought one he had had since 1973 in the belief that was it. She got her prize when the other book was also brought in.

On display in the Amherst branch now are the contents of a time capsule that was under the old fire hall for eighty years. They have been of great interest to the public.

Public Archives of Nova Scotia

The new provincial archivist, HUGH TAYLOR, assumed his position in January, 1978, following the retirement of C. BRUCE FERGUSSON.

Plans are under way for a new archives building scheduled to open in 1979.

Halifax City Regional Library

To celebrate the Children's Book Festival which was held November 13-19, Children's Services had a week of special programmes featuring Canadian authors.

The Main Library took on a festive air. The in and outgoing desk was decorated with gaily coloured maple leaf mobiles made by young library users. A large Canadian flag set the scene for displays of Canadian books with our new booklist "Wake up to Canadian Children's Literature" and various posters.

Approximately 750 children enjoyed talks at the Main and Branch libraries given by authors Lilla Stirling and Jean Little. Arlene Duncan, executive editor for *Ahoy* magazine, also gave an interesting account about producing a Canadian children's magazine. Thursday film night at the Main Library presented "Bluenose Ghosts". The Saturday puppet show was "Beauford Beaver and the Canadian Nickel" -- an original play written by staff. The week was extremely successful and gave children a new insight into the Canadian books now available.

For the first two weeks of November, the library was part of a Youth Caravan set up in all of Halifax's High Schools and Junior Highs. This caravan had displays and resource people from twenty Halifax agencies that have services for youth. These displays were set up in gymnasiums or audio visual rooms in each school -- a full day at each high school and a half day at each junior high. Our library display included a model of our booktrailer made under the creative talents of Francis Wolfe with the help of Cal Boutilier and John Lewis. Records, paperbacks, magazines, popular books, a number of booklists of interest to young adults as well as a slide presentation of library services made up the library display. Staff members TERRY SYMONDS, KEN MACNEIL, JEAN MORGAN, and JOAN BROWN-HICKS took turns tending the display and answering students' questions. An average of 600 to 800 students attended the caravan each day, and approximately 300 students joined the library.

On November 1, the British North American Society made an official presentation of the Hamilton sketches of Nova Scotia executed for the Earl of Dalhousie (1816-1819) which are on loan to the library. As well, a display case was also presented to house this book. Library users will find these sketches in the display case next to the reader's advisor's desk in the adult department.

A pilot project with the Senior Citizens Resource and Information Centre took place during February to bring programs and materials to senior citizens in the manors. Staff from the resource centre and the library met with residents of Gordon B. Isnor Manor in December to plan these programs. Topics included were dental care, motor coach travel opportunities, loneliness, and a Don Messer film. Attendance ranged from 35 to 75 with a

number of those attending coming from other manors.

The highlight of December, 1977, was Seaweed Theatre's staged reading of *Explosion*, a play by Halifax playwright, Brian Crocker. The play, performed in the Branch Library Auditorium on December 6, the 60th anniversary of the Halifax Explosion, was attended in the afternoon by 100 high school students and in the evening by the general public. *Explosion* was sponsored by the Nova Scotia Drama League, the Writers' Federation of Nova Scotia and the Halifax City Regional Library.

PATRICK MAXHAM, Librarian I, resigned to become Assistant Librarian with the South Shore Regional Library. He had worked with the Library since July, 1973, and will be very much missed by the whole staff. His replacement is MICHAEL COLBORNE, formerly of Mount Allison University and Dartmouth Regional Libraries.

Atlantic School of Theology Library

ALICE HARRISON has been teaching a course on the Conservation of Library Materials during the spring 1978 term at the Dalhousie School of Library Service. She and JOAN DAWSON also previously attended the workshop on the "Conservation of Library Materials" presented by Charles Brandt of CCI for the School of Library Service, Dalhousie. SISTER MARGARET FLAHIFF attended archives workshops in Dayton, Ohio, and in Jamaica, New York, recently.

Richardson Award

The first trustees of the Evelyn Richardson Award Trust Fund have been appointed to honour the memory of the Nova Scotia author of "We keep a light" and other prize winning works. The \$500.00 award, which may be increased as the trust fund grows, will be given for an outstanding work of non-fiction by a native or established Nova Scotian each year, with the first award presented for a 1977 work or work of the preceding three years. The trust fund was created by the Writer's Federation of Nova Scotia in 1977.

Colchester-East Hants Regional Library

The library has received a bequest from the late Eleanor Stanfield. The library will receive the income from the residue of her estate, details on the amount of which are not available at this time. Eleanor Stanfield and her sister-in-law established what is believed to be Truro's first library.

The library has been running a Music Appreciation Program led by Chris Kapteyn, Music Director, First United Church, Truro. The first segment of the program was held in the fall of 1977, the second segment from January to March, 1978. This is a weekly one hour lunchtime event.

The Children's Department has a new program known as "Follow the Reader". It is designed to help slow readers acquire reading skills and confidence. At present, four staff members, four volunteers and sixteen children are involved in the program. Weekly one hour meetings are held and work is done on a one to one basis.

The School Bookmobile has expanded its experimental storytelling program with 17 regular storytimes in the 23 schools visited.

Dartmouth Regional Library

The first Young Adult series produced by the library continued with writer and science fiction convention entrepreneur Bob Atkinson judging a short story contest; JON WELLAND'S winning entry *Freelancer* was printed in the *Dartmouth Free Press*. JOHN BELL and ALAIN CHABOT, editors of the forthcoming S-F magazine *Borealis*, will judge a contest in S-F illustration in April. The library has so far been unsuccessful in arranging a personal interview with R2 D2, but maybe in time.

AILEEN BARKER assumed the position of Chief Librarian in January, 1978. Previously she had been Head Librarian at Halifax County Regional Library.

Nova Scotia Provincial Library

Amendments to the *Libraries Act*, Ch. 165 of the Revised Statutes, 1967, were passed during the 4th Session, 51st General Assembly of the Nova Scotia Legislature, and proclaimed May 19, 1977. These amendments establish a Provincial Library Council with representation from each Regional Library Board. The Council's primary function is to review the estimates of the Regional Libraries and recommend to the Minister on the provincial cost-sharing of same. Council members were appointed in September, 1977 and, by the end of November, had met twice to examine the 1978 Regional Library estimates. Copies of the amendments, i.e. Chapter 34, Acts of 1977 may be obtained from the Director, N.S. Provincial Library.

The Ministerial Task Force on library legislation continues to meet from time to time, now concentrating on its second term of reference, "the rationalization, integration and coordination" of school and public library services. In September, the N.S. School Boards Association made two new appointments to the Task Force, viz. Warden E. Kyte, Cape Breton Municipal School Board and Mayor R. Munroe, Pictou Regional Vocational School Board.

Recommendations from the Task Force resulted in the aforementioned amendments to the *Libraries Act*, thereby fulfilling its first term of reference, viz. to "improve arrangements for Provincial financial support of regional libraries so that control of Provincial expenditures in this field shall rest with the Department of Education and with the Treasury Board."

In the fall of 1977, an Order in Council was passed (at long last) establishing the legal basis for the introduction of a Library Assistants course to be given in Nova Scotia. This course will be very similar to that conducted successfully for many years by the New Brunswick Library Service.

The Regulations spelling out the details of the course were made in accordance with Section 15 of the *Libraries Act* which provides "for the examination and certification of librarians and library assistants". While not specifically so stated in the new Regulations, the course will, at first, be primarily for training regional public library personnel but could eventually be extended to cover school and government departmental libraries.

The course, as designed by and conducted in New Brunswick, is primarily based on home study of a prescribed syllabus, divided into sections on different aspects of paraprofessional library work and operations. It is usually completed in 18 months, complete with a pre-course quiz and periodic examinations throughout the course.

In the next few months, CARIN SOMERS, Provincial Librarian, will be working with a committee of regional library personnel on adapting the New Brunswick course to Nova Scotia requirements in the hope of starting the first course in the fall of 1978.

Halifax County Regional Library

MARY MCCULLOUGH was appointed Chief Librarian in January, 1978; she has been with the Library since 1974 and most recently was Supervisor of Branches.

Bookmobile No. 1 has been given a new lease on life by dropping the body onto a new chassis. A new floor, seats and complete outside painting make the bookmobile look like new.

Sunday opening hours continue to be popular at the Sackville Branch Library. A book sale held one Sunday afternoon at the branch was a great success. Registrations are up 60% and circulation is up 21% over 1976.

South Shore Regional Library

GLORIA HARDY, previously South Shore coordinator, was appointed Chief Librarian, beginning January 1, 1978. PATRICK MAXHAM moved from the Halifax City Regional Library, where he had worked since 1973 in Reference and Technical Services, to become Assistant Librarian with the South Shore.

January 1, 1978, the Library became the Province's eleventh and last regional library system. This will end the contract agreement between the South Shore and the Halifax County Regional Library in effect since 1972.

The municipality of Chester has joined the Regional Library and will receive bookmobile service beginning April 1, 1978. With the

addition of Chester (approx. 10,000 population) only the town of Liverpool is outside the Nova Scotia Regional Library system.

Helen H. Cummings Memorial Fund

SUSAN LEWIS is the first recipient of a bursary from the fund in memory of Helen H. Cummings, Supervisor of School Libraries with the Halifax City Board of School Commissioners from 1969 to 1974. She has been a library assistant at St. Patrick's High School for three years and has been accepted in the two year Masters program at the Dalhousie School of Library Service.

This fund will provide a yearly bursary to a Library Assistant in the Halifax City School Library system who wishes to obtain a degree in librarianship from an accredited library school. Contributions should be made payable to the — Helen H. Cummings Memorial Fund, c/o Department of School Libraries, 2790 Oxford Street, Halifax, N.S. (Canada) B3L 2V5. Receipts upon request.

NOTES FROM ALL OVER

Council of Prairie University Librarians

Following is the revised inter-library loan policy statement regarding charges effective January 1, 1978:

1. COPUL Libraries will not be charged for ILL photocopying requests.
2. Non-COPUL Libraries who do not levy a fee per request will be charged a minimum of \$2.00 for photocopying up to ten exposures and 20 cents for each additional exposure.
3. There will be a reciprocal charge to non-COPUL Libraries which levy a fee per request for ILL services.
4. There will be no charge for postage (except in unusual circumstances).
5. All Libraries (COPUL and non-COPUL) must indicate on their requests that the item is not available in their own province.

University of British Columbia, School of Librarianship

In the summer of 1978 the School will offer a special programme for its regular course on Historical Bibliography.

The Course will run from July 7 to August 19 and will consist of a study tour in England. Visits will be made to libraries which hold many examples of important books and manuscripts which are always discussed in such a course but not so easily seen. It is planned to visit a number of the greatest treasure houses in the country and also to study some particular aspects of the book trade.

The cost is expected to be \$1700 - \$1800 for air (Vancouver to London return) and ground travel, application and registration fees, accommodations with some meals, and course-related travel.

Students taking this course for credit should 1) possess a degree in Library Science or 2) be currently enrolled in such a programme, or 3) be currently enrolled in another appropriate discipline, such as social, economic, or art history. Audit students should hold a degree as in 3).

Instructor will be Professor Roy Stokes, Director of the School of Librarianship at UBC, who taught the course for 20 years in England.

Deposit deadline: \$210 due on April 7, 1978

Remaining fee deadline: May 7, 1978

Registration is cancelled and deposit forfeited if fees are unpaid by May 7, 1978.

The University of British Columbia requires a \$15 refundable application fee from each student new to credit courses at UBC.

Should conditions require a student to cancel prior to class departure, and providing a qualified substitute cannot be secured to accept the vacated space, a registering student will be charged the full deposit fee of \$210.

For more information write:

Office of Extra-Sessional Studies
University of British Columbia
6323 Cecil Green Park Road
Vancouver, B. C. V6T 1W5

Executive Development Program for Library Administrators

A one-week program in administrative leadership, August 6 through August 12, 1978, will be given by the Center for Management Services, School of Business Administration, Miami University, Oxford, Ohio. The Executive Development Program for Library Administrators is a seminar in general management. Its primary aim is to assist selected library administrators to improve their managerial effectiveness.

The program is designed for administrators, directors, and other key executives in all types of libraries and media centers -- school, college or university, public, special, and major instructional materials centers. Librarians who will influence or make management decisions, including library consultants, will find the program of value.

Two or more registrants from the same library unit are encouraged to attend. This provides for greater impact of the program when they return to their jobs.

Nominations to the program should be made as soon as possible. Enrollment is limited to maintain a group size that can work together easily and profitably. Early registration is advised. The total fee for the program is \$295, which includes: tuition, all instructional materials, a private dormitory room and all meals. Applications should be postmarked no later than July 20, 1978.

Western Canadian Conference on Library Instruction

This conference sponsored by the University of Calgary, Mount Royal College and the Southern Alberta Institute of Technology, will now be held at the University of Calgary, June 13-15, 1978 (just prior to C.L.A. in Edmonton). To be placed on the brochure mailing list write:

Conference Office
University of Calgary
Calgary, Alberta T2M 1N4

The Librarians' Library -- La Bibliothèque des Bibliothécaires

Using its own files and the relevant published indexes, and backed by the National Library's extensive library and information science collection, the Library Documentation Centre tries to help librarians do what they do best -- organize information and disseminate it to their users efficiently and effectively.

If you'd like a literature search in library and information science, some specific information on a library topic, or more information on the Centre's services, give us a call at 613 - 995-8717, or write:

Library Documentation Centre
National Library of Canada
395 Wellington Street
Ottawa, Ontario K1A 0N4

Mettant a profit d'une part, ses propres dossiers et les index appropriés appuyé d'autre part la collection importante de la Bibliothèque nationale dans le domaine de la bibliothéconomie et des sciences de l'information, le Centre a pour fonction principale d'aider les bibliothécaires à améliorer les services qu'ils dispensent, soit organiser l'information et la diffuser rapidement et efficacement à leurs usagers.

Si vous désirez que le personnel fasse des recherches bibliographiques pour vous dans le domaine de la bibliothéconomie ou des sciences de l'information ou si vous avez besoin de renseignements particuliers sur un sujet concernant la bibliothéconomie ou de renseignements supplémentaires sur les services qu'offre le Centre, téléphonez à 613 - 995-8717 ou écrivez à:

Centre de documentation sur les bibliothèques
Bibliothèque nationale du Canada
395, rue Wellington
Ottawa, Ontario K1A 0N4

Det Danske Selskab -- Libraries in Denmark

Among Det danske Selskab/The Danish Institute's 1978 summer seminars is "Libraries in Denmark -- Structure and Extensive Activities".

Arranged in cooperation with the Royal School of Librarianship, Copenhagen, and conducted in English by a leading expert, the seminar will present the structure and extensive

activities of the library system in Denmark, mainly concerning public libraries, children's libraries, school libraries, research and special libraries.

Detailed programmes are obtainable from Det Danske Selskab (The Danish Institute), Kulturvet 2, DK-1175 Copenhagen K, Denmark.
Canadian Association for Information Science

The Canadian Association for Information Science (CAIS) will hold its 6th annual Conference from May 10th to 13th, 1978, at the Four Seasons Hotel in Montreal, Quebec, Canada.

Three to four hundred information specialists (computer scientists, linguists, librarians, documentalists, etc.) meeting under the theme "To better communicate information: a new step", will focus their attention on telecommunication networks, information processing and retrieval systems, data bases, and local and long distance accessibility of documents.

For further information or application, please, write CAIS:

Comité de publicité
c/o Daniel Carroué
C.P. 539 Succursale
Place Desjardins
Montreal, Quebec H5B 1B3

or call Daniel Carroué (514) 875-8931 in Montreal.

Publications Received

BCLA reporter : the newsletter of the British Columbia Library Association. v.21, No. 3-4 (Sept-Oct. 1977). (P.O. Box 46378, Station "G", Vancouver, B.C. V6R 4G6) Members only. ISSN 0005-2876.

The Caledonia bookman's exchange. v.1, no.2 (Feb. 1978) (Box 793, Sussex, N.B. E0E 1P0) \$6.00 per year.

Canadian Council on Social Development. *Bulletin.* v.6, no. 4 (Nov. 1977) (55 Parkdale Avenue, Box 3505, Station "C", Ottawa, Ontario K1Y 4G1)

Collection management: a quarterly journal devoted to the management of library collections. v.1, nos. 3-4 (Fall-Winter 1976-77). (The Haworth Press, 149 Fifth Ave., New York, N.Y. 10010) \$25.00 per year. ISSN 0146-2679.

The Letter of the LAA: newsletter of the Library Association of Alberta. no. 2 (Dec., 1977). (P.O. Box 5739, Station "L", Edmonton, Alberta T6C 4G2) Members only.

National Library of Canada. *Annual report of the National Librarian = Rapport annuel du directeur général de la Bibliothèque nationale.* 1976-77. (Supply and Services Canada, Ottawa, Ontario) ISSN 0315-9949

Newsline: newsletter of the Manitoba Library Association. v.3, no. 2 (Nov. 1977) (c/o St. Vital Public Library, 6 Fermor Ave. W., Winnipeg, Manitoba R2M 0Y2) Members only. ISSN 0700-3684.

Quebec Library Association. *Conference proceedings = Compte-rendu du congrès.* 1977. (c/o Dawson College Library, 1001 est, rue Sherbrooke, Montreal, Quebec H2L 1L3) ISSN 0317-2570.

CHILDREN'S SERVICES LIBRARIAN COLCHESTER-EAST HANTS REGIONAL LIBRARY

Colchester-East Hants Regional Library, with headquarters in Truro, invites applications for the position of CHILDREN'S SERVICES LIBRARIAN from energetic, committed librarians (needed) to continue present services and to plan further innovative programs for children in a system comprising one central branch/headquarters, two smaller branches and two bookmobiles.

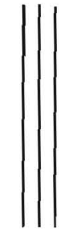
Duties include supervision of the Children's Department in the Truro branch and children's services throughout the region, including one bookmobile serving rural (elementary) schools.

Applicants should be professionally qualified librarians and have previous experience in children's library work (desirable).

Salary commensurate with qualifications and experience.

Apply in writing to:

Reay Freve
Chief Librarian
Colchester-East Hants
Regional Library
754 Prince Street
Truro, Nova Scotia B2N 1G9

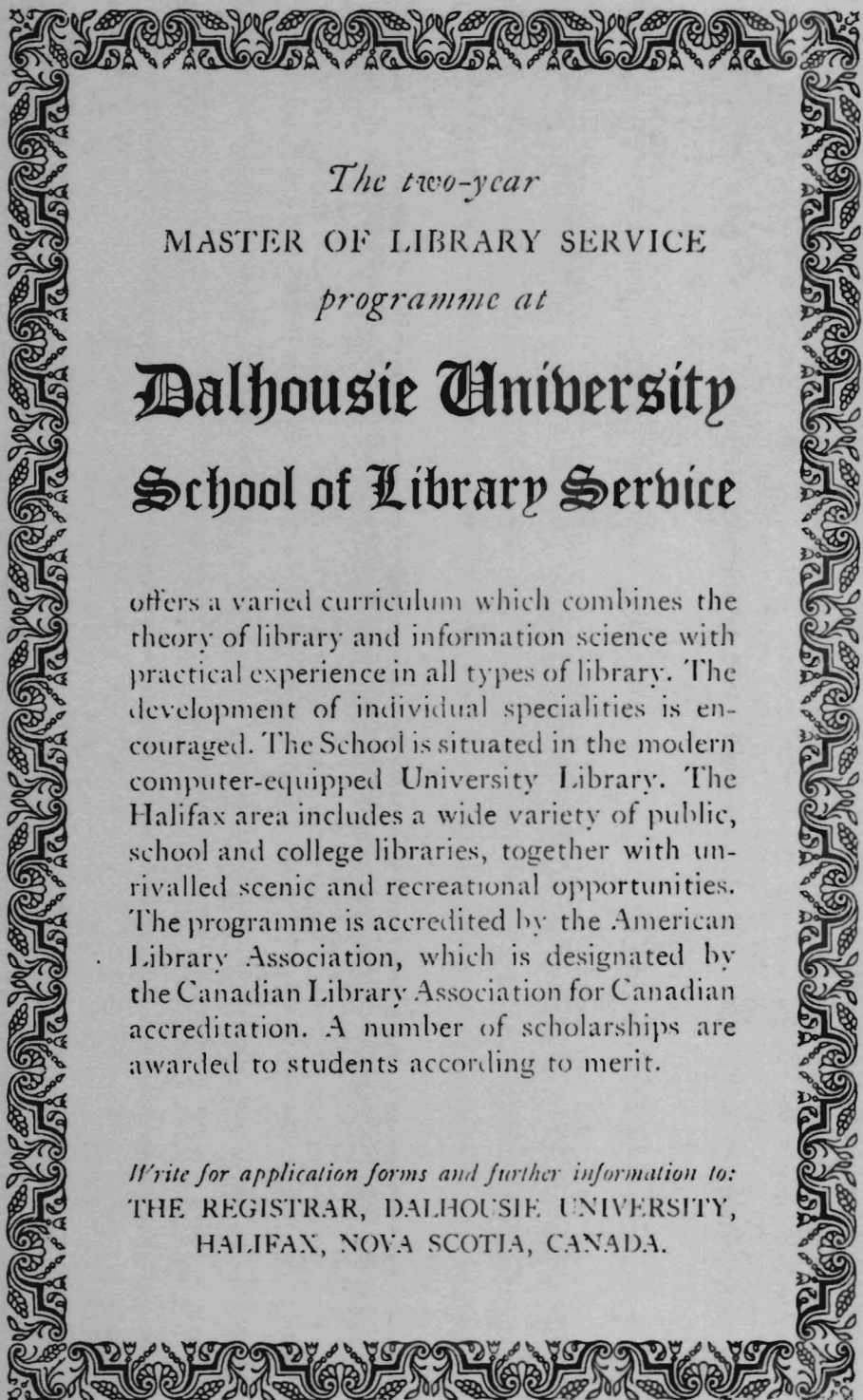


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Write for application forms and further information to:
THE REGISTRAR, DALHOUSIE UNIVERSITY,
HALIFAX, NOVA SCOTIA, CANADA.

1978 APLA CONFERENCE MINI-WORKSHOPS

Friday, 5 May 1978, 1:30-3:00 p.m.

STATISTICS CANADA AND LIBRARIES

A.G. Billingsley, *Program Co-ordinator and Data Access and Use, User Advisory Services Statistics Canada, Ottawa.*

The session will outline the functions of the User Advisory Services section of Statistics Canada. In particular, it will deal with census documentation and its use in library reference service.

REFERENCE AND USER-RELATED STATISTICS

Scott Bruntjen, *Head of Library Reference Department, Shippensburg State College, Shippensburg, Pa. and Librarian-in-Residence, School of Library Service, Dalhousie University (January-April 1978).*

The workshop will include a sample activity with participation by the group to work through the problems that surround the numerical analysis of library services. The example will consider what we are trying to accomplish with statistics, the need for a framework, and effective presentation of the data collected.

THE BLACKWELL PROJECT - TWO YEARS LATER

Anna Oxley, *AAU/BNB Project Director.*

The session will include a brief summary of the project covering experiences and progress to date, future projects in terms of individual and regional developments, concerns about CAN/MARC and BNB access, cataloguing standards, variation and original input and their problems. Representatives of user libraries and the UNB Computing Centre will be present to answer questions.

Friday, 5 May 1978, 3:30-5:00 p.m.

PROGRAMMING FOR YOUNG ADULTS

Sara MacRae, *Librarian, Dartmouth High School;*
Lynn Murphy, *Community Services Librarian, Dartmouth Regional Library.*

The workshop will cover ideas for programming, guidelines for planning, available resources, problems and publicity.

UNIONIZATION IN LIBRARIES - THE WHATS, WHYS AND HOWS

Ken Moore, *Reference Librarian, Harriet Irving Library, University of New Brunswick.*

This workshop will present the advantages and disadvantages of unionization for library personnel, and will discuss the differences among a traditional staff association, a staff association with certified bargaining rights, and a local affiliated with a national trade union such as CUPE. Typical procedures involved in gaining certification will be outlined.

ON-LINE BIBLIOGRAPHIC SERVICES

Paddy Burt, *Information Services, Killam Library, Dalhousie University;*
Joan Moore, *Head of Public Services, St. Mary's University Library.*

Included will be a description of data base structure, an examination of the systems and data bases currently available, the points to be considered by a library thinking of adding on-line searching to its reference service, and demonstration of on-line searching.

Saturday, 6 May 1978, 11:00a.m.-12:30p.m.

ROLE OF LIBRARY TRUSTEES IN THE ATLANTIC PROVINCES

George Chiasson, *President of the Joint Regional Library Boards Association in Nova Scotia* will chair a panel discussion on the role of library trustees in the Atlantic Provinces. The panel also will include trustees from New Brunswick and Newfoundland.

THE REFERENCE INTERVIEW

Dorothy Cooke, *University Librarian, and the Information Services Staff, Dalhousie University Library.*

This workshop will explore the importance of the reference interview and demonstrate various techniques for conducting such interviews. Its aim will be to improve the communication skills of librarians who are interested in the provision of high quality reference service in any type of library.

LEGISLATIVE DOCUMENTS IN REFERENCE SERVICE

Shirley Elliott, *Legislative Librarian, Province of Nova Scotia;*
Ilga Leja, *Assistant Librarian, Nova Scotia Legislative Library.*

This session, which will take place in the Nova Scotia Legislative Library, will include a discussion on the use of provincial and federal legislative documents as reference tools, the problems involved in accessing them, and the use of these documents in various types of libraries.