

August 2018

Vol 1 Issue 1

# OCLA ACCESS POINT

*Quarterly Newsletter*

*Connecting & Communicating*



## Welcome...

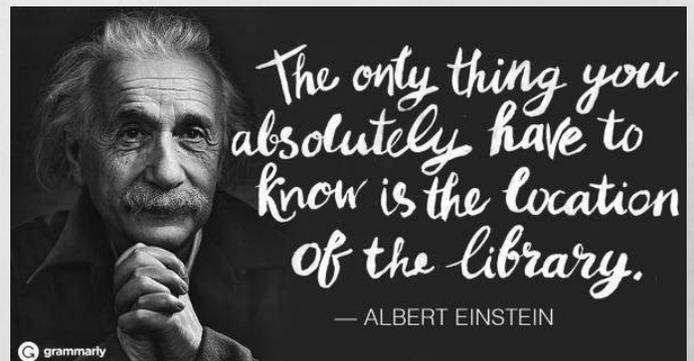
to the first edition of our e-newsletter - a tool for sharing and highlighting ideas and innovations from the various courthouse libraries. The newsletter was created with Canva.com and we have highlighted it with member-contributed pictures from the CALL conference in Halifax.

We hope to inspire you using a bit of technology, simple solutions and, perhaps, some suggestions that can be adapted to your library. Enjoy!

-Betty Dykstra, Janet Marchment,  
editors

## WHAT'S IN A NAME?

The staff of Ontario's Courthouse Libraries are the "access points" to legal information for the lawyers of Ontario. Albert Einstein may have said it best:



# FROM THE CHAIR...



by *Helen Hereema*

Greetings everyone! For those who attended CALL 2018 I hope you enjoyed the conference sessions, social events and the venue. The downtown waterfront location offered wonderful opportunities to stroll along the boardwalk and see the sights and sounds of Halifax. The opening gala at the Halifax Public Library Main Branch was spectacular and the closing reception at Citadel Hill was exceptional.

Our COLAL meeting was very well attended with 37 individuals from across the province. In total we have all five regional libraries represented, eleven of the fifteen area libraries and fifteen of the twenty-eight local libraries. Our time slot for our meeting was 3:00pm to 4:30pm, so much better than in 2017 when we met at 7:00am! The most important decision made at the meeting was to go ahead with the OCLA app project, which hopefully will receive funding from FOLA, possibly up to 50% of the cost or more. This app project again highlights the ability of OCLA to work together as a group for the benefit of all, just as our General Procedures Manual does. The projected timeline for the OCLA app to be available is early fall.

In the next few months I expect that a number of us, and/or our associations, will be contacted by Boyden, the consulting group hired by LibraryCo to begin the process of establishing a skills-based board. My telephone interview was supposed to happen on June 7th, but I was interrupted by library patrons! I hope to be rescheduled in the next week.

Our fall COLAL conference is scheduled for October 24 & 25 at the Sheraton Toronto. My task over the next couple of months is to arrange the content for this conference, so I am looking to everyone to provide input into this process. The agenda currently includes the following possibilities:

- “Quicklaw Advance training” (need input on where to focus this workshop!)
- “LibraryCo update” (I will be asking FOLA Chair, LibraryCo Chair to provide us with an update)
- “Operating a Small Business” ( this workshop would focus on running a small non-profit, which we all do for our associations focusing on issues with payroll, employment issues, HST, annual corporation reporting, T4s, etc.)

- OCLA meeting (meeting will split over two days – remember, if you received an OCLA grant to attend CALL, please submit a written report)
- “CanLii training” (hopefully Carleton is able to deliver this workshop, Jennifer Walker is the lead on this)
- “Intro to Infographics” (I asked Brenda Lauritzen about this topic, but it would depend on her ability to attend COLAL)
- “LSO CPD, CPD Online overview, CPD delivery in your library” (Jackie Hassefras is the lead on this)
- “Tour of the Great Library” (this will only happen if a formal tour is needed! Otherwise people will be encouraged to visit on their own after our conference.)

I need your input now! What would you like to see on the agenda, what would you not like to see. I am aiming to have the agenda confirmed by September 1st and all the arrangements in place with my LSO contacts as well. I will be too busy with Thunder Bay’s Fall CLE conference after that!

Also, at our meeting in October it will be time for elections. Our past chair, Chris Wyskiel will be putting out the call for new executive members over the next few months. Carefully consider offering your skills to the OCLA Board.

Thanks! Helen



# CALL CONFERENCE MAY 2018 - HALIFAX

## *Legal Ease: Self-Care for Library Staff*

Did you know that Maria Berezowski, Kenora Law Association, was the top user of the conference's mobile app? And Ciara Ward, Northumberland Law Association, made the top five list! Below is the list from CALL/ACBD In Session monthly newsletter:

Mobile App Winners!

Congratulations to our top 5 Mobile App users:

1. Maria Berezowski, 2220 points
2. Victoria Baranow, 2090 points
3. Alicia Loo, 1980 points
4. Louise Hamel, 1720 points
5. Ciara Ward, 1390 points"

is a digital white paper published by the American Association of Law Libraries (AALL) that Michelle Gerrits, Lambton Law Association, let us know about. "The advice this paper gives can apply to staff in all library positions, in all law libraries and legal information centers that have stressors." To check out this publication click anywhere in this article (Canva can hyperlink to multiple types of elements). If it does not automatically open, check your downloads.



## COMINGS & GOINGS

Brenda Carbone's (Algoma) last day was Wednesday, June 27th. Mary Anne Potoczny will work July/August and Amanda will return after Labour Day. We wish Brenda all the best in the future.

Karen Thuss-Hardy (Perth) has obtained a full-time job. Her last day at Perth was July 25th. Best wishes from all of us at OCLA.

A warm welcome to Grace Bedwell (Halton), who joined us in early July.

## UPCOMING EVENTS

Thursday, October 25 & Friday, October 26, 2018  
COLAL at Sheraton Centre Toronto Hotel



# Tech Tip

## Sign Out of your Email

*We sent the following tip to our lawyers. Please feel free to use it.*

Do not click "X" at the top right of a computer screen to sign out of your email. This action CLOSES your email but does not actually SIGN OUT. The next person trying to sign into the same email provider will find they are already signed in--to YOUR ACCOUNT!

Here is the proper way to sign out, using Gmail as an example:

Click the photo (or image holder) at the top right  
Click "Sign out"

If you are already home or back at the office and you realize you forgot to sign out don't worry--you can do it remotely (again using Gmail as an example):

Click "Details" at the bottom right. (It is in small black type and underlined.)  
Click "Sign out all other web sessions"

# Inspired

I recently attended the AALL Conference in Baltimore and one of the sessions highlighted 25 free technologies for libraries. Biteable was one that was discussed. It is a program that will allow you to create videos from templates, add uploads of pictures, music and have a little fun with it. The free version has some limitations with the available templates and you do have a watermark that is attached but it still allows you to be creative. There is an option of subscribing to the premium version which gives you greater access and more features.

In order to show you what you can do (and showcase a few things we have done in York) we invite you to watch our little productions.

Lounge Renovation 2014-15 - [click here](#)

Library Renovation 2016 - [click here](#)

# the simplicity of salt & pepper: food for thought

by Janet Marchment

No, this is not another recipe—in the usual sense. It is about connecting with our lawyers, both emotionally and intellectually. The latter is a given, and we all do it very well.

While preparing my egg salad in our lawyers lounge today, I thought about how convenient it was that the Costco-sized salt and pepper (with built-in grinders, no less) were sitting on the counter for everyone to use, along with a basket of serviettes and a little jar of toothpicks. Next to me, a lawyer was helping herself to a cup of our complimentary coffee; another was resting on a couch, eyes closed, while charging his phone with a cord readily available in the lounge; and a group of Cryptic crossword-savvy lawyers was discussing their next move, using the copies we make for them each morning.

We jokingly call the photocopying of the crossword and Sudoku “the most important job of the day,” and whoever arrives first in the morning delivers the newspaper and puzzles to the lounge ASAP. If the newspaper does not arrive in the library, there is a perceptible increase in stress levels in the lawyers’ lounge. For many lawyers, the newspaper and coffee routine is the relaxing—and predictable—start to their day.

These observations reminded me of the range of resources our associations have the potential to provide for lawyers in Ontario. Little things like a basket of gender-specific items in the ladies’ room (pantyhose and nail files are particularly popular) or the basket in the library with Tide stick, throat lozenges, cheater glasses (VERY popular) and sewing kit, can help solve the minor frustrations lawyers encounter throughout their day. Most items are purchased at a dollar store and, as with most of our services, we do not use the sewing kit to sew on missing shirt buttons—we teach our lawyers to sew. The focus is on our members—and your members when they visit.

Maybe your association cannot afford the time or money to all of the things we do here at YRLA, but surely, everyone can afford some salt & pepper.

# Collection Corner

by Betty Dykstra

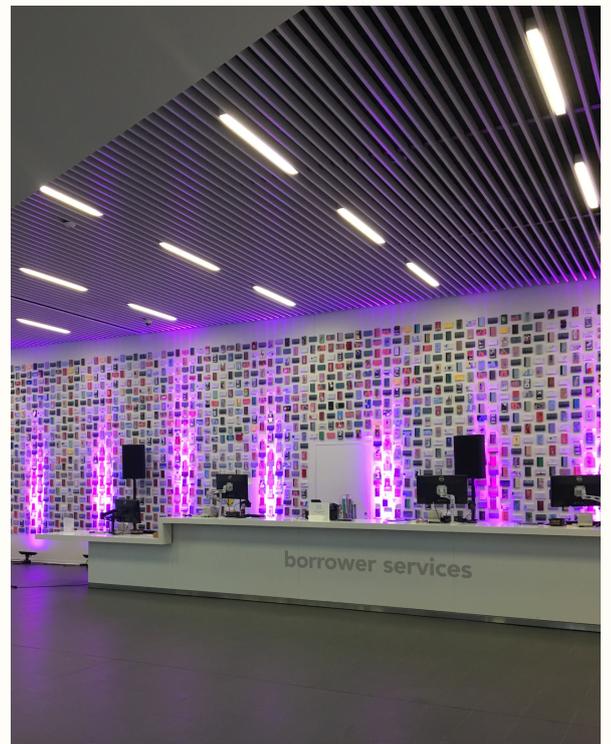
Once upon a time, Thomson would allow you to purchase the contents of a looseleaf text on an annual basis. They ended that practice and nobody lived happily ever after. They (after some retrospect) now allow a library to purchase a previously canceled publication every three years.

We have been doing this in York Region for the past few years with a selected section of our collection. About 1/3 of our looseleaf collection is replaced each year and we make a notation as to when we can once again reorder. This allows us to keep a publication fairly current (3-year cycle) in hopes of only having to have to borrow a scan of a more current section. We graciously accept the 2 free months of updates and cancel when they start to invoice for payment. The catalogue gets updated with the new currency date and we offer the previous versions to other libraries. Lexis allows more frequent updates with a discount which some libraries can take advantage of as well.

I am not suggesting that all libraries can afford to do this, but if you do, check the catalogue regarding that publication and try to update off cycle from others. Always update the currency with the LSO cataloguing department and please share your discards..



Halifax Public Library



Always:

Save the testimonials from your members and include them in your library reports, share them with your Board or just save them in a file. Take them out and read them every once in while for a boost to your day.

## The next issue

As with any newsletter, content is key. This is our newsletter, for us and by us. It is an opportunity to showcase the wonderful things our Associations are doing and what we are doing for our Associations. By sharing little ideas, we can make a big difference in solving an irksome problem and can make your life just that much easier. Please consider sending something for the next newsletter. We hope to send it out shortly after COLAL.

