

October 2018

Vol 1 Issue 2

# OCLA ACCESS POINT

*Quarterly Newsletter*

*Connecting & Communicating*



## Welcome...

to the pre-COLAL edition of the newsletter - a tool for sharing and highlighting ideas and innovations from the various courthouse libraries. Most of the pictures in this edition showcase views of Baltimore which were taken at the AALL Conference in July. We would love you to share some from COLAL for the next edition. If the links do not work for you, please check your downloads.

- Betty Dykstra & Janet Marchment, editors

"GOOGLE CAN BRING YOU  
BACK 100,000 ANSWERS, A  
LIBRARIAN CAN BRING YOU  
BACK THE RIGHT ONE." —  
NEIL GAIMAN

## COMINGS & GOINGS

A warm welcome to Sarah Bittle, the new Library Technician in Stratford (County of Perth Law Association).

# FROM THE CHAIR...



*by Helen Hereema*

Greetings everyone! Well the 2018 COLAL Conference is almost upon us. After a great deal of work, we have an agenda for the conference, as well as an OCLA meeting agenda. Sessions on Quicklaw Advance, CanLii, LIRN, CPD, HR issues, etc. will hopefully provide informative and interesting workshops. Earlier this month I forwarded the LIRN updates that I received from Jaye Hooper to everyone. If there are questions/concerns in your mind after reading those updates, please bring them forward on Thursday afternoon. Jaye Hooper is certainly willing to answer them. On behalf of OCLA, I do wish to thank Krystal Singh at LSO for her valuable assistance in arranging the conference venue, food, registration, etc. Please note that there will be no formal tour of the Great Library this year, but everyone is encouraged to take the time to visit the staff there on Friday afternoon, even if it is just to say "hi!"

Over the last year, I have answered many questions/concerns/complaints from the membership, as well as preparing for our OCLA meetings, bursary selection, COLAL, etc. In the summer I prepared & published a survey of Law Associations fees and access policies, which most of you participated in. This was partially for use in my own Association as they are currently evaluating their financial position. We will be talking about the OCLA app this week, which is simply a great initiative for our organization and this newsletter! Everyone should be able to come up with some tidbit for the newsletter at least once per year – something educational, funny, fascinating, from your corner of the province. With all of the counties, that would provide Betty and Janet generous amounts of "news" to publish.

Our OCLA meeting includes elections to the Executive this year. I will be happily giving up the Chair position and moving to the exit position of Past Chair. I started at the Thunder Bay Law Association in September of 2012 and I have been on the executive since October 2014, starting as Vice Chair. I expect to leave the executive in 2020. To participate in OCLA on the executive has been very rewarding, sometimes frustrating too, but overall a worthwhile experience, and our organization would not continue to exist without individuals stepping up to the leadership roles. Kudos to those individuals who have let their names stand for executive positions. The year ahead will bring change for the county libraries, with the impending establishment of the LIRN Board, and likely, the hiring of a manager for the LIRN. Let's consider how we, both collectively and individually, can work positively with these changes to improve our libraries and associations.

Thanks! Helen



In York, we don't always celebrate when legislation comes into force but we thought that October 17th would be a good day. We made brownies for all the lawyers.

# Reflections

by Pat Henry

As I sit here at my desk staring at the myriad of lists of 101 things to do before December 14, I am reflecting on the past 34 years as the law librarian here in Simcoe County. To put the years in a bit of perspective, back in 1985, when I was hired, Sarah was in Grade 2. Thirty four years later, she is a successful woman with a career she loves and we have three grandchildren.

Back in December 1985 I was hired to fill in for a 16 week maternity leave. Does anyone even remember when mat leave was only 16 weeks? Part way through that contract, the librarian decided she was not coming back so the library committee met with me and offered me the job permanently. By that time, I knew I really knew I wanted this gig but held back and did not offer them my teeth, my child and my right arm to get it. And here I am to this day, teeth, child and limbs intact.

Reflecting on the changes that I have seen over the years and boy, there have been many. Four different administrative structures with a new one on the horizon but in our individual law libraries - same bar - different stool and the library staff keep plugging along doing what we do best. Being recognized as a trained library professional, the first in SCLA history, after long hard negotiations, finally being paid an acceptable wage, negotiating for incremental vacation and getting benefits - wow benefits!

The people I have met and again there have been many.... the lawyers from near and far, their support staff, court staff and judges in and out of the library all the time and of course the odd wing nut who just wanders in including the lady who just wanted to rub up against the books (I gently but firmly asked her to leave giving her directions to the public library down the street and then called a colleague there to warn them what was coming their way). I also remember the guy who just wanted to look at my "statuettes". I am pretty sure his is the person who razored the Trespass to Property Act out of my RSOs.

And there is technology - what can I say. When I started in the law library, I thought I had died and gone to heaven because I had an IBM Selectric with automatic correcting tape and boy did I need that! Nothing in the collection was organized, catalogued or classified and when the Great Library announced that they would be doing all of our cataloguing for us, I was thrilled beyond words. Cataloguing and classification were certainly not my favourite subjects in school. We originally received spine labels and 3 x 5 catalogue cards for our whole collection and for new titles going forward. Then came Advocat in print Cerlox books for our collections. Try teaching a bunch of lawyers how to use that was challenging to say the least - one book for authors, another for titles and another for subjects updated and reissued I think, 3 or 4 times a year. God help the person who walked away with one of the volumes.

I also remember one day, opening a very large box to find a fax machine. The Law Society had purchased one for all the law libraries but neglected to inform us that they were coming, nor did they inform us that we would need a table or stand to put it on needed to install a second phone line (some of the libraries at the time did not even have a dedicated phone line for staff, let alone have a second line). Now on to the "modern age". We were zooming along. In the early to mid-90's computers were beginning to be used and when one was purchased for me, it sat on my desk for months because I was terrified to use it and screw things up. Once again the Law Society bought us the "cutting edge" of machinery - a computer, monitor and a CD tower capable of holding I believe 15 different CDs affectionately called "the Towers" by the staff at the time. All of the updates arrived by mail and we all had to insert the new CDs into the machines to update the programs - many, many times. What to do with old CDs? Christmas decorations of course.

By the early 2000s we had advanced quite a bit with many of us expanding the number of computers in the library and resources were now online - the internet had arrived. Now all we had to do was to learn the ins and outs of each program and then in turn, teach our users how they work. Easy right? Not! The products continued to change, merge with others, split off from others and change how they were searched or the subscription to some stopped entirely by our administrative bodies. At least now, I think I have a pretty good handle on our electronic resources and feel pretty comfortable with them (LAQ please stay the same for a while). Not bad for an old broad who was in love with an IBM Selectric with automatic correcting tape.

The opportunity to network with colleagues from Ontario and across Canada at CALL and COLAL conferences has been priceless. I have had the privilege to attend almost every CALL conferences for 34 years and have only missed one COLAL conference since its inception in the good old days of Glenn Howell. I have made lifelong friends, contacts to help with sticky research questions, resources to call upon at any given time - again priceless.

And now it is time to leave a job, no a career, that I absolutely love, the ups, the downs and the slipping sideways, it has been a blast. Now on to the next chapter in my life.....Cheers everyone.

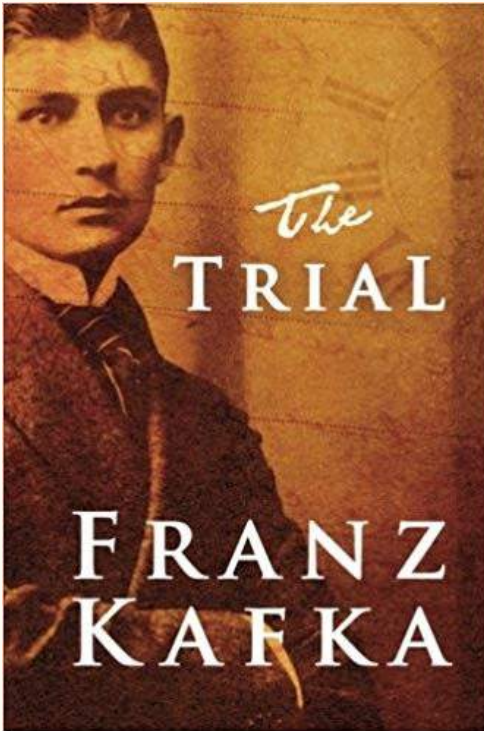


## Research Refresher

HeinOnline has recently upped its search game with the ability to search within x number of words using w/#. Previously, the ~ symbol plus quotation marks had to be used, e.g., "discrimination accommodation"~10. If, like me, you did not even know the ~ key existed, you may not have used proximity search commands (BTW, it's SHIFT+` found at the top left of most keyboards.) Now we can use a search syntax more familiar to users of Quicklaw and Westlaw, namely w/#. The new proximity search syntax now looks more familiar: discrimination w/5 accommodation.

And don't forget what else HeinOnline has: **historical Canadian and provincial statutes.**

# for the love of a book



I will never forget sitting with my dad when I received my acceptance letters from the various Universities in Ontario to which I had applied. He sat proudly adoring me as the last of his 3 daughters to set sail to better things. As an immigrant, this was a dream for him. Things went a bit sour when I told him I was to study Commonwealth literature, poetry, drama, and all that filled my heart. While he knew I had a love for literature, as he built my latest bookshelf he could not see any career path with such a degree. I told him that one day I would be a writer but if that did not happen I had faith that great literature would take me somewhere that would make him proud.

When I was in university, one of my first lectures was on the life and work of Franz Kafka. I knew nothing of him, but he forever changed me as a writer. I now share with you my favourite Kafka novel, *The Trial*. It is an intense read; despair and anger, the disconnect with society, lack of justice, red tape, arrests, and the psyche. This is *The Trial*.

It struck me that since I have worked within the legal system for several years since then, perhaps a re-read would give me some new insight to the story. I remembered the main theme of the novel was judgement, the protagonist's fears and guilt taking the form of a court system (that may or may not have been in his imagination) that was mysterious and endless. Josef K. is a bank employee who is arrested by two men who represent an unknown agency. These agents inform Josef that he has been charged with an unknown crime. He is not taken away though, only told to await further instructions. Imagine having this hanging over you, only able to wonder what you have done? Various people who represent society like lawyers, priests, and women interact with Josef, but no one helps him. Parts of this unknown system turn up in places like the storeroom of Josef's bank, which makes the reader wonder if the whole thing is in his head. In the end Josef is convicted and expected to end his own life, but he refuses and is murdered, his last words "like a dog!" *The Trial* is a disturbing read on so many levels, making you question life and society, and everything around it. It will leave you shaken and questioning everything around you. Josef K. could never escape its clutches, even though he always attended voluntarily.

There are many other themes that run through *The Trial* but in this reading, I was really taken aback by the corruption, lack of transparency, assumption of guilt, and the absence of due process in this secret court system. There is a theory that this was a poke by Kafka at the legal system and secret police of Austria-Hungary, where he lived. I know that a century ago, most of the world did not have the legal rights that we in Canada take for granted: presumption of innocence until proven guilty, the right to counsel, and a fair trial. It really struck me while reading the book again how truly fortunate we are. Sometimes it is easy to take things for granted when we do not experience true hardship and have freedom that has never been tested. I highly recommend Kafka's masterpiece.

Jennie Clarke  
Durham Law Association

# Collection Corner

by Betty Dykstra

Summer is a wonderful time to catch up on little things that don't always get done on a regular basis and to take some time off and refresh. It also gave me opportunity to take a side trip to my old stomping grounds to say hello to Grace in Halton in person, as I passed by on my way home from a visit with my son.

As with any new job, it requires some work and a little digging see where you are, and where to go from there. It can be intimidating for some; however, OCLA is a most helpful group. I assured her that we all start out new and recalled that my first question when I started was "where are the CCC's" to which I replied "the what, what, what's".



The Peabody Library by Ciara

We talked about collections – how to find out what you have, how much it costs, standing orders, Thomson's myAccount, LexisNexis looseleaf purchases and how your Reps can be helpful. I referred her to the article in our last newsletter, reminded her about the importance of ILL's and how to check the catalogue to find out how many libraries carry a publication. This might also play in part in the justification to buy or not to buy a purchase that is not on the core or essential lists. It should ideally indicate who has the most current version of a looseleaf.

In the vast amount of information given in a very short time frame, I reiterated the importance of not duplicating in print what you have available electronically, as this will spread your budget dollars further and discussed the numerous textbooks that are available to all of us on Lexis.

A few days later, Grace phoned to ask how to find all of these books and I talked her through the process. I then created a list of all the textbooks that are available to us ([link](#)) as I needed a refresher of my own. In York, we have WestlawNext and access to numerous textbooks electronically which Janet has ensured are noted in Advocat. We looked and saw that the Great Library has all of their electronic texts from Lexis noted in the catalogue, but none of the County & District Libraries had them listed. I sent the list to Olcay at the cataloguing department and asked her to add these to the catalogue on behalf of everyone. This ensures that you and your members know that you have these publications available in your library. This may also be a good time to decide if you need to have a hard copy of the publication in addition to the electronic version.

The Enoch Pratt Free Library by Betty



The Peabody Library by Betty



## There...I fixed it !

Plato is attributed to the saying "Necessity is the mother of invention". Our building went to restricted entrances via access cards a few years ago. All our members have access cards which allow them entrance through a staff door at the front entrance of the building, the library, and our lounge across the hall from the library. This works well, but it left us with the issue of visiting counsel access. The library is staffed from 9-5 and we are here to let them in but we cannot just pop next door to the lounge/robing room and let everyone in on a regular basis (which would be good for our Fitbit step monitoring, but not our workload). Our solution is simple, but relatively effective. We purchased realtor lock boxes and had the building issue us cards with library/lounge permissions and we placed them in the box. We give out the code to visiting lawyers and show them how to use it and suggest they put the code in their phone. We follow up with offering them a cup of complimentary coffee. Is it a perfect solution? No, but it will allow your lawyers to access the robing room and lounge prior to 9 am and throughout the day. So.... what is your inventive solution????

### Abus KeyGarage 767

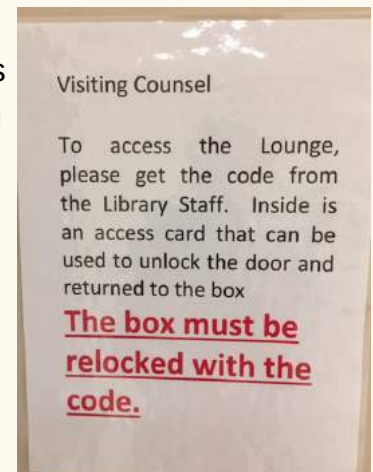


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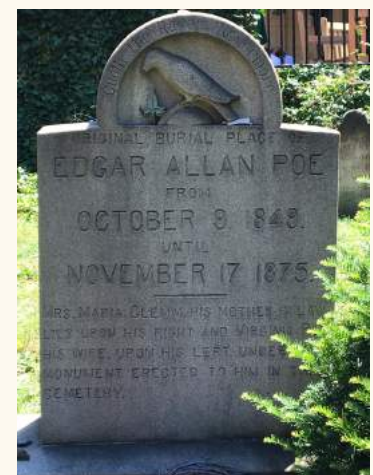
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## LibraryCo Benefits Update

In case you missed it, **Shivani Chetty** has replaced Leslie Chan as our Human Resources Representative. She can be reached at:

Human Resources Representative  
Law Society of Ontario  
130 Queen Street West, Toronto, Ontario M5H 2N6  
T: 416.947.3446 | F: 416.947.3448 | E: schetty@lso.ca



Poe by Ciara

## UPCOMING EVENTS

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

Sunday, May 26 through Wednesday, May 29, 2019  
CALL/ACBD in Edmonton AB

# Inspired

As the demands on us grow, we often turn to technology to assist us in our daily tasks. We (in York) use an excel spreadsheet for a Kardex and stats, are implementing Libib to manage our collection and overdue notices, and we use Wild Apricot for our membership management. Prior to WA, we turned to MailChimp for tasks such as Mailings and Newsletters, and combined it with Google Docs to link for registrations. This allowed our members to register for programs directly from the notice we sent, indicate their dietary restrictions, let us know how they were going to pay, and other information. It also gave us a quick registration sheet and a timestamp (for when they indicated that they never signed up for the program) Shirin Ganji - our Library Assistant has created a powerpoint presentation with the pdf ([linked here](#)) (a link to the actual powerpoint will be sent by email) to walk you through how to set up an use Google Docs to assist you in some of your tasks.



## Tech Tip

Zoom in on any Windows browser:

Ctrl +

Quickly zoom out:

Ctrl -



Baltimore Museum Sculpture Garden by Betty

# The Humble Notebook

by Janet Marchment

With COLAL approaching, I started thinking about note taking. I know I should be thinking about things that are more important--such as what to wear, and if there are any good pubs nearby--but note taking, for me, is essential.

Some people can just listen and learn; but, I am not one of them. I need to take notes, and the method I use varies with the situation. At CALL, where there are many different topics and speakers, the iPad is my "notepad" of choice; for lectures and courses, I prefer a lined notepad. At COLAL I used to flip flop between the two, until I discovered I could combine the two by handwriting on my iPad. It is the best of both worlds, and most importantly, it means I no longer misplace my paper notes. There are numerous methods of taking notes on both paper and in digital form, so here is a quick summary of three popular paper-based note-taking techniques that can also translate to your tablet:

## 1. Outline

This method is probably the most familiar to all of us. Point-form notes are jotted down during the lecture, with headings and bullets used to highlight and organize concepts. Anyone 50ish and over would have learned this method in elementary school. A main heading is at the top left or centre of the page, followed by indented or numbered subheadings, then key points. Further explanations or diagrams occupy any free space on the right.

## 2. Cornell Notes

From Cornell University comes this note taking and study technique developed decades ago and still popular today. A 2-3" column on the left contains key words, ideas, and/or questions; the larger right-hand column contains lecture notes in point form. After the lecture, a 2" horizontal row at the bottom is used to write a summary of the notes above.

## 3. Mapping

Mapping, also referred to as concept mapping or mind mapping, is a graphic tool used to show relationships between ideas. McGill University has an excellent libguide detailing its usage ([link below](#)). Mapping is best for visual learners, of which I am definitely not one. To me, mind maps look like jigsaw puzzles that need rearranging. The main concept is located in a circle in the middle of the page, with lines heading outward to other circles, and more lines going outward or even turning back inward to connect with the main idea.

Purdue University hosts my VERY FAVOURITE writing site: The Purdue OWL (Online Writing Lab). The three methods above are summarized by Purdue in this PDF. The OWL is also great for grammar, citation (MLA, APA, Chicago Style), and general writing and research skills. Click on the links below for more information.

[Purdue OWL](#)

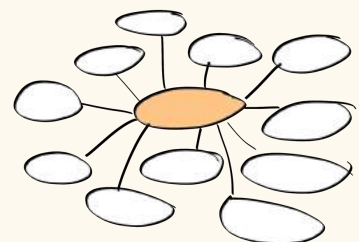
[Outline Method](#)

I. Title
1. Subject
a. Item 1: Description
b. Item 2: Description
c. Item 3: ...
2. Subject 2
II. Title 2
...

[Cornell Notes](#)

Course/Date		Name: _____
Topic/Date		Class: _____ Period: _____
Essential Questions		Date: _____
Question/Note Area	Notes	
Summary:		

[Concept/Mind Mapping](#)



Always:

Remember to make yourself a priority. Self care helps alleviate the negative aspects of stress, prevents burnout, and helps you refocus. If you are part of our benefits package, don't forget to use them prior to the end of the year. Better yet, schedule your appointments (such as massage) for the whole year in January.

## 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 submitting something for the next newsletter to [oclaaccesspoint@gmail.com](mailto:oclaaccesspoint@gmail.com).

