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Important Reminder

For the smooth running of the Committee, it's ESSENTIAL that all its members are kept informed of all information received. Don't forget to pass this INFO-BULLES Newsletter to ALL members of the Library Committee.



INFO-BULLES
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Dépôt légal électronique :
Bibliothèque et Archives Canada
Bibliothèque et Archives
nationales du Québec

REVIEW OF THE SPECIAL AND ANNUAL MEETING OF THE RÉSEAU BIBLIO DE L'OUTAOUAIS

During its special and annual general meeting, which took place on June 8 at the Community Recreation Centre of the Notre-Dame-de-la-Paix in the MRC of Papineau, the *Réseau BIBLIO de l'Outaouais* paid tribute to the people who work hard in the different libraries of the network to make reading more accessible to all citizens of the Outaouais.

A new board was elected at this meeting. It is composed of Mrs. Micheline Tessier, president of the *Réseau BIBLIO de l'Outaouais* and in charge of the Lac-des-Plages library, Mr. Gilles Payer, vice-president and municipal representative of Duhamel, Mrs. Chantal Corriveau, secretary-treasurer and in charge of the library of L'Île-du-Grand-Calumet, Mrs. Michelyne Bélair, municipal representative of Bouchette, Denise Cécylre, in charge of the library of Perkins (Val-des-Monts), Mr. Stephen Harris, municipal representative and mayor of Cantley and Mrs. Michèle Marois, municipal representative of Val-des-Bois.

Awards of excellence

Libraries and municipalities of the year

The most thriving municipalities and libraries of the *Réseau BIBLIO de l'Outaouais* of the year 2012 were awarded a 500 \$ gift certificate each from the *Du Soleil* and *Réflexion* bookstores. Wonderful personalized acrylic works were also offered to the winners.

Libraries of the year 2012

- Library of Montcerf-Lytton (serving less than 800 citizens)
- Library of Chénéville/Lac-Simon (serving between 800 and 1 800 citizens)
- Library of Perkins – Val-des-Monts (serving more than 1 800 citizens)

Municipalities of the year 2012

- Municipality of Duhamel (population of less than 800 citizens)
- Municipality of Montebello (population of between 800 and 1 800 citizens)
- Municipality of Shawville/Clarendon/Thorne (population of more than 1 800 citizens)

Volunteer work is the cornerstone of the *Réseau BIBLIO de l'Outaouais*' library service. In the *Réseau* only, we estimate that more than 263 volunteers are giving time and effort to help their fellow citizens. We would like to take this opportunity to thank the staff of member libraries for their continued dedication!

MRS. MICHELINE TESSIER IS THE NEW VICE-PRESIDENT OF THE RÉSEAU BIBLIO DU QUÉBEC

June 29 at the Alt hotel (1200, avenue Germain des Prés, Quebec), during the *Réseau BIBLIO du Québec* (RBQ)'s regular assembly meeting, Mrs. Micheline Tessier was elected vice-president of the national network. Mrs. Tessier will replace the outgoing vice-president, Mrs. Marielle Lemieux, until the next election of the executive comity which will take place October 5, 2013 during the annual general meeting of the *Réseau BIBLIO du Québec*.

Mrs Micheline Tessier, who is president of the *Réseau BIBLIO de l'Outaouais* since June 2010 and who has been in charge of the Lac-des-Plages library for more than 18 years, will, without a doubt, keep contributing to the growth of the *Réseau BIBLIO du Québec*.

THE « SAC-ADO » PROGRAM



We would like to remind you that the « Sac-ado » program continues while the CRSBPO's stock last. The program's goal is to generate interest among teenagers, to make them attend their local library and promote reading to them. This program is intended for teenagers 12 and over who want to subscribe to the municipal library or who is already a member.

It is important to give teenagers the feeling that they have their place in Outaouais' public libraries. Thus, throughout the year, teens will be able to pick up their *Sac-Ado* while visiting their library. They will have to subscribe to their local library if they are not already members. The *Sac-Ado* is a tote style bag made in unrippable canvas with a drawstring cord. It is compact and lightweight and contains the following items that will help promote reading among adolescents: a youth novel from *Éditions Québec-Amérique* and an issue of the journal «*Les Débrouillards*». You

must give one bag per person. You can also insert in the bag any information about your local library (including for example a bookmark on the opening hours of your library and the presentation of your services). Note that the program is currently offered in French only.

If you want to receive some of these bags (and their contents) and copies of the promotional poster, please contact Claudette Deschênes at (819) 561-6008 ext. 21 or at 1-800-567-1242 ext. 21 or at: biblio@crsbpo.qc.ca. We suggest you request these supplies in advance to make sure that you have enough bags to meet the teens' demands.

GET YOUR CALCULATORS...IT'S TIME TO BUDGET!



Because the budget of a library is an integral part of the municipal budget, you must, each fall, disclose your needs for the year to come. The budget estimates are generally prepared around October and budgets are passed each year in November or December.

By communicating your needs in advance, the general manager of your municipality can include them, according to available funds and as approved by the city council, in the municipal budget of the municipality.

Here are the steps to take and some ideas:

First step: Action plan

What do we want for the library in 2014?

- Acquire materials for the local collection (Books, periodicals, audiovisuals)
- Host activities (children, teens, adults, Public Library Week, Book and Copyright Day, TD Summer Reading Club, contests, etc.). Note that the *CRSBPO* will hold a contest in 2014 aimed at adults. **In this contest, a regional and a local prize will be offered for each library affiliated to the network. An amount of \$ 50.00 will be charged to each library in January 2014 for this purpose.**
- Celebrate special events (Library's anniversary, volunteers recognition ...)
- Renovations, furniture, computer equipment, display...
- Trips: Purchases at the bookstore, participation at the annual sectorial meetings of the network, presence at the annual general assembly of the network...
- Postal fees, supplies...

Second step: Determine the cost

The General Manager may help you assess the financial resources necessary to carry out your action plan. Furthermore, the general manager knows the costs related to premises, to staffs and to library operations and can estimate the library's revenue (contribution of other municipalities, fines, special requests, donations and sponsorships ...)

Third step: Forecast presentation

This important step is to convince policy makers to grant the funds necessary to complete the action plan. The person in charge of the library and the municipal official present the forecasts to the city council.

In October, you will be mailed documents to help you prepare **your budget forecasts**.

LOCAL INITIATIVES



Congratulations to the Aumond municipality for its official opening that was held last June 28th. The proactive library possesses a Smartboard, Plasma screen TV, touchscreen computers that use windows 8 and a library section on the municipality's website. Congratulations to the whole team for this great initiative.

The municipality of Lac-des-Plages also included, on their website, a section that offers information on their library services. Great initiative!

We invite all library committees to inform Benoit Martineau about local initiatives that were made in regards to the management, operations, layout, activities and promotion of your library.

UNE NAISSANCE UN LIVRE, ALWAYS AVAILABLE!



Parents who enrol their children, one year and under, in their public library may sign up for the program «*Une naissance, un livre*». Upon registration, a gift including a storybook offered by *Editions Dominique et compagnie*, a *Enfant-Québec* magazine offering advice for mom and dad, a CD of songs for children, a *Toup'tit* guide for parents that offers reading choices, a *Librairie Réflexion* gift certificate and other surprises will be presented to the child. Do not forget to promote this program!

LIVEN UP YOUR LIBRARY ALL YEAR LONG!

To liven up your library you must approach your users, create groups and encourage them to participate in activities and thus maintain enriching relationships. Hosting activities is sure to make your library a lively, welcoming and stimulating place. The more stimulating will be your library the more it will be visited by the citizens of your municipality. **It is therefore important to provide an annual budget to fund your activities and their promotion.**

The CRSBPO is redoing its section Animation / Promotion in the libraries' Extranet. You will find more activity and promotional tools, ideas of activities and of partnership with the main social players of your community. We encourage you to consult them.

If you need our help to select a host or a speaker, contact us and we will make some suggestions according to your theme, target clientele or budget.

A NEW MEMBER AT RÉSEAU BIBLIO!



The daughter of Mr. Pascal Demers, documentation-cataloguing technician at the *CRSBP de l'Outaouais*, was born July 29th 2013, at 2:32 am

The adorable little girl Livianne is doing well! Our best wishes to the proud parents!

THE WHEEL IS TURNING

We would like to welcome Linda Lemieux, in charge of the Aumond library, Francine Denis, in charge of the Papineauville library and Monique Lavoie, in charge of the Fort-Coulonge library.

THE CRSBPO'S OPENING HOURS

Note that since September 3, the opening hours of CRSBP are back to normal:

- Monday to Friday, 8:30 am to noon and 1pm to 4:30 pm.
-

THE CRSBPO IS CLOSED

- October 14, 2013: Thanksgiving Day
- The offices of the *CRSBP de l'Outaouais* will close December 20, 2013 at 4:30 pm for the Holidays. We will be back January 6, 2014 at 8:30 am.

TO PUT ON YOUR AGENDA

October 2013

- 1: International Day of the Elderly
- 14: Thanksgiving
- 31: Halloween
- 20 to 27: Public Library Week
- Month of October: Women History Month

November 2013

- 11: Remembrance Day
- 16: International Day for Tolerance
- 20: Universal Children's Day
- 2 to 9: Canadian Children's Book Week «*Lire à tout vent*»

December 2013

- 1: World Aids Day
- 3: International Day of Persons with Disabilities
- 5: International Civil Aviation Day
- 10: Human Rights Day
- 20: International Human Solidarity Day
- 25: Christmas

January 2014

- 1: New Year's Day
- 27: Family Literacy Day

February 2014

- 4: World Cancer Day
- 14: Valentine's Day
- 28 : Réseau BIBLIO de l'Outaouais' library Day
- February 23 to March 1: Freedom of Speech Week
- February 27 to March 2: Salon du livre de l'Outaouais
- Month of February: Culture at school Month, Snowmobile Month, Heart Month

March 2014

- 8: International Womens' Day
- 20: International Day of the Francophonie
- 21: Journée de l'Hymne au printemps
- 21: World Poetry Day
- 22: World Water Day
- 27: World Theatre Day
- March 29 to April 6: Quebec Adult Training Week
- Month of March: Nutrition Month



TRAINING SESSIONS 2013-2014

Back to school time has arrived at the CRSBP!

Here is the *Programme des formations* available for the year 2013-2014:

Impression de cotes avec le logiciel Symphony

- Wednesday October 30, 2013 from 10 am to noon

This training, hosted by Benoit Martineau of the *CRSBPO*, will teach participants from member libraries to print call the numbers of documents from their local collection that are entered in the network's Symphony. It will help prevent postal delays.

Facebook : ma bibliothèque branchée

- Monday October 7, 2013 from 1 pm to 4 pm

or

Tuesday October 22, 2013 from 9 am to noon

Hosted by François Lalonde, consultant. It will teach participants to create and setup a Facebook account for their library. They will learn about all the ins and outs of Facebook, about how to share information and videos of their library in order to promote their activities. This web window will allow participants to increase the visibility of their library, seek their users and interact with them.

Communication efficace en équipe

- Friday February 28, 2014 from 9 am to noon

This workshop will provide techniques and easy to implement tools to communicate effectively in the workplace and establish a climate of trust within the team. This workshop will allow participants to explore efficient strategies needed to communicate effectively with other members of their library team and their superiors: process of active and non-verbal communication, verbal ability, listening and assertiveness techniques.

Les archives

- Tuesday April 8, 2014 from 9 am to noon at the library of Saint-André-Avellin
at 532, Charles-Auguste Montreuil

Workshop presented by Mrs. Nathalie Gélinas of *Bibliothèque et Archives nationales du Québec (BAnQ)*. Participants will learn to recognize the archival material from their municipality and how to care for them in the library. They will discover tools, created by *BAnQ*, which aim to assist libraries in their selection and conservation of local archives. Finally, they will learn information on the regional archival network in order for them to consult available archival specialists or refer them to users. A municipal library is a place of information, entertainment and distribution and preservation of the local collective memory.

Comment développer ma collection locale de façon harmonieuse en bibliothèque

- Tuesday April 22, 2014 from 9 am to 4 pm at the library of Sainte-Cécile-de-Masham
at 5, rue Principale Ouest
or
Wednesday May 14, 2014 from 9 am to 4 pm at the library of Fort-Coulonge
at 134, rue Principale

This workshop, presented by Mr. Benoit Martineau of the *CRSBPO*, will teach participants how to develop and manage a simple and effective local collection. It covers the basic inventory and assessment criteria of the collection (objectives and weeding criteria) that allows avoiding over crowded library shelves and promoting a better rotation of the collection to subscribers. It also provides tools to manage donations of materials made to the library (selection of these donations). Finally, it outlines the process of material acquirement needed to improve the local collection (selection and choice of materials, development plan).

You can register by contacting Benoit Martineau, in charge of the Network's services at **(819) 561-6008 ext. 33** or **1-800-567-1242 ext. 33**. You can also contact him by email: benoit.martineau@crsbpo.qc.ca

These training sessions encourage and support library committees in their efforts to better meet the needs of their customers. We invite every person in charge of a library to inform his/her team about these workshops so that anyone interested can attend.

The *CRSBP* offers also individual on demand training on several themes. These training are provided at your library. You will find the document on the Extranet of the *Réseau BIBLIO de l'Outaouais* libraries under *Support/Formation*.

POSTES CANADA



As you may have noticed, since last January, Canada Post has updated the electronic shipping tool for ILL documents (on the *CRSBPO*'s Extranet). Now you must always specify the name of your library as the sender because the information is erased once the requests are completed. Also, you must always accept the fees that are charged to the *Réseau BIBLIO de l'Outaouais*.

In certain cases you must reduce your screen at 100% (bottom right corner of your screen) to see the complete data of your address book.

If you are experiencing problems with Canada Post during the printing of your labels (blank page), please follow these steps:

Click on **F12 “Mode navigateur”**

Select an **Internet Explorer version other than 10 (ex : 9,8 ou 7)**

Click on **F12** to clear the screen and to go back to the page where you can print your labels. For more information, contact me or Benoit.

If you have questions about this service, or experiencing other problems, contact Claudette Deschênes by email at the following address: [claudette.deschenes @ crsbpo.qc.ca](mailto:claudette.deschenes@crsbpo.qc.ca) or by phone at **819-561-6008 ext 21**.

We also ask that you send us back the blue or black bags with broken zippers, holes or other damages. It will allow us to make necessary repairs and thus, avoid the loss of materials.

LOANS BETWEEN LIBRARIES (ILL) – USE OF SHIPPING AND RETURN LABELS

When you receive the ILL bags sent to you by the CRSBPO or libraries affiliated to the *Réseau BIBLIO de l’Outaouais*, **you must keep and reuse all shipping and return labels you received** before printing new ones. **It is mandatory to keep all return labels you receive for your future ILL transactions.**

When you use the previously received return labels, you must respect the location of the recipient (the library name or the CRSBPO headquarter if you are sending documents to the CRSBPO). **However, you do not need to respect the weight inscribed on the label but you need to make sure that the bag does not weigh more than 5 kg (use your postal scale).**

FINES VS ILL

Some libraries have informed us that fees for fines on ILL materials returned late by users were disappearing. After verification, we confirm that the fee for the fines remain in the record of the user as long as the fines are not paid.

DUE NOTICE

During the last month, we noticed that some libraries were not returning ILLs in VDX because they were not able to find the request that had received a Due notice. Usually, a click on the number of the section « Received » of the borrower side would help find the request but because of the Due notice, the request is transferred to « *Prêt échu/Overdue* », which is below the *Received* line.

Reçu/Received	0
Prêt échu/Overdue	3

Just click on the number of the overdue line to retrieve your request. Contrary to the request found in *Received* the action will be *Add private note* Instead of *Returned*.

Ajouter note privée/Add private note	▼	Action
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Just click on the scroll down menu to change the action to *Returned*

Retour document/Returned	▼	Action
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After that, click on the action button to return the document.

DUE DATE OF ILL MATERIAL

A reminder for the due dates of ILL materials. When you receive an ILL book you will find a shipping list inside. On this list you will find the deadline for the return of the book to the lending library. This date is not for the borrowing user; he/she must return the material before the due date entered in Symphony. The loan duration is the same as the one for your books. Your library policies will determine the duration but be aware that all affiliated libraries do not have the same policy regarding loan periods.

When an **affiliated library** borrows a material from a library that is not a member of the *Réseau Biblio du Québec*, the book cannot be borrowed more than 3 or 4 weeks. Please pay attention to the due dates. Despite these short loan periods, we invite you to loan these books to your users in the same manner you do your regular loans.

NON-RENEWABLE

We would like to stress that you cannot renew ILL documents. However, we know that a user can renew a document through Symphony. We ask you to not renew the users' ILL materials. It would also help if you reminded your users to bring back the material before the due date registered in Symphony because they are not renewable. These books are the property of other libraries, which graciously accept to share them with your users. So, it is important to respect the prescribed loan period.

We know that users can renew ILL loans through their online user record. We ask that you to not mention this to your users. If you are aware that some of them are renewing their ILL books online, please take the time to inform them about the issue.

Note that requests have been made to the Symphony and the online catalogue provider to address the situation

ALWAYS AVAILABLE

Make recognition a priority! Offer promotional items of the *Réseau BIBLIO* to your staff members to thank them. Contact Claudette Deschênes **(819) 561-6008 ext 21** to order.



THE IDEAS BOX

Here are some activities that are available for your library:

Le Tour du Monde d'Indiana Jad (in French, English or Spanish)

Duration: 1 hour

Clientele: 6 to 12 years old

Costs: From 200\$ to 300\$

Contact: Jadrino Huot

Email: jadrino@hotmail.com

Website: www.indianajad.com

During this summer's TD reading club, which theme is « Les voyages », let children from 6 to 12 years old be transported to the four corners of the world by an interactive activity full of photos and extraordinary accounts. The young participants will learn about animals sometimes funny, sometimes strange, odd homes and the everyday lives of children like them through Jadrino «Indiana Jad» Huot, an avid adventurer who visited 44 countries around the world.

Formation d'ébénisterie

Clientele: Adults

Cost: To be discussed

Contact: Claude Rainville

Phone: (819) 827-0419

Email: mailto:atelierdescascades@bellnet.ca

The workshops are created to make the material easier to assimilate even for beginners. This in a pleasant way, even though a lot of material is covered.

Théâtre interactif de Roxanne de Bruyn

Clientele: Children from 2 to 7 years old

Costs: To be discussed

Contact: Roxanne De Bruyn

Phone: 514-935-4896

Email: roxanne.debruyne@videotron.ca

Greta, the lighthouse keeper is lonely. She dreams about diving in the sea and be part of the show. She would like to touch the ocean with the tips of her fingers. Have you ever been to the Beach?

THE IDEAS BOX

Osez rêver sans limite - conférence

Clientele: Adult

Costs: To be discussed

Contact: Janic Losier

Phone: 819-345-1696

Email: janiclosier@gmail.com

Janic Losier is a native of New-Brunswick, daughter of an artist mom and an entrepreneur dad. At 16, she launches her School of painting (still open today). For three years she does odd jobs and volunteers with the elderly. She does not know what she wants to do in life but she knows that she wants to help others. She moves to the Eastern Townships and there, she meets people that will encourage her to make a move; be her own boss. She starts to paint, sell and becomes renowned. Then, derived products of her work (calendars, cards, magnets...) are distributed all over the world by the company ELLA communication. Instinctively, she realizes that she needs to share her knowledge. Janic enters an exploratory phase: she participates in several exhibitions, conferences and organizes creative workshops. At 22, Janic has a revelation: she decides she will be a speaker! A big turning point in her professional life begins. This young woman is surrounded by experts and people who incite her to bring organization, structure and vision to her projects. Because of her achievements and personality, she discovers that she has a real potential: she inspires people around her. At age 23, she goes twice on tour with Andrew Harvey, author and speaker recognized throughout the *Francophonie*. This association inspires her to finish her book "**Oui,-mais Si j'osais? Faire confiance à la vie!**" she started two years before. Janic publishes the same year. She follows with a promotional tour that quickly brings her success and fame. In two weeks, she visits 15 cities. In less than six months, she has already sold more than 2,000 books! Before she's 24, Janic and her associate buy ELLA communication which becomes Diffusion ORFÉA! Because of her own intuitive path, Janic has developed a solid expertise and created a network of professionals. Today, she makes her resources available to others as a product and marketing manager at Diffusion ORFEA.

Financial aid offered by the *CRSBP DE L'OUTAOUAIS*

The CRSBP can provide financial assistance for activities if the library has not received other grants:

- 35% of the cost of the activity up to \$100 per activity. All proceeds must first be deducted from the costs of the activity (registration fees, sponsors, etc...).
- A maximum of \$200 annually per library and up to the available budget
- Activities are required to be organized by the library. (The CRSBPO does not allocate funding for activities organized by schools)
- Activities are required to be organized by the library. (The CRSBPO does not allocate funding for activities organized by schools).
- To benefit from these funding, affiliated libraries must fill the application for reimbursement for the created activity. This application form is available on the Extranet of the CRSBPO under *Animation/Promotion / Animation culturelle en bibliothèque / Guide d'animation / Demande de remboursement.pdf* and forwards it to the CRSBP with the required receipts.

REMOVAL OF THE ELECTRONIC RESOURCE EUREKA.CC

Please note that, in September, we removed the electronic resource *Eureka* from the *Réseau BIBLIO de l'Outaouais*'s portal and the online catalogue Simb@. This resource was rarely used and the subscription cost was too high.

SELECTION AND ACQUISITION OF BOOKS FOR YOUR LOCAL COLLECTION

To help you in the selection and purchase of books for your local collection, we suggest some websites that can help you with your choice:



Communication-Jeunesse

www.communication-jeunesse.qc.ca/selection/

Since the 70's, **Communication-Jeunesse** produce selections of books for children aged 0 to 17 yrs old. These selections are emerging as essential tools to choose works that stimulate the pleasure of reading among young people. The annual French-Canadian and Quebec youth literary production is examined by reading committees that select the best according to the criteria in force.



Entrée Livre

www.entreelivre.com

Entrée Livre. A French website where you find the bookseller who advises you, the friend who recommends, the journalist who reaches you, the author who appeals to you. This is the ability to find the right book at the right time and be able to share.



Livres ouverts

www.livresouverts.qc.ca

Livres ouverts. A French website from the *Direction générale des services à l'enseignement du ministère de l'Éducation, du Loisir et du Sport*. It aims to develop the love of reading and lasting reading habits in youth. **Livres ouverts** is a selection of varied books, updated regularly. It is also a laboratory for educational and cultural entertainment.



Pause Lecture

www.pauselecture.net

Pause Lecture is a French website that offers reading suggestions of fiction books by author or book similarity (topic or writing style). **Pause Lecture** is collaborative site in constant evolution. Its evolution is directly related to the rate of participation of its members. They may suggest bibliographies of authors; comment on their readings and especially on the similarities between different authors or different books. Validation is required before a suggestion is put online.



Entertainment Weekly (English site)

www.ew.com/ew/books/



Oprah Book Club (English site)

www.oprah.com/book_club.html

Literary columns in the media

Different programs on radio and television and literary columns of major newspapers (*Le Droit*, *La Presse*, *Le Devoir*) provide information on the latest releases and bestsellers.

Roman@lire

http://www.banq.qc.ca/ressources_en_ligne/romansalire/index.html

Need some reading ideas? Check out the database **Romans@lire**. All indicated to explore new avenues for finding books suitable to your tastes and to discover new authors or books valued by BAnQ users. Unique, **Romans@lire** lists nearly 35,000 novels. Among those, all Quebec novels published to date as well as all novels published in French since 2000 that are part of the BAnQ collections.

Livres québécois à paraître

www.banq.qc.ca/ressources_en_ligne/livres_quebecois_paraitre.html

The monthly list **Livres québécois à paraître** lists books that will soon be published in Quebec and for which a cataloguing record before publication has been prepared by *Bibliothèque et Archives nationales du Québec (BanQ)* during the month.



Le libraire

<http://www.lelibraire.org/>

This free bimonthly magazine, which is sent to you by the *Réseau BIBLIO de l'Outaouais*, is also available on the Web. It is an international window of the Quebec book industry: articles, interviews, news, reviews, reading suggestions, etc.