

2295, rue Saint-Louis
Gatineau (Québec)
J8T 5L8

Tél. : 819-561-6008
Télé. : 819-561-6767

Adresse courriel :
biblio@crsbpo.qc.ca

Site internet :
www.reseaubibliooutaouais.qc.ca

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 LE PASSE MOT Newsletter to ALL members of the Library Committee.



LE PASSE MOT
ISSN 0843 8056

Dépôt légal électronique :
Bibliothèque et Archives Canada
Bibliothèque et Archives
nationales du Québec

After more than 23 years, the *Réseau BIBLIO's* newsletter is changing its name!

It's during the annual conference of the *Réseau BIBLIO de l'Outaouais*, last June 7th, that the new name of the network's newsletter was announced. It was chosen amongst the suggestions made by members of the assembly.

The name was proposed by Mme Claire Lacroix of the library of Messines. From now on, the *Réseau's* Info-Bulles will be called **LE PASSE MOT**.

THE RÉSEAU BIBLIO DE L'OUTAOUAIS, IT'S MORE THAN 50 YEARS OF HISTORY!



July 31st 1964, the *Bibliothèque régionale du Nord de l'Outaouais* was implemented. In 1968 it became the *Bibliothèque centrale de prêt de l'Outaouais (BCPO)*. In 1993 it was renamed the *Centre régional de services aux bibliothèques publiques de l'Outaouais (CRSBPO)* and became the *Réseau BIBLIO de l'Outaouais* in 2004.

Fifty years have passed since its inception and despite its many names, the original goal remains; support the municipalities and the library teams in the development and management of their local library.

It goes without saying that the *Réseau BIBLIO de l'Outaouais* and its members, like the world of public libraries in Quebec in general, have had their share of changes over the last 50 years. The central role of the public library has grown from a book loan desk to a cultural place where the citizens of a municipality can go to exchange, learn, get informed and entertained.

This evolution, experienced by the public library over the years, is the result of the vision and commitment of hundreds of people who wanted to make books and reading accessible to all.

The *Réseau BIBLIO de l'Outaouais* owes these 50 years to the administrators and staffs of the *BCPO*, the *CRSBPO* and the *Réseau BIBLIO de l'Outaouais* who made some changes and adjustments during all these years to insure a high quality service. The *Réseau BIBLIO de l'Outaouais* owes its 50 years of success

to the member libraries' staffs, the municipalities and the invaluable contribution of hundreds of volunteers, who are the base of the success of the *Réseau BIBLIO de l'Outaouais* since its beginning. Hundreds of thousands of volunteer hours have been provided since the foundation of the network by persons of heart dedicated and committed to making available the public library for all citizens of their community. Thanks to their vision, their constant commitment and creativity, the staff and volunteers of member municipalities and libraries have made the *Réseau BIBLIO de l'Outaouais* a single network and have made public libraries a local and regional cultural pride.

Thanks to all who enliven the cultural vitality of their community!

REVIEW OF THE ANNUAL MEETING OF THE *RÉSEAU BIBLIO DE L'OUTAOUAIS*

During its annual general meeting, which took place on June 7 at the Community Recreation Centre of Luskville in the MRC Les Collines-de-l'Outaouais, 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 Denise Cécyre in charge of the Perkins (Val-des-Monts) library, Mrs Carole Charbonneau, municipal representative of Val-des-Bois, Mrs Estelle Labelle, municipal representative of Maniwaki and Mrs Dorothy St-Marseille, municipal representative of Aumond.

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 2013 were awarded a \$ 250 gift certificate each from the *Réflexion* bookstore. Wonderful personalized acrylic works were also offered to the winners.

Libraries of the year 2013

- Library of Lac-Sainte-Marie (serving less than 800 citizens)
- Library of Montebello (serving between 800 and 1 800 citizens)
- Library of Maniwaki/Déléage/Egan-Sud (serving more than 1 800 citizens)

Municipalities of the year 2013

- Municipality of Notre-Dame-de-la-Paix (population of less than 800 citizens)
- Municipality of Bouchette (population between 800 and 1 800 citizens)
- Municipality of Papineauville (population of less 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 staffs of member libraries for their continued dedication!

Library Design Award 2014 – Outaouais

The Library Design Award encourages and promotes the advancement of municipalities and individuals who contribute to the support and development of public libraries and stimulate interest in the development of their designs. This prize is awarded every two years to a municipality of the *Réseau BIBLIO de l'Outaouais* that contributed the most in the improvement of the interior design of its library.

The municipality of Aumond won the 2014 Outaouais Regional Design Award for its library. A \$500 canvas print, that is to be exhibited in the library, was presented to representatives of the Municipality of Aumond. The prize is a courtesy of the *Du Soleil* bookstore.

The library is now eligible for the *Gérard Desrosiers award of excellence*. The official announcement of the great provincial winner will be made during a ceremony as part of the annual meetings of the Quebec Federation of Municipalities that will be held in Quebec, in the fall of 2014.

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 amongst 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 their municipal library or who are already members.

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 first 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 corde. 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 include 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 2015?

- 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.).
- 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.

Early September, you have been mailed documents to help you prepare **your budget forecasts**.

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 has upgraded its section *Animation / Promotion* in the libraries' Extranet. You will find more activity and promotional tools and 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 choose a host or a speaker, contact us and we will make some suggestions according to your theme, target clientele or budget.

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

The *Réseau BIBLIO de l'Outaouais* can provide financial assistance for your activities if your library has not received any other grants:

- Financial assistance of 35% of the cost of the activity up to \$100 per activity. All income must first be deducted from the costs of the activity (registration fees, sponsors, etc.)
- A maximum of \$200 per year per library up to the available budget
- The activities are required to be organized by the library
- The CRSBPO does not allocate financial support for activities organized by schools
- To benefit from these fundings, affiliated libraries must complete a form for each organized activity on the Extranet under *CRSBPO Animation / Promotion / Cultural animation library / Facilitator Guide / Application remboursement.pdf* and forward it to the CRSBP accompanied by receipts.

BOOKMARKS



Throughout the year, bookstores from the area are sending us several bookmarks. Libraries that are interested in receiving some of these bookmarks need to contact Claudette Deschênes at **819-561-6008** or at **1-800-567-1242 ext. 21**. You can also contact her by email at: claudette.deschenes@crsbpo.qc.ca.

DECORATE YOUR LIBRARY FOR HALLOWEEN



Take advantage of Halloween time to cheer up your library.

Make your library a terrible and frightening place by hosting workshops and a story time followed by drawing and candy tasting. In short, all ideas are good for decorating your library.

NEWS FROM...



The J.R. L'Heureux library of Maniwaki/Déleage/Egan-Sud is working in partnership with the community radio of the Haute-Gatineau, CHGA 97,3 FM. Each week, the library suggests book selections during the literary chronicle of the *Ann le matin* show.

Please contact Jonathan Careau (jonathan.careau@crsbpo.qc.ca) to inform him of all the local initiatives (your library's management, activities, promotions) you have taken during the year. We will share your good ideas with the other members of the Réseau in the *Le Passe Mot*.

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, 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, a bib and other surprises will be presented to the child. Do not forget to promote this program.

THE WHEEL IS TURNING

We would like to welcome Mrs. Suzanne Linden, in charge of the library of Quyon.

THE CRSBPO'S OPENING HOURS

Note that since September 2, the opening hours of CRSBP are back to normal:

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

THE CRSBPO IS CLOSED

- October 13, 2014: Thanksgiving Day.
 - The offices of the *CRSBP de l'Outaouais* will close December 19, 2014 at 4:30pm for the Holidays. We will be back January 5, 2014 at 8:30am.
-

TO PUT ON YOUR AGENDA

October 2014

- 1: International Day of the Elderly
- 13: Thanksgiving
- 31: Halloween
- 18 to 25: Public Library Week
- Month of October: Women History Month

November 2014

- 11: Remembrance Day
- 16: International Day for Tolerance
- 20: Universal Children's Day
- 1 to 8: Canadian Children's Book Week « Lire à tout vent »

December 2014

- 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 2015

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



TO PUT ON YOUR AGENDA

February 2015

4: World Cancer Day

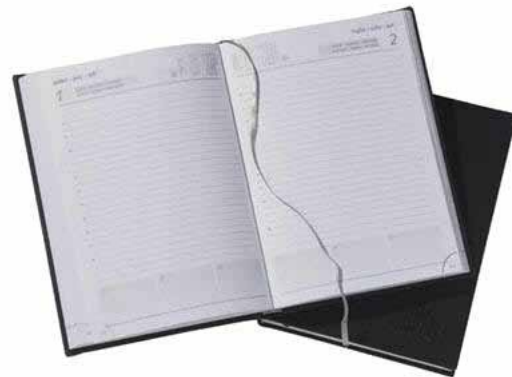
14: Valentine's Day

27: Réseau BIBLIO de l'Outaouais' library Day

22 to 28: Freedom of Speech Week

February 26 février to March 1: Salon du livre de l'Outaouais

Month of February: Culture at school Month
Snowmobile Month
Heart Month



March 2015

8: International Womens' Day

20: International Day of the Francophonie

21: Journée de l'Hymne au printemps

21: World Poetry Day

March 29 mars to April 6: Quebec Adult Training Week

Month of March: Nutrition Month

TRAINING SESSIONS 2014-2015

Back to school time has arrived at the CRSBP! Information on the training sessions 2014-2015 has been mailed to you on September 15. Here is a list of the trainings offered:

Rendez-vous numérique

- French workshop at the headquarters of the Réseau BIBLIO:
November 17, 2014 from 1pm to 4pm or November 18 and 24, 2014 from 9am to noon.
- English workshop at the headquarters of the Réseau BIBLIO:
November 25, 2014 from 9am to noon.
- Free workshops

During this training session, we will focus on several reading platform, on the search of eBooks in the network's catalogue, on the loans and downloads of eBooks, on loan policies and on the available guides for library users. Bring your eReader, tablet or your laptop if you have one and remember to bring your user card and your BIBLIO PIN.

TRAINING SESSIONS 2014-2015

Les FabLabs, la fabrication numérique et autres activités interactives en bibliothèque

(Journée des bibliothèques au Salon du livre de l'Outaouais)

- Workshop in French, February 27, 2015 from 9am to noon at the *Maison du Citoyen* in Gatineau (Hull), *salle des Fêtes*. The training will be followed by a lunch.
- \$18,00 + taxes per participant.

This training is offered by AgoraLab, a non-profit organisation that specialises in social innovations. It will introduce new digital production technologies that could be of interest to the users of public libraries. In certain cities of the world, some libraries acquired 3D printers, some create *FabLabs* or *Makers spaces* and others set up areas to give training and access to their equipment. These new installations contribute to the vitality of libraries and, in many cases, to the social, cultural and economical development of the citizens. This workshop will allow interested libraries to create a partnership with AgoraLab and thus, present digital production workshops to their users.

VDX – Mise à niveau

- The French training session is offered at the *Réseau BIBLIO*'s headquarters:
April 21 and 27, 2015 from 9am to noon.
- Free.

This workshop will allow participants to review the features of the interlibrary loan (ELL) with the use of the VDX software. The different stages of an online ELL request will be addressed: document search, registering an ELL request, managing and monitoring ELL requests (borrower function), management and response to requests from other libraries (lender function), use of the Canada Post shipping and electronic tool and ZPortal (to train your library users

You can register by contacting Claudette Deschênes at **(819) 561-6008** or **1-800-567-1242 ext. 21**. You can also contact her by email: claudette.deschenes@crsbpo.qc.ca.

These training sessions encourage and support library committees in their efforts to better meet the needs of their users. 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* also offers, on demand, individual trainings on multiple subjects. These trainings are presented at your library. You will find the document on the Extranet of the *Réseau BIBLIO de l'Outaouais*' libraries under *Support/Formation*.

ALWAYS AVAILABLE

Make recognition a priority! Offer promotional items of the *Réseau BIBLIO* to your staff members to thank them. To order, Contact Claudette Deschênes (819) 561-6008 ext. 21 or 1-800-567-1242 ext. 21 or by email: claudette.deschenes@crsbpo.qc.ca.



YOU HAVE RENOVATION OR IMPROVEMENT PROJECTS FOR YOUR LIBRARY?



As it was announced during the meeting of the *Réseau BIBLIO de l'Outaouais*, we are presently working on the development of a regional consolidated draft for the libraries of the Outaouais (*Aménagement BIBLIO*). This draft includes constructions, renovations, improvements or acquisition of specialised equipments. The goal of this consolidated draft is to permit the submitting of a single request to the *Programme d'aide aux immobilisations du ministère de la Culture et des Communications (MCC)*. June 25, you have received the participation form and a letter from us explaining the project.

The objective of this approach is to allow the realisation of capital projects for under \$100,000 by combining them in a single complete regional demand managed by the *Réseau BIBLIO de l'Outaouais*. With this project, we hope to enable municipalities of our region to receive a favorable reception from the *MCC*, by grouping demands around a larger and cost-effective project. Should a positive response come from the *Ministère*, the financial contribution would be equivalent to 50% of eligible expenses except for municipalities that have a wealth index of less than 75, in which case the potential financial contribution would be 90%.

The project «*Aménagement BIBLIO*» aims to meet the needs of your community by providing a library quality service in a new space, with adequate equipment. The work of these projects can be of various kinds: for example, redesigning the interiors, roof repair, improving the insulation, heating and cooling, buying furniture, shelving, indoor or outdoor signs for the library, providing the library computer and electronic equipment, etc.

To be a part of this consolidated regional project proposal, you must forward the following documents to the *Réseau BIBLIO*, before **Friday December 12, 2014**. You can mail or email them to sylvie.thibault@crsbpo.qc.ca, (your information will be kept confidential):

- the completed entry form for the regional combined project, which lists every work and specialized equipment needed for your library. You can ask for the Word version of the form to the *Réseau BIBLIO de l'Outaouais*' staff;
- submission costs collected from firms or contractors for works to be completed in your library;
- submission costs for the purchase of specialized library equipment. To this end, Jonathan Careau of the *Réseau BIBLIO* can help you by searching for specialist suppliers (shelving, interior or exterior signs for the library, etc);
- JPEG pictures of the current state of your library in conjunction with the desired work (on USB key if sent by mail);
- a council resolution.



Once we receive your project, we will add it to the list *Aménagement BIBLIO*. After December 12, 2014, we will negotiate the total of applications with the *MCC*. We will confirm the grant received for your project as soon as we hear from the *MCC* (this step can be relatively long, but in the end the wait will certainly be profitable for your municipality). Then, we will formalize everything by an agreement between your municipality and the *Réseau BIBLIO de l'Outaouais*. Once it is done, you will be able to carry out the work you want to be done in your library.

This proposal requires a concerted way of doing things, but we believe that considering the limited resources of all parties, it would be opportune to consider this avenue of regional collaborations.

For more information, contact us.

SELECTION AND PURCHASE FOR YOUR LOCAL COLLECTION

To help you in the selection and acquisition of books for your local collection, here's a website that could guide you in your choice:



Info-Librairie

<http://www.messageries-adp.com/info-librairie.aspx>

Each Tuesday, l'*Info-Librairie*, an electronic publication, is offered on the *Messageries ADP*'s website where you can find:

- New releases from some publishers
- Favorites
- A list of weekly best-sellers in bookstores
- News media and literary awards

REMINDER... ABOUT THE ROTATION BOXES OF THE *RÉSEAU BIBLIO*

To help us maintain the *Réseau BIBLIO de l'Outaouais* material in good condition, we ask you to pay particular attention to the rotation boxes (cardboard or plastic) of the *Réseau BIBLIO* and to use them only for the exchanges.

The boxes remain the property of the *Réseau BIBLIO de l'Outaouais* even if they are deposited at your library for an indefinite period. You are responsible for these boxes. It is therefore very important to store the boxes in your library and not to use them for storage, moving, weeding or other functions that are not related to the exchange of documents with the *Réseau BIBLIO de l'Outaouais*. You also cannot stick or write anything on the boxes.

THE END OF WINDOWS XP SUPPORT

April 8, Microsoft abandoned the support for Windows XP. This means that Microsoft has stopped producing security updates to thwart malwares (viruses, worms, Trojans, etc.). In addition, the latest versions of several Microsoft products are no longer compatible with Windows XP (Internet Explorer 10, Office 2013). Third-party companies also abandoned the development of versions compatible with XP.

If you have library workstations that uses Windows XP, both for the staff of your library committee or for your users or if your computer equipments are older than five years old, you should make plans to change the operating system of the computers or even buy new computers.

WINDOWS 8 AND INTERNET EXPLORER 11

Windows 8 is currently not compatible with the Symphony software. It is therefore important not to install this version of Windows on workstations used by members of your library committee.

Also, Internet Explorer 11 seems to cause problems with the use of the electronic shipping tool of Canada Post (for sending ELL pockets). It is therefore not recommended to install Internet Explorer 11 on workstations used by members of your library committee. Install earlier versions only.

CONTACT INFORMATION AND FUNCTIONS PERFORMED BY THE RÉSEAU BIBLIO DE L'OUTAOUAIS' STAFF: CHECKLIST

Following the staff movement we experienced at the Réseau BIBLIO de l'Outaouais during the last few months, we decided to refresh the contact information and functions of the staff:

EMPLOYEE	FUNCTIONS	PHONE EXTENSION (819-561-6008 or 1-800-567-1242)	EMAIL
Suzanne Bélanger	Deposit and rotation of documents	31	suzanne.belanger@crsbpo.qc.ca
Philip Bélisle	Accounting	24	comptable@crsbpo.qc.ca
Jonathan Careau	Activities, promotion, training, library layout and professional support	33	jonathan.careau@crsbpo.qc.ca
Claudette Deschênes	Office clerk (reception)	0 ou 21	claudette.deschenes@crsbpo.qc.ca
Pascal Demers	Collection development, support for the use of Symphony, technical support, other	27	pascal.demers@crsbpo.qc.ca
Céline Leduc	Loans between libraries (ELL), technical support for the use of VDX, damage and loss of documents through ELL	28	peb@crsbpo.qc.ca
Stéphanie St-Jean	Collection processing (cataloguing), call number printing, technical support for document addition, use of cataloguing slip of the CRSBP	32	catalogage@crsbpo.qc.ca
Sylvie Thibault	Chief Executive Officer	22	sylvie.thibault@crsbpo.qc.ca

In doubt, do not hesitate to contact the receptionist (ext. 0) and your call will be forwarded to the appropriate resource person.