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Chief executive officer's note

On our way to *Symphony*

Almost all libraries that needed to upgrade their computer equipment in order to work with *Symphony* did so during the September to November period. Only three remaining libraries have not updated their systems yet and cannot perform automated loans with *Symphony*. Initiatives are under way to help them complete the update.

At the same time, the transition from *MultiLIS* to *Symphony* is underway; specifically, transferring data and policies in the new application. Libraries will not be hindered during their normal operations until February first, 2010. After that date, we will have to stop all ILL procedures.

The Executive Directors and the persons in charge of libraries will receive, in January 2010, information concerning the *Symphony* training sessions. They will take place at the CRSBPO's headquarters in the Spring of 2010 and will be for library committees. Please note that the training sessions' schedule will be established by the Centre and cannot be change due to the short amount of time available to train all library staffs. The libraries will have to confirm the names of the two persons chosen to receive the training.

A new municipal/school library joins the *Réseau BIBLIO de l'Outaouais*

The *Réseau BIBLIO de l'Outaouais* is proud to welcome a new member, the municipal/school library of *L'Isle-aux-Allumettes*. Situated in the *MRC du Pontiac* with a population of 1 420 inhabitants, the Dr. Wilbert Keon School and the municipality will offer a Public reading service to the citizens and students.

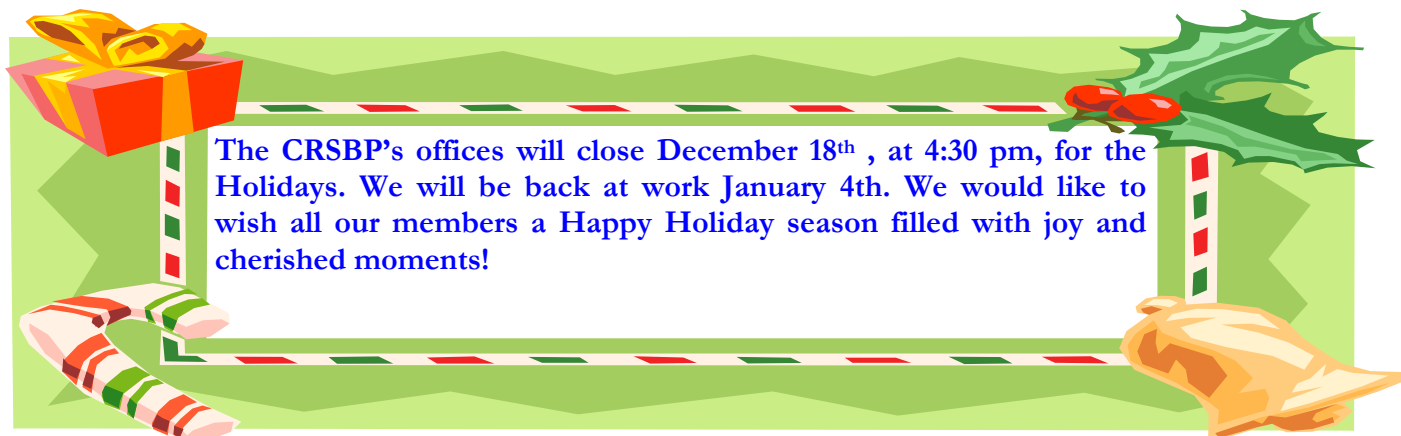
This service includes document and periodical loans, access to Internet stations for users, activities, interlibrary loans, automation of library services, etc. The collaboration between the municipality and the school allows the latter to welcome the new municipal/school library within its walls.

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.



The Holidays



The CRSBP's offices will close December 18th, at 4:30 pm, for the Holidays. We will be back at work January 4th. We would like to wish all our members a Happy Holiday season filled with joy and cherished moments!

Use of the postal scale

We would like to remind you that the new system is now in function. First, you will have to use all the return labels for the ILL you received or will receive from the *Réseau BIBLIO* during the year, before printing new ones. When you will need to print labels, you will have to use the 8½ by 11 sheets of paper. Then you will have to fold the sheet in half and place it in the transparent plastic pocket that you will stick on the blue or black ILL bag.

The weight of the bag **must be less than 5 kilos**. If the weight is **exceeding 5 kilos**, Canada Post will bill the *Réseau BIBLIO* at regular rate, not at the **preferred rate of library books**. Thus, we will have to bill you and add administration fees.

If you need more black or blue bags, bubble wrap paper, plastic pockets or for more information, contact Claudette Deschênes at 819-561-6008 ext. 21.

To put in your agenda

December

- 1st : World Aids Day
- 2nd : International Day for the Abolition of Slavery
- 3rd : International Day of Disabled Persons
- 5th : International Volunteer Day for Economic and Social Development
- 7th : International Civil Aviation Day
- 10th : Human rights Day
- 11th : International Mountain Day
- 18th : International Migrants Day
- 19th : United Nations Day for South-South Cooperation,
- 20th : International Human Solidarity Day,
- 25th : Christmas Day

January

- 1st : New Year's Day
- 27th : International Holocaust Remembrance Day, Literacy Day

February

- 14th : Valentine's Day
- 21st : International Mother Language Day
- Freedom of Expression Week
- International Development Week
- Semaine Québécoise des Arts et de la Culture à l'école*
- 26th : *Réseau BIBLIO de l'Outaouais*' Library Week
- 25th to the 28th : *Salon du livre de l'Outaouais*

As the wheel turns

We would like to welcome Isabelle Gauthier, teammate of the Blue Sea library.

The CRSBPO's staff would like to say goodbye and best of luck to Alexandre Langevin. Manon Lemery took on the post of ILL assistant last October 26th.

New member at the *Réseau BIBLIO!*

The son of Mr. Benoit Martineau, in charge of Network Services, was born last November 3rd.

The little cutie weighted 6 pounds 2 ounces and is in great health! Our best wishes to the loving parents!



Activity tools

Starting with the next exchange calendar, which will start January 2010, you will find tools for activities for your library in each rotation box. These tools will be thematic sets, reading clubs or story hours. This material will include a list enumerating the documents or objects of the kits. When you will receive the rotations, you will have to check if everything is in order and if the activity kits are complete. When the activity kits are returned, it is important to make sure that everything is in the box (puppets, documents, cards ...). It is important to return all the activity material to the CRSBP during the next rotation in order to keep another library from being penalized. This process has many advantages: first, you do not have to worry about the shipping of the material. It is shipped with the rotations. Second, the loan duration is longer. Before, the material was loaned for 3 months. Now, you will be able to keep it for 6 months.

Library Day

We encourage you to register to the *Journée des bibliothèques*, which will be held February 26th, 2010. You will receive the documentation in the month of December 2009 during the *Salon du livre de l'Outaouais* event, which will start February 25 and end February 28, 2010.

Lecture en cadeau "Gift of reading"

You should have received, in October or November, the promotional material (posters, bookmarks, postal cards and other) for the "*La lecture en cadeau*" campaign. We suggest you display this material in your facilities in order to allow your users to have the chance to offer under-privileged children the opportunity to receive a new book. As a matter of fact, to own a book can help promote reading when the social and financial environment does not facilitate it. The Holidays are a great time to share and give.

Follow-up on overdues

It is important to make regular and rigorous check-ups on overdues. Recently, we observed that numerous books of the local or regional collection were overdue (some for several years). This can cause a great deal of inconvenience. First of all, we deprive other users of a document they need to consult. Next, the library loses one of its books, thus monetary lost for the library.

In addition, it is possible to have an ILL request in the record of the only copy of a document that is several months overdue. After being overdue for too long, it becomes harder to convince the user to bring back the document. Then, the waiting time for an ILL response is longer. If the book is declared lost, the CRSBP must make an ELL request to a non-affiliated library. The book will not be allowed to be loaned for as long as it would be from a library of the network.

Unfortunately, the library will be billed if the document is overdue for more than 6 months. The best way to keep control is to print regularly the list of the documents. It can be a monthly or a weekly assignment depending upon the library's activities. However, you must respect the pre-established schedule we provide for these tasks. When you print the list, make sure you cover a certain time before the last printing of this list. Example: You are printing your list every month. Select data from several days before the last printing date of this list. Books that were on the last list of overdue documents could still be late and not returned in spite of all your efforts.

It is possible to print a list of overdue documents or one of delinquent users. Only follow the instructions found in the blue binder named *Prêt automatisé*. If you have questions about the printing of lists, contact Jonathan Careau, Library technical support coordinator at 819 561-6008 ext. 27 or 1-800-567-1242.

Rotation

Please remember. Do not put your donations in the exchange boxes (plastic or cardboard) of the CRSBPO. The delivery person will not pick them up if you do. Furthermore, the boxes must not be too heavy or they will stay at your library. Even if the boxes are small, you must avoid putting more books that they can contain because they can break. Besides, the rotation boxes must be $\frac{3}{4}$ filled. If they are too packed, the CRSBP will be obligated to charge you.

Websites to discover

Quebec writers

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

It's the official site of the *Association des écrivains québécois*. We can find short bibliographies of association's members along with their biography.

Question retraite

<http://www.questionretraite.qc.ca>

Site designed for the promotion of financial security for retirees.

Always available:

Promotional items of the *Réseau BIBLIO* make great gifts for the Holidays or to thank your volunteers! Contact Unik GiVogue at 819-561-6008 ext. 30 to order.



For sale

Packaging machine: 1250\$+taxes (shipping and handling not included) Contact us for more information at 819-561-6008 ext. 21.

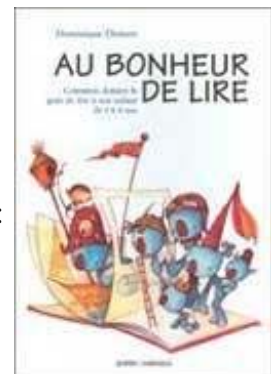


Purchase suggestions

Martin, Andrée,
1955-
*Le club de lecture :
un parcours d'animation /*
Andrée Martin. [Montréal] :
Éditions ASTED, 2008,
122 p.; 21 cm.
ISBN : 9782923563145



Demers, Dominique,
1956-
*Au bonheur de lire : comment
donner le goût de lire à son
enfant de 0 à 8 ans /*
Dominique Demers. [Montréal] :
Québec Amérique, 2009.
263 p. : ill. ; 21 cm.
ISBN : 9782764406601.



The idea box

Here are 2 animations that are available for your library.

****Léo, le petit pirate****

Type of show: Interactive musical theatre

Target audience: Young public, 3yrs old and older

Duration: 45 minutes

Contact: SOLARIS Productions

418-380-5386

Léo, the little pirate, lives on an island with his dog Balthazar; they built a raft and travel around the world.

*** Photos Organisation ***

Contact: Vicky de Repentigny

819-986-5204

vickyd76@videotron.ca

It's the end of shoe boxes as classification systems! The trainer will help you create a simple and personalized method of sorting your pictures and help you organize a life-time of memories. A safe handling of photos necessary to conserve them adequately will also be discussed. This activity is also available in English.