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



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THE 2016 ANNUAL GENERAL MEETING OF THE *RÉSEAU BIBLIO DE L'OUTAOUAIS*

The next Annual General Meeting of the *Réseau BIBLIO de l'Outaouais* will be held Saturday, June 18 at the James McLaren's Community Centre in the MRC of Papineau (125, rue Bourget in **Thurso**). The event will start at 10am.

Information about the event (registration, schedule, map etc.), will be forwarded to members mid-April 2016. Note that this year's theme will be « **La Guerre Des Clans** »!

Do not forget to book this date on your agenda!

VIDEO GAMES NOW AVAILABLE FOR THE USERS OF THE *RÉSEAU BIBLIO DE L'OUTAOUAIS*' MEMBER LIBRARIES



Since April 2016, the *Réseau BIBLIO de l'Outaouais* is offering a multitude of video games for Wii U, PlayStation 4 and Xbox One to the users of member libraries. These Video Games can be borrowed via the ILL service. A section « **Jeux vidéo sur console** » listing all the available games has been created on the *Reseau's* portal (www.reseaubibliooutaouais.qc.ca).

LAUNCH OF THE DIGITAL MAGAZINE PLATFORM ZINIO



April 11th, the *Réseau BIBLIO de l’Outaouais* proudly launched the loan service of digital magazines for the users of its member libraries. Zinio, the digital magazines platform, is available in the section « *Livres, revues & ressources numériques* » on the portal of the *Réseau* (www.reseaubiblioutaouais.qc.ca). On this platform, we find nearly twenty French titles and more than thirty English titles. A Zinio start guide, in French and English, is also available to subscribers.

FOLLOW US ON FACEBOOK!

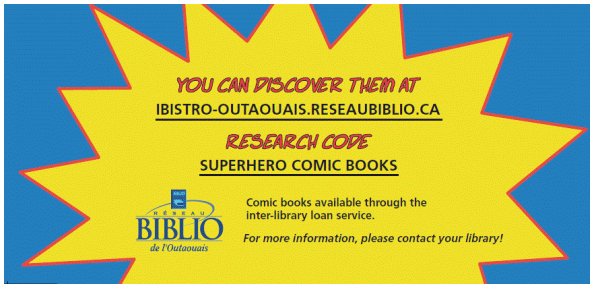
For breaking news about the *Réseau BIBLIO de l’Outaouais* and its members, to share your successes in library and to follow the literary news and news from the world of public libraries or the cultural world in general, we invite you to like our Facebook page at <https://www.facebook.com/ReseauBiblioOutaouais/>.



Your library has a Facebook page ?

Tell us!

SUPER-HEROS IN THE LIBRARIES OF THE *RÉSEAU BIBLIO*!



Superhero comic books are increasingly popular to a certain library clientele. The superhero term refers to a type of fictional heroes, which is found mainly in the "comic books" (American comic books) or in their audiovisual adaptations. A superhero is usually a kind of vigilante gifted with extraordinary abilities, which often derive from superhuman or supernatural powers.

Afin de rejoindre ces clientèles, le *Réseau BIBLIO de l'Outaouais* a développé une collection de bandes dessinées de superhéros, tant en français qu'en anglais. Ces bandes dessinées sont déposées lors des rotations dans les différentes bibliothèques du réseau et sont accessibles à tous les citoyens via le PEB. Les bandes dessinées de superhéros jugées violentes ont été cataloguées "adultes".

TD 2016 SUMMER READING CLUB



This summer, the libraries of the *Réseau BIBLIO de l'Outaouais* will host a youth summer reading club that will be under the theme **NATURE**. Thus, early June 2016, all libraries will receive free material such as reading books, bookmarks with Web access code, stickers, promotional gifts to give to young participants at the club, etc...

This project is made possible through a partnership with *Bibliothèque et Archives Canada* and the sponsor, TD.

IDEAS TO ENLIVEN YOUR LIBRARY

Photo contest



Organize a photo contest! Invite your subscribers to take their best shots and show their talent. Invite them to capture the special places where they love to read. Once the contest's registration period is over, display the received photos in your library to allow all your subscribers to vote for their three favorite ones.

Collective puzzle! A great idea to enliven your library



Install puzzles on a worktable in your library. Every opening of the library, invite your subscribers to add some pieces to the collective works.

You know people who could host activities in the libraries of the *Réseau BIBLIO*, send their contact information to Jonathan Careau at jonathan.careau@crsbpo.qc.ca.

We remind you that the *Réseau BIBLIO de l'Outaouais* can offer prizes to be drawn amongst the participants of your library activities and can create promotional materials for these activities (posters, press releases, implementation of promotion on the *Réseau*'s portal and on your web page, etc.).

LES P'TITS MOTS-DITS



Always on the lookout for inspiring activities to offer to young library users, we would like to recommend the website *Les p'tits mots-dits*. You will find reviews of children's books, interviews, tips for library managers or suggestions of decorations and accessories for a reading corner. The site is regularly updated and managed by people passionate about children's literature.

This is an important event for anyone who wishes to develop its youth collections or redesign their youth areas.

NFB FILM CLUB



Did you know that the National Film Board (NFB) offers you the opportunity to present its movies in your library free of charge? We invite you to consult the NFB's offer in the Extranet of the *Réseau BIBLIO de l'Outaouais*' libraries under the "**Animation / promotion**" tab.

Take advantage of this offer to boost the services of your library and reach new customers.

NETSPOT

The Quebec company *StayConnected*, allows the “on-site loan” of an iPad through the self-service NetSpot. The beauty of the product lies in the fact that in addition to self-service, it requires no management by the organization that decides to implement it. NetSpot is responsible for managing the tablets and making necessary updates, to recharge the iPad when they are returned into the console and delete what the last user did or installed on the tablet during its loan. It is a turnkey product that meets new needs in libraries.

SPRING: A GOOD TIME TO CLEAN YOUR COLLECTIONS



Spring has given you the urge to clean your collections? Why not start by weeding obsolete, damaged or simply unpopular documents. Do not hesitate to contact us. We have developed tools that can help you in this task. For your information, an annual weeding rate of 6.5% is recommended; including documents lost or damaged during the year.

LIBRARY DESIGN

Beautiful design projects are currently under development in libraries. The committees are bubbling with ideas to revamp their library. If you have minor or major interior design projects in sight, do not hesitate to contact us to make an appointment for a consultation!

NEW PROMOTION FOR THE MUSEUM PRIVILEGE CARDS



To promote the **MUSEUM PRIVILEGE CARDS** (more than 26 tourist attractions) offered in libraries, the *Réseau BIBLIO de l'Outaouais* will send you new **promotional posters and fliers** in April 2016. We invite you to put these posters in the library and in the busiest places in your municipality. These diverse partnerships are a way to expand your services to

your community by offering citizens great opportunities for fun and to take advantage of the region's resources.

We would like to remind you that the Canada Science and Technology Museum is currently closed for renovations. The museum should reopen November 17, 2017.

Please inform Jonathan Careau (jonathan.careau@csrbpo.qc.ca) of all the local initiatives you made this year in regards to your library management, activities and promotion. We will be able to share them with the rest of the network's members via the *Passe Mot*.

BOOKMARK OFFERS



The bookstores of the region are sending us several bookmarks throughout the year. Libraries that want to receive some of these bookmarks, must contact Claudette Deschênes at **819-561-6008** or **1-800-567-1242 ext. 21**. You can also join her by using the following email: claudette.deschenes@csrbpo.qc.ca.

JOIN THE PARTY!

The *Journées de la culture* highlights the artistic and cultural life that is created and expressed in the towns and villages of Quebec.

At the library, in the municipality, at the park or at school, culture is seen everywhere and deserves to be celebrated. You are invited to organize one or more activities within the framework of the *Journées de la culture* 2016. Inspire your users with your creativity by offering workshops, activities or simply open days!



- Enter your activities on the website of the *Journées de la culture* in order to be included in the calendar (<http://www.journeesdelaculture.qc.ca/organisateurs/organisateurs-dactivites.html>).
- Order your free promotional material (posters, balloons, banners) on the *Journées de la culture*'s Website before July 31, midnight.

ALWAYS AVAILABLE

Make recognition a priority! The promotional items of the *Réseau BIBLIO* make nice gifts to thank your team for their dedication. Contact Claudette Deschênes (819) 561-6008 or 1-800-567-1242 ext. 21 or by email at: claudette.deschenes@crsbpo.qc.ca.



LOCAL INITIATIVES

Since September 2015, every other Thursday, the head of the library of Maniwaki / Deléage / Egan-Sud is doing a 4 to 8 minutes radio chronicle on CHGA 97.3 FM to talk about the library activities of the MRC Vallée de-la-Gatineau. This beautiful initiative aims to incite the citizens of the Vallée-de-la-Gatineau to attend public libraries so rich in culture and recreation.

ISBN IN ILL MANUAL REQUESTS

To perform an ILL request on a document not present in the Symphony software, fill the blank form for manual applications. There are three mandatory bibliographic fields to fill out, which are: Title, Author, and Reference Source (enter ILL in this area). However, there is an area that is highly recommended to complete: it is the ISBN area.

The benefits of filling this zone are:

- 1) It facilitates searches in accredited bookstores in case the *Réseau BIBLIO de l'Outaouais* needs to make a purchase.
- 2) It facilitates the search through other BIBLIO Networks or individual libraries for requests made outside of the network.
- 3) It will automatically locate the best item in the network in the event that the search was done with bad terms or spellings of "title" or "author" zones.

To find the correct ISBN, we recommend that you search through the websites of the *Renaud-Bray* bookstores and / or Archambault for French-language books and the Amazon Website for books in English. You must enter the ISBN without indent and without space.

▼ [Item Details \(Book\)](#)

Utilisez Notre numéro local pour votre numéro défini localement pour cette demande

| | |
|-------------------------------------|----------------------|
| Notre numéro local | <input type="text"/> |
| Titre | La fille de Brooklyn |
| Sous-titre | <input type="text"/> |
| Auteur | Guillaume Muisso |
| Titre de collection et numérotation | <input type="text"/> |
| Organisme responsable | <input type="text"/> |
| Éditeur | <input type="text"/> |
| Lieu de publication: | <input type="text"/> |
| Date | <input type="text"/> |
| Édition | <input type="text"/> |
| Any Edition | ▼ |
| Description | <input type="text"/> |
| ISBN | 9782845638082 |
| Volume | <input type="text"/> |
| CUP | <input type="text"/> |
| Classification | <input type="text"/> |
| Source de référence | PEB |

COLLECTING EMAIL ADDRESSES IN THE SYMPHONY SOFTWARE

The *Réseau BIBLIO de l'Outaouais* encourages library staff to collect the email address of their subscribers and to include it in the appropriate area of the user folder under the **Addresses** tab. In times of virtual communications, it becomes almost mandatory to include this essential information to communicate more conveniently with your subscribers. Start thinking about it!

Info. de base | Abonnement | Démographie | Adresses | Infos suppl.

Adresse 1

| | |
|--------------------|----------------------|
| Rue | <input type="text"/> |
| Ville/Prov. | <input type="text"/> |
| Code postal | <input type="text"/> |
| Téléphone (jour) | <input type="text"/> |
| Téléphone (do...) | <input type="text"/> |
| Téléphone (tra...) | <input type="text"/> |
| Courrier élect... | <input type="text"/> |

TO OUR VOLUNTEERS... WITH OUR THANKS

Goodbye

- Mrs Mireille Dupuis (manager), Fassett
- Mrs Michelle Archambault (manager), Lac-des-Loups
- Mrs France Landry (manager), Poltimore
- Mrs Jennifer Davies (manager), Shawville

Welcome

- Mrs Lisette Cadotte Giroux (manager), Fassett
 - Mrs Stéphanie Michèle Fannon (manager), Lac-des-Loups
 - Mrs Julie Boissonneault (manager), Poltimore
 - Mrs Heather Sly (manager), Shawville
-

SUMMER TIME

Take advantage of the summer time to promote your library and try new activities !

By taking your bookshelves outside, you show your citizens your dynamism and your willingness to be an integral part of your municipality. You need to put your library forward, to get included in the municipal agenda and work with the players of your community. Whether it is with companies that provide sponsorship (money or material), or organizations with which you are organizing a cultural activity, partnerships are essential to the life of libraries.

Think about the activities already offered in your municipality:

- How can the library maintain or complete this or that activity ?
- Which activity is missing: Can the library offer it ?

Make your library essential and vital in your community!

Ideas for summer

When an event such as a festival is planned, gather a dozen of documents on the topic and put them on your display stand. Publicize some titles with photos on Facebook or in the local newspaper to attract users.

There is a family activity Day, a children's show or a soccer tournament ? Why not fill a few boxes with books, take coloring books and crayons and join the festivities for an activity outside the walls ?



Teens don't know what to do? Why not organize board games events open to all? Go to the Youth Centers and ask them what games they would like to play before purchasing.

Mark what ?

MARKETING! Publicize your collections, library services and activities, on your Facebook page, in the local newspaper, on the municipal bulletin board, day camp, at public events, etc. Your text should answer the questions Who?, What?, When?, Where?, be adapted to the medium used, the target audience and be accompanied by a picture, a drawing or a photo.

Also, create posters; one for children and their families, the other for adults. Adapt the images and the font, pin them in strategic places!

REMINDER

Windows 8 and **Windows 10** are not presently compatible with **Symphony**. Thus, it is important to avoid installing these Windows version on your library's workstations that are used by your library committee members. If you need help with the purchase or the installation of Windows 7, do not hesitate to contact us.

USED BOOKS

We remind you that since April 1, 2016, the *Réseau BIBLIO de l'Outaouais* has stopped picking up used books donated by libraries and citizens during the rotations.

However, we encourage you to sell your used books to the citizens of your community at municipal or cultural events. You can also sell these books daily in your library by creating a space for the sale of used books.

We take this opportunity to remind you that all obsolete books (damaged or outdated contents) like encyclopaedias, that we can now find on the web with daily updated information, must be recycled in order to not diffuse false information to citizens.

REMINDER FOR THE USE OF MAILING LABELS



Following the reception of envelopes containing entries of the latest contest of the network, the *Réseau BIBLIO de l'Outaouais* would like to remind you that it is **strictly prohibited** to use the return mailing labels "**library books**" for the use of administrative mail (supplies order for your local collections, sending entries for a contest or sending various forms, etc).

The return labels "**library books**" is reserved for the shipping of **interlibrary loaned documents (ILL)**. Canada Post allows libraries to exchange documents via the ILL service by offering a preferred rate. However, Canada Post can check the contents of the shipments made with the « library books » rate whether they are in ILL bags, envelopes or boxes. If Canada Post finds administrative mail in these shipments, the *Réseau BIBLIO de l'Outaouais* and all its members could lose the right to use of the preferred rate ("library books" rate). The ILL service will not survive!

Please be careful and pay attention when you send documents. Do not use the "**library books**" labels for your administrative mail.

TO PUT ON YOUR AGENDA

April

- 2** : International Day for Children's Book
- 22** : Earth Day
- 23** : World Book and Copyright Day
- 10 to 16** : International Day for Children's Book

May

- 1** : International Workers' Day
- 3** : World Press Freedom Day
- 8** : Mother's Day
- 15** : International Day of Families
- 17** : World Telecommunication and Information Society Day
- 23** : National Patriots' Day
- 9 to 15** : Quebec Family Week
- Month of May** : Physical Activity Month / Month of the Forest

June

- 5** : World Environment Day
- 11** : Neighbors' Day
- 18** : Annual General Assembly of the CRSBPO
- 19** : Fathers' Day
- 21** : National Aboriginal Day
- 24** : Quebec's National Day

July

- 1** : Canada Day

August

- 9** : International Day of Indigenous People
- 12** : International Youth Day

September

- 5** : Labour Day
- 8** : International Literacy Day
- 21** : International Peace Day
- September 30 to October 2** : Culture Days

