



INSIDE THIS ISSUE:

From the Director	2
System News Bits	2
Charity Status 101	3
Calling Lake Public Library	4
Miscellanea	5
Tech Services Tidbits	6
Title Source 3	6
From the IT Desk	7
Email Management	8
Digital & Email Etiquette	9
Claimed to Lost Procedure	10
From the Info Desk	11
Around the System	12
Fun & Games in Fox Creek	14
High Prairie Happenings	15
Promo Night	16
Upcoming Events	16

**Books are no more
threatened by
Kindle than stairs
by elevators.**

~Stephen Fry



Fairview Public Library Celebrates 75 years!

On March 19th, **Fairview Public Library** celebrated its 75th Anniversary with an open house, which included cake, refreshments and a fantastic display of library memorabilia. Many people came out to celebrate, including Joyce Jones, a former school librarian at E.E. Oliver Elementary School and the first winner of the PLS Excellence in Library Service award for school libraries. In the 1970s, Joyce did storytime at the Fairview Public Library. Councillor Dennis Radbourne also stopped by to bring greetings on behalf of the Town of Fairview. Congratulations to the library and its staff for 75 amazing years!



Peace Library System's Carol Downing (left) with Library Board Chair Theresa Hrab (middle), and Chris Burkholder (right), Library Manager.



Fairview library staff, from left to right: Erika Thompson, Maureen Hanson, C.J. Lyons, Terri Sinnett, Marj Doll, and volunteers Helen Fehr and Liz Seig.



Over the fall and winter, volunteer Liz Steig searched the newspaper archives all the way back to 1940 for articles about the library. Chris Burkholder then put them together in a beautiful scrapbook chronicling the library's history.



Guests at the celebration were able to view various things from the library's past, such as a receipt book showing the library paid a whopping \$3.03 for power in December of 1949 and \$1.53 for stove cleaning!

From the Director

By Linda Duplessis, Director, Peace Library System



It was great to see so many of you at the Public Library Meeting. I hope that you learned something new and got a chance to network with your colleagues! For those of you who weren't able to attend, I look forward to seeing you in the fall at our Rural Libraries Conference. In the meantime, here are some updates at the regional, provincial and federal levels.

PLS Board Elections

At the Annual General Meeting on May 11, **Veronica Bliska** (MD of Peace) was elected Chair of the Peace Library Board and **Ray Skrepnek** (MD of Fairview) was elected as Vice-Chair for 2013-2014. This continues their commitments on the Executive Committee and provides continuity for the coming year.

PLS Meets with the Minister

Veronica Bliska and I met with the Minister of Municipal Affairs, **Doug Griffiths**, on April 26 during the Alberta Library Conference. The purpose of the meeting was to thank the Minister for his strong support for public libraries, and to make him aware of Peace Library System's challenges in providing regional library services over such a vast, sparsely populated geographic area. The meeting, which was also attended by the Deputy Minister, Assistant Deputy Minister and Public Library Services Branch Director, was very positive.

Special Grant from Municipal Affairs

Peace Library System has received a special one-time \$25,000 Resource Sharing and Network Grant from Alberta Municipal Affairs. The grant was given to each library system and larger public libraries in order to support resource sharing activities within the Public Library Network. The PLS Board has approved expenditures to increase regional network capacity, improve communications with resource sharing partners, and offset the costs of courier van delivery.

New Provincial Policies Strengthen Resource Sharing

At the Public Library Meeting on May 6 and the PLS Board Meeting on May 11, representatives from the Public Library Services Branch provided an update on the new provincial Public Library Network Policy. The Policy defines the province's commitment to the

Network, which connects public libraries "to enable access to public library resources and services for Albertans." A supplementary Resource Sharing Operational Policy further defines the reciprocal nature of sharing resources, and sets the stage for Alberta-Wide Borrowing. This initiative will allow anyone with a valid public library card to borrow onsite from any other public library participating in the Network.

New Library Book Rate Bill is Almost Reality!

Bill C-321 on the Library Book Rate (LBR) passed third reading in the Senate on April 25, and is now waiting for Royal Assent. This is good news, as it means that non-print materials will (hopefully) soon be able to be sent through Canada Post using the subsidized LBR.

System News Bits



- **Amanda Ebert** is the new library manager at **High Level Municipal Library**. Her first day was May 7, 2013.
- In May, **Yvonne McIntyre** resumed her position as library manager of **DeBolt Public Library** after a six month leave of absence.

Lots of changes at Grande Prairie Public Library:

- **Miranda Koshelek** started as the new Community Services Librarian the first part of May.
- **Cody Leduc**, Assistant Circulation Supervisor will finish May 31st to return to school. We are currently looking for someone to fill this position.
- **Jackie Xie**, Adult Audiovisual Collection Management Librarian will finish May 31st to return to China to be with her family. We are currently looking for someone to fill this position.
- **Hayley Dolman**, former Youth Services Librarian is taking over for **Serena Boyte-Hawryluk** as the Head of the Children's Department while Serena is on maternity leave. She started the first part of May.
- **Jill Kergan** has accepted the 1 year term as Youth Services Librarian. She will start on June 3.
- **Debby Sparrow**, Office Manager, retired May 15th and **Gloria McMurray** was the successful candidate for the Office Manager position.

Charity Status 101 for Public Libraries

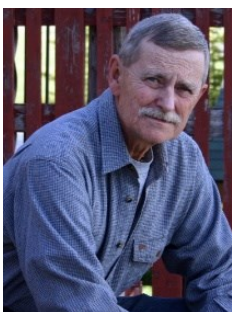
Interested in looking into charity status for your library so you can issue tax receipts for donations? Here are some things to know:

- A library board can apply for charity status unless the municipality handles the library's payroll and financial accounting. Municipalities are deemed a "qualified donee" without having to apply to be a charity, because their mandate is to be a service to the residents. Therefore, if the municipality pays the library wages and so forth, the library will not qualify. However, in theory, someone could donate to the municipality and indicate that they wish the money to go to the public library and receive a tax receipt.
- There are many variables on whether a library qualifies for charity status, but what it ultimately comes down to is who manages the finances. If a library takes care of their finances (i.e. payroll) independently (even if they receive funding from the municipality), they are able to apply for charity status.
- Friends of the Library groups can register as a charity to be able to issue tax receipts even though they are not technically charities - they are fundraising groups because they actively seek funding. However, since Friends groups were created in order to be independent and out of the jurisdiction of municipalities, they can apply.
- You can view a list of registered charities here: www.cra-arc.gc.ca/charitylists, and download the forms and guides for applying at www.cra-arc.gc.ca/chrts-gvng/chrts

If you have questions about registering as a charity, please call the **Canada Revenue Agency** at (800) 267-2384.

Fall Authors have been confirmed!

This fall, both the local and the northern tours will take place at the same time: **October 7 to 10.**



Local Tour: David A. Poulsen

David last toured with Peace Library System in 2006 and is very excited to return. He is the author of numerous children's and YA fiction books. His latest novel, *Old Man*, has been critically acclaimed.

www.davidpoulsen.com

Northern Tour: Robert Feagan

Robert toured with Peace Library System for the first time in 2012 and the audiences loved him! His latest book, *Arctic Thunder*, will excite kids about the north, as will his engaging presentations, filled with artifacts and humorous stories about what not to do when living in the arctic!

www.robertfeagan.com



These tours are made possible through public library partnerships with Peace Library System and grants from the [Young Alberta Book Society](#) and the [Alberta Foundation for the Arts](#).

Get a jump start on planning!

- The theme for **Canadian Library Month 2013** is carried over from 2012: Libraries Connect/Bibliothèques branchées
- The **2014 TD Summer Reading Club** theme topic has been announced as "Maker" so keep an eye out for great inventions, DIY and craft ideas!
- **Alberta Culture Days** takes place September 27-29. How are you going to celebrate?

Rural Libraries Conference

Early Bird Registration Deadline is July 31

Register early to avoid disappointment as some sessions have limited attendance!

For the most current information about the conference visit
www.rurallibrariesconference.com





News 'N' Notes

Your quarterly professional guide to news, services and connection with the staff at PLS.

How to contact us:

janderson@
peacelibrarysystem.ab.ca

Editor/Design:
Jen Anderson

Contributors in this issue:

Janet Ayles

Janice Brassard

Kelly Dickinson

Carol Downing

Linda Duplessis

Sue Farrell Holler

Tina Fehr

Maureen Fisher

Ryan Goff

Janet Lemay

Scheli Longson

Paola Morejon

Leslie Ann Sharkey

Chuck Watson

Katherine Wiebe

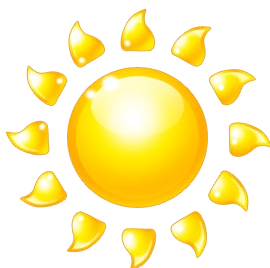
A Peek at the New Calling Lake Public Library

Photos submitted by Chuck Watson, Library Assistant

In March, the **Calling Lake Public Library** finally moved into its new home! While the library still remains in the Municipal District office for the MD of Opportunity in Calling Lake, it has more than double the amount of space.

The old library, which had a maximum occupancy of six, was only 220 square feet and had a collection of just over 3,200 items, with two very busy public computers.

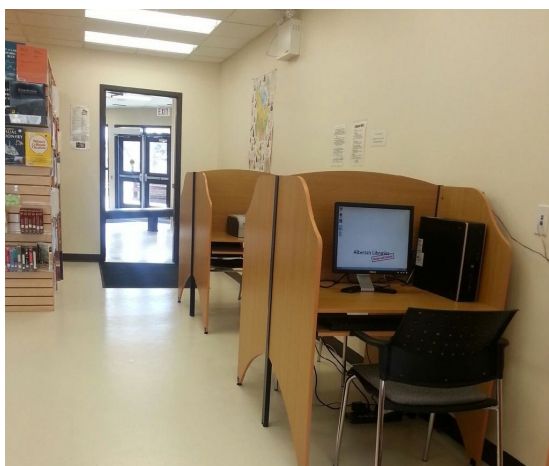
The new library will now allow the library to expand its collection, offer four public computers with carrels to give their patrons privacy, provide plenty of room for programs, and has beautiful windows to provide natural lighting.



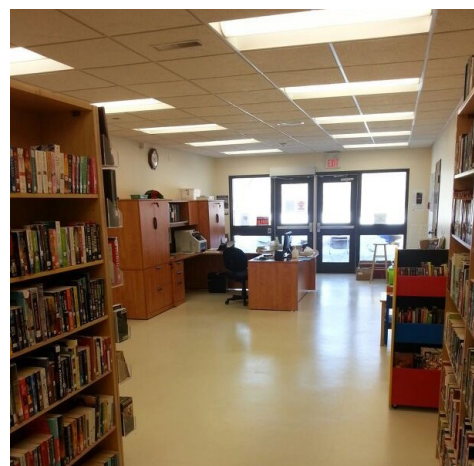
Before: the old library



New spacious circulation area



New desk carrels providing privacy



Lots of room to move about

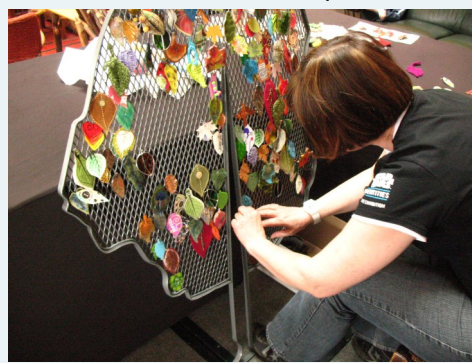


Prior to the Alberta Library Conference (ALC), libraries were invited to submit handcrafted leaves to be part of a collaborative art project for the **Rotary Club of Slave Lake Public Library**. Each leaf would be placed and arranged on a metal tree as a wall sculpture by artist Janet Cole. The idea behind the project was to have Alberta's library community come together in a visual representation of strength, vitality and diversity.

Over 200 leaves were submitted by almost 50 libraries from across the province, and it was great to see the diversity and creativity. Some were crocheted, while others were made of fabric, paper, metal, glass or different unique materials.



In the top left photo, PLS staff members decide how they want their individual leaves to look. In the bottom right photo, artist Janet Cole busily works on assembling the tree prior to the presentation. In the bottom left photo, Pat Lundy accepts the tree on behalf of the Slave Lake library at ALC.



At the end of April, Peace Library System received 26 staff and public workstations (pictured on the left) for the new **Rotary Club of Slave Lake Public Library**. All the workstations were set up, repacked and shipped to Slave Lake on May 10th.

On Monday, May 6, public library staff from around the region gathered together at PLS headquarters for the annual **Public Library Meeting**. It was a great opportunity to see colleagues and meet new ones, be updated on library happenings around the system and find out what's new. In the afternoon, **Diana Davidson** (pictured on the right), Director of the Public Library Services Branch, stopped by to provide an update on what's been happening on the provincial level.



Tech Services Tidbits

By Carol Downing, Assistant Director & Technical Services Manager, Peace Library System



Spring is finally here and all is running smoothly in Tech Services. With Wendy Hodges back full time, we have a full complement of staff again.

Once again in the news is the Shipping Tool. The CLA Master list had to be rebuilt and appears to be working well, minus a few libraries. If you find that a library is missing, you can look up the library in the **Directory of Alberta Public Libraries** (download it at www.albertalibraries.ca/directory) and type the information in. Then contact Peace Library System and we will add it to the master list. We are ever hopeful that the Shipping Tool will continue to work without glitches.

Thank you to all the library staff who completed the training power points on adding item records and volume information into Polaris. Entering information correctly into these fields helps TRACpac work smoothly for all patrons in TRAC. Certificates of completion were provided to all participating staff.

Peace Library System has ordered larger mylar barcode covers and should soon have them in stock. This new size should adequately cover your barcodes and prevent the lifting that was occurring in some cases with the old ones. We also have mylar spine label covers in stock. Please contact Tora Volkens to order supplies.

Summer is soon upon us, which means that some of our staff will be on vacation at times. We wish everyone a fun and relaxing summer.

Title Source 3 Tips & Tricks

- Always make a **GRID** cart!
- As soon as your completed cart has been sent, **please email the ordering department** at headquarters (ordering@peacelibrarysystem.ab.ca) to notify them that the cart has been sent, the number of items in the cart, the format of the items (books, DVD, etc.), and the name of the cart.
- When selecting an item for your cart, **make sure it is in the language that you desire**. Some titles look English, but may actually be in Spanish, French, etc. When viewing the item, under the Details tab, scroll down to the Language Code field and make sure it's English (if that's what you want).
- **When setting your cart defaults, you do not have to select a collection**. That can be done when the item is catalogued.
- Before you put an item into a Title Source 3 cart, **please check the Publish Status field** in the detail view of the item. If it says *Out of Print* or *Out of Stock*, please do not order it.
- **If the Publish Status field says Not Yet Published you can order it, but it must be put into a Not Yet Published cart**. When you submit the order, please select Not Yet Published from the MARC Profile menu.
- **If you are trying to find non-fiction items in a general subject area: in the basic search box, select BISAC Subjects (Keyword) and enter your topic**. BISAC stands for Book Industry Standards and Communications, and is the classification system that bookstores use.

Visit www.peacelibrarysystem.ab.ca/titlesource3 for more information on Title Source 3!

From the IT Desk

By Janet Ayles, IT Services Manager, Peace Library System



Software Licensing & Your Library

Peace Library System coordinates the purchase of software licenses for our member libraries. By purchasing in bulk, we are able to negotiate a cheaper rate for licenses. In order to keep the billing accurate, it is very

important to let us know when you add new computers to or remove old computers from your library. For example, if you have removed two computers without notifying us, your billing could be off as much as \$150. For bigger libraries, it could be even more.

An accurate number of workstations impacts more than just the software licensing billed to your library. Each computer that runs Polaris requires a separate license. Although it is very convenient to have Polaris installed and accessible on multiple computers, we do ask you to be mindful of the licensing requirements. Being off by two computers for antivirus and Microsoft licensing may only cost \$150 extra, but being off by two computers for Polaris licenses can cost ten times as much. Libraries are not billed for Polaris licenses, but we ask that you assist us in keeping the costs reasonable.

Unknown Postal Codes

It won't happen often, but sometimes you will come across a postal code that Polaris does not recognize. When this happens, please send in the postal code and town via the helpdesk. We will add the postal code in to the Polaris database.

Polaris Notifications

Sometimes it seems that when one problem is fixed, we discover something else to take its place. The issue with blank notification emails has been resolved. However, there have been reports that patrons have not been receiving other notifications, particularly the Almost Overdue Notices. We have changed the settings on notices to see if this fixes the problem. If you have patrons reporting that they are not receiving notifications, please let me know. Also include any information that will help me troubleshoot the problem – patron name, barcode, email, which notices they didn't receive (hold notice, almost overdue, overdue, etc).

Are you closing at all or changing your hours?

Spring has come and gone with surprising quickness, which means summer is so nearly here. For some of us when summer arrives it may bring changes to library hours. If your library will be closing for the summer, or even just changing the hours slightly, then please don't forget to let us know. Incorrect hours do cause problems for patrons in the form of incorrect fines and miscalculated due dates.

Helpdesk

There are many ways to reach the IT department – email, phone or the helpdesk. With all these options, it can be difficult to identify which is the best method of communication. If you are unable to login to Polaris, have no internet connection, or have an issue affecting check-in or check-out, then please call us. For smaller issues, requested changes, or inquiries, please submit a helpdesk ticket. When a helpdesk ticket arrives, all members of the IT department are notified, thus increasing your chances of a quick response time. Tickets can be submitted at help.peacelibrarysystem.ab.ca or by email to help@peacelibrarysystem.ab.ca.

Children's author **Michael Wade**, who writes the popular *...and then it happened* series will be in **Grande Prairie** the week of September 29th to visit and share stories with school students in grades



3-6. His presentations are brought to you by the **Grande Prairie Children's Literature Roundtable** (GPCLRT) and by the **Canada Council for the Arts**. Bookings will begin in early August. Come to a GPCLRT meeting or join our Facebook page at www.facebook.com/gpclrt for booking info.

-Sue Farrell Holler, President

Staying Afloat in a Sea of Email

By Ryan Goff, Network Analyst, Peace Library System



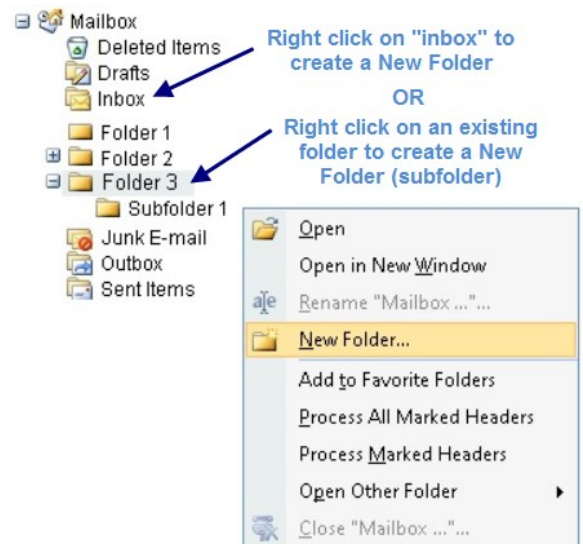
One of the biggest challenges in today's work environment has been the change in how we communicate. In particular, many companies and individuals are now using email as their primary method of communication. This shift has not been without consequence and staying on top of your inbox can be a daunting task. However, here are some tips and tricks to tame your inbox and get you back in control.

1. Set Aside Dedicated Time for Email

Believe it or not, the number of unread emails in my inbox is zero. It's not magic, but rather just being diligent and having dedicated time for it. Every morning, I grab a cup of coffee and spend the first 5 to 15 minutes going through my email. If it isn't relevant, I mark it read or delete it and move on. If it is and can be answered quickly, I'll tackle it right then and there, otherwise I'll flag it (more on that later) and return to it at a better time. Everyone will have a different strategy to tackle email, but being diligent and staying on top of things is half the battle.

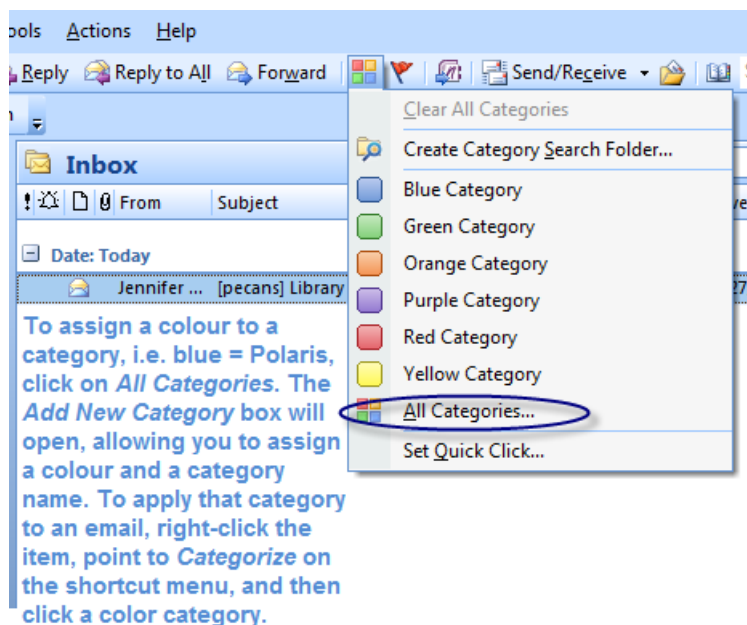
2. Create Subfolders

Creating subfolders for your inbox is one of the best ways to stay organized. They are easy to create, and Outlook provides a simple drag and drop interface to shuffle things around. However, be sure not to go overboard. When used in conjunction with the search tool they become a powerful combination and should have you digging up messages in a matter of seconds.



3. Use Categories & Flags

Outlook has a number of useful features, such as the ability to colour code and flag emails for follow up. Got a board meeting coming up and need to send an agenda out in a few days? Colour code it with your board meeting colour of choice and flag it for follow up at a date and time of your choosing. As with subfolders, they are best used sparingly.



4. Create Automated Rules

Please note that this is recommended for more advanced users and should be done very carefully. Creating incorrect rules can result in unorganized or even lost email. However, when done properly, automated email rules are simply phenomenal. Getting several emails a day from a forum? Create a rule to automatically place it into a subfolder. Want emails with the word *meeting* in the subject or body automatically filed? Piece of cake. If you can think of a way to handle email, Outlook probably has the ability to add it into a rule. My advice, as with previous tips, is to use them sparingly and create them one at a time. That way, if there are any issues, you can go back, examine the newly created rule, and tweak it as necessary before adding more.

To get step-by-step instructions on how to add and manage email rules, visit www.peacelibrarysystem.ab.ca/email.

Using these four steps will help you conquer your inbox and free up time for other tasks. Got some additional tips? Feel free to share via PECANS.

A Guide to Digital and Email Etiquette

By Janet Ayles, IT Services Manager, Peace Library System

Emily Post has been the traditional source for all things etiquette, but the advent of email, digital devices, and being constantly connected has turned traditional politeness on its ear.

In the world where Wi-Fi has made most situations BYOD (Bring Your Own Device) we have become accustomed to being connected 24/7. You are more likely to find someone carrying a smartphone or tablet than someone without. We are more connected than ever, but is it always appropriate? Common etiquette breaches are talking on the phone while driving (also illegal in Alberta), talking loudly in public, and texting or surfing when your attention should be focussed on the person or situation in front of you. An excellent rule is if you wouldn't read a book or magazine, it is not an appropriate time or place to pull out your device (except in emergencies, of course).

Emails have long since been an etiquette offender. Why has email grammar always been a problem? It is difficult to say for sure. It could be related to less than tech savvy individuals typing quickly with two fingers. Or it could be an increased usage of media that limits the number of characters (think Twitter). Or maybe we are all in such a hurry that grammar is incidental to the rest of our activities. Regardless of the why, most of us have been guilty of the following offenses at one time or another.

Grammar and word choice: Email, particularly if it is work-related, should be checked for grammar and spelling. Spellcheck does work, but it is not foolproof. It is a good idea to read your emails over to ensure that spelling, grammar and word choice are acceptable. It is very easy to slide into using net or text speak (imho, u shd spk clrly), but it is often difficult to understand. The best practice with email is to use proper spelling, capitalization and punctuation.

Be conscious of your voice: Children are often taught the difference between inside and outside voices. The same idea applies to emails. Traditional capitalization (the beginning of the sentence, proper nouns, etc.) equals indoor speaking and represents a calm and normal discussion. Messages written in ALL CAPS ARE THE EQUIVALENT TO SHOUTING. Reading messages in all caps is also harder on the reader's eyes. It is also a good idea to remember that sarcasm and other tones do not always translate well to the written word. It is best to keep your message clear and straightforward to avoid misinterpretation.

When to use To, CC, or BCC: With so many options on how to address an email, it can be difficult to know which field(s) to use. There are no concrete rules on addressing, just recommended best practices. If the message directly affects the recipient and you need their input or other response, use the To field. For those individuals who just need to be kept in the loop but do not need to offer input or take action, you can use the CC (short for Carbon Copy) field. BCC (known as Blind Carbon Copy) is used when you want someone to receive the message without every other recipient knowing. BCC is also a good option when you are sending an email to a large number of individuals. Rather than including a long list of potentially more than a hundred names and emails, using BCC keeps the message from being unmanageable. The one firm rule on addressing seems to be avoiding politics when addressing emails. If an individual should be included on the To field and you CC them if only to make a point, it is not professional or respectful.

Reply vs. Reply All: Is your response to everyone? Or just the original sender? If the email is a continuation of a group discussion, then by all means use reply all. It is important to keep everyone in the loop when discussing group matters. However, if you are moving away from the original discussion and discussing side matters, including everyone often turns into unnecessary spam.

Privacy and Emails: Although a private email to one particular person seems as secure as sending a sealed written letter, it is actually more like sending a postcard. There are traces of your email on the computer you sent it from, the server(s) it transferred through, and the computer where it was received. As many are using hosted email services like Gmail or Yahoo, there is a copy of your email stored there, out in cyberspace. Although it is unlikely that anyone other than the intended recipient will see your message, there is a possibility and you should be mindful. Once you hit send, you cannot control where the recipients of your message will forward it. Emails are forwarded and there is not much we do about that. Along the same lines, when you receive an email, before forwarding it elsewhere, be sure that it is appropriate. Like speaking out of turn, you do not want to forward something you shouldn't because once it is out there, you cannot take it back.



Claimed to Lost Procedure

By Katherine Wiebe, Consulting Services Manager, Peace Library System

The TRAC Operational Guidelines explain that a *Claim Returned* or *Claim Never Had* item can be *considered* Lost after six months and the Transacting library can be invoiced.

The Owing library should check its shelves and ask the Transacting library to do the same before proceeding to convert the Claimed item to Lost.

Although there is no function in Polaris for *physically* changing a Claim status to a Lost status in either the item record or the patron record (Status view), the Owing library may *consider* the item lost and invoice for it. The Transacting library is obligated to pay the invoice, in the same way that it is for any other lost item, and may choose whether or not to recoup the cost from its patron or wandering patron.

1. Create a Claimed Report

Access Simply Reports at <http://catalogue.tracpac.ab.ca/simplyreports>.

Your *Username* and *Password* are the same as for logging into the network; the *Domain* is "pls".

- **From the *Items* tab, select *Item List Reports*.**
- **Select the following columns:** Item Assigned Branch Name (this is the Owing Library); Item Barcode; Item Call Number; Item Checkout Branch Name (this is the Transacting Library); Item Circ Status; Item Claimed Date; Item Price; MARC Title; Patron Barcode for Claimed Item; Patron Full Name for Claimed Item.
- **Sort the report by the *Item Claimed Date* column.**
- **Select the *Item General Filters*:** click a checkmark in the *Branch* box and highlight your library in the list; click a checkmark in the *Record status* box and highlight *Final* from the list; click a checkmark in the *Circ status* box and highlight both *Claim Returned* and *Claim Never Had*. (To highlight the second selection, use the Ctrl key when clicking.)

2. Send an Invoice

Owning Library: In the Claimed report, you will see the *Item Claimed Date*. Calculating from this date, the Owing library generally waits *six months* before invoicing for the Claimed item. If you decide NOT to invoice, delete the item record so that it doesn't keep showing up in the Claimed report each time you generate it. [NOTE: Deleting the item record will also delete the Claimed information from the patron record.] If the Owing library wishes to be reimbursed for the Claimed item—at the latest, it should invoice the Transacting library *within a year* of the item becoming Claimed. If the Owing library waits longer to invoice than a year from the date the item became Claimed, the Transacting library is not obligated to pay the invoice.

Transacting Library: When you receive an invoice for a Claimed item that is now considered Lost, your library must pay the Owing library's invoice. If you want the Claim information to be retained, place a note in your patron's record restating the Claim information (which you will find in their Status view), because this information will disappear from the patron record's Status view once the Owing library receives your payment and deletes its item record. If you intend to recoup payment from your patron, manually create a charge in the Status View—Account of the patron record, including the item barcode and an explanation in the note field that it was a Claimed item now considered Lost.

3. Record the Payment

Once the Owing library has received payment from the Transacting library, the Owing library should place a "paid" note in the item record's "Temp Location" field, re-save the record, and then delete the item record so it doesn't show up the next time the Claimed report is generated. The *Claimed to Lost Procedure*, along with a fillable invoice template should you need one, and a tracking spreadsheet are provided on our website at www.peacelibrarysystem.ab.ca/trac-procedures.

From the Information Desk

By Kelly Dickinson, Head of Adult Services, Grande Prairie Public Library



My very first full time position, once completing my Masters in Library and Information Studies, was managing a small library in rural New Brunswick. Some may be under the impression that collection development is easier in smaller libraries than larger ones. However, I have to disagree. The library I had managed had one employee and that was me! I was responsible for all collections, programming, administration, and so on. Currently, I'm sure many of you can identify with those circumstances. One challenge I had with collection development within a small library was, rather than becoming familiar with one collection, I had to be familiar with all and I had to purchase on a very limited budget. I will further discuss the approach I used while at the small rural library and I have also found some of this is very applicable to how I approach my collection development responsibilities at GPPL.

Selection of Materials

Unfortunately, while at the small rural library in NB, I did not have access to a tool like Title Source 3. We placed all of our orders through the regional office on excel spreadsheets with the information taken from various catalogues. In order to help with my selections, I would use Novelist or Amazon.ca for the book reviews. It was also very important for me to know the community I was part of. I realized very quickly what authors and genres were popular among the patrons. I used the bestseller lists from the New York Times, the Globe and Mail as well as Chapter's Top Books. I would also get in contact with Librarians that specialized in certain collections throughout the region to find out their recommendations from time to time. Patron's input was also very important in making title selections. I would keep track of requests from patrons and consider those when placing an order. It was also important for me to ask myself questions such as: Will the book endure value as a classic? Does it contain Canadian content? Is it relevant to the existing collection? Is there space for the new items and do they fall within the budget?

Donations

I always received a significant amount of print donations. These donations were a great way to contribute to the existing collection. Most libraries commonly receive monetary, print and non-print materials and equipment donations to off-set some costs. There are a few options

to deal with various donations you may receive. I would usually evaluate the condition of the donation and either put it in the collection, add it to the book sale or donate them to the local seniors home. If they were in very poor condition, I would send them off to be recycled. The book sale was a great way for my library to raise a little extra money. I usually used the funds for programming supplies because we were always in such short supply however, depending on the need of the library, book sale money could be used to purchase other resources.

Weeding

Along with adding new materials to the shelves, it is also important to maintain the collection by weeding on a regular basis to make sure there is room for new materials. This also helps increase circulation making the shelves easier to browse. Removing the outdated materials from the collection and ensuring the collection is current and reflects the needs of the community will make the collection much more attractive to the library's users.

Replacements

While on a tight budget, missing or withdrawn materials were not always replaced and I think this is the case with most libraries. I would always look at circulation statistics first, check for multiple copies within the regional system and evaluate from that point as to whether we should purchase a replacement.

Each Library Manager's approach to the selection process varies and I don't believe there is one way to complete this task. I've noted criteria above to follow when making collection development decisions, however, each library has its own unique circumstances having the manager adapt their approach to the library's current situation.

Great Program? Exciting News?

Share what you've been doing in your library!

Submit photos, news and events to Jen Anderson at

janderson@peacelibrarysystem.ab.ca

**You can submit items for the newsletter at anytime,
and they'll be published in the following issue of**

News 'N' Notes.

Around the System...



On March 16, **Woking Municipal Library** held an information session for foreign workers and newcomers to Canada.

We had twelve foreign workers, two speakers, one accidental volunteer and three other people who came to learn what being a newcomer is all about, plus two little kids. In total, there were twenty people for the normally quiet environment of the library.

-Paola Morejon, Library Manager



In April, the C.O.W. Bus stopped by the **Beaverlodge Public Library**.

Pictured on the left (from L to R), with the generous donation of books from the C.O.W. bus, are: Dave Lord, Board Director; Megan, Family Literacy C.O.W. Bus rep; **Scheli Longson**, Library Manager; and Leona Hanson, Mayor of Beaverlodge.



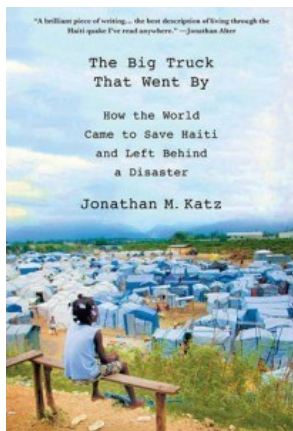
Scheli's young grandson, Dean, was also on hand and enjoyed his time on the bus!

The children were enthralled by author Lee Edward Födi, who visited **Menno-Simons Community Library** on April 18th as part of the spring author tour.

We now have a group of little girls who are quite enamoured of Mr. Födi's *Kendra Kandlestar* series. Four of them got together and each purchased a different volume of the four book series, so they can swap back and forth. The girl in the black jacket sewed a book bag for each book, complete with the title painted on the front. Here they are with their happy grins!

-Tina Fehr, Library Manager





I have just finished the book ***The Big Truck That Went By: How the World Came to Save Haiti and Left Behind a Disaster*** by **Jonathan M. Katz**. It's a journalist's account of the earthquake in Haiti and what happened after. He was stationed in Haiti at the time and tells his personal story of living through the disturbing events. He gives some history of Haiti and what really happens to aid money. You will be surprised (I sure was) to learn that most aid money never reaches the intended country and how most of it goes to non-government organizations (of the pledging country) with no accountability of its spending. According to the book, Haiti and its people have only received approximately 1.7% of the money pledged and most of the displaced are still living under tarps. The book also gives a look into the workings of the Red Cross and the United Nations. It sure was an eye opener for me and I will make sure to research where my donation will go before I write that next cheque.

Seven: The Series - each of the seven books are written by a different author (Eric Walters, Sigmund Brower, and others). Each book then has its own "vibe". Seven grandsons are each given different tasks to do in their grandfather's will, from climbing a mountain to finding something in the Northwest Territories. It's kind of nice to see young adult books that are not about vampires, etc. that both girls and boys can enjoy.



-Janice Brassard, Library Manager, Tangent Community Library



On May 6, over 30 people came out to the **McLennan Municipal Library** to hear Alberta author Jenna Bailey speak about her book, *Can Any Mother Help Me?* The book examines a group of women (known as the Cooperative Correspondence Club or CCC) in England, who began corresponding in the 1930s only through letters submitted to a secret magazine.

Jenna, a historian and researcher, came across the papers and letters of the CCC at the University of Sussex in Brighton, England. Fascinated by this group, Jenna knew she had to tell their tale.

-Maureen Fisher, Library Manager



Fun and Games in Fox Creek

By Leslie Ann Sharkey, Library Manager, Fox Creek Municipal Library

Fox Creek Municipal Library held its third **Family Games Night** in the school gym, on March 15. This year we saw over 250 people turn out to play all kinds of games, eat cookies, drink hot chocolate and collect candy prizes. There was a giant crokinole board (below), an oversized *Rebound* game, foot long dominoes and a pair of huge foam dice to go with the people-sized game board.

Also making a big hit with the crowd, was BINGO with the numbers cage and the dabbers, *Twister*, *Connect 4*, *Scrabble Slam!* and *Scrabble Upwards*, and *Hungry Hungry Hippos*. Competition was strong in the bean bag toss, *Elefun*, bowling, *HedBanz*, *Uno Moo!*, *Pop-Up Pirate!*, *Hoppin' Poppin' Spaceballs*, hula hoops and skipping ropes. It was great fun and wonderful to see so many families out, playing together and enjoying one another's company. The town used the opportunity to display the progress to date on the Early Childhood Mapping project, as well.

We were able to enlist the local youth group and three of their leaders to help out, as well as partnering with Fox Creek Community Resource Centre and the CHAMPS team, a local mental health initiative. If you would like to watch a short video (not narrated) check it out on YouTube. Just type in *Family Games Night 2013 Richard Sharkey*.

In January we celebrated **Family Literacy** by holding a contest for our patrons. Five baskets of books (and other neat items) were presented at the end of January to the winners in five different age categories. To participate, readers submitted entries based on 15 minutes of reading. In total we had 3,794 entries. It was a great response and kids are asking when we are going to do that again.

We presented all grade four students with their own copy of *The Big Book of Canada* to celebrate the completion of the **Grade Four Reading Incentive Program**. The library works with our grade four classes on this project. Students and their teachers spend time in the library and in class working on a literature project, and at the end the library does the presentation at an assembly. This year, for the third time, CIBC provided the funding for the book purchase. This was the eleventh year of this, or a similar project, and it is still being acclaimed. There are families out there who must have at least three copies of the book but when a poll was done, that is still the book that students want!



High Prairie Happenings

By Janet Lemay, Library Manager, High Prairie Municipal Library

Three programs that we have had good success with this year are our Grade 5 Reading Challenge, Books & Brunch and Mommy & Me Tea Party.



Our **Grade 5 Reading Challenge** has been held for five years with the grade 5 students from the two local schools taking part. We select a book by a Canadian author (this year it was *Barnabas Bigfoot* by Marty Chan), and each school has a month to read it. Then, they take a quiz at the school level to determine which three participants from each school will compete at the final challenge at the library. The game is played like *Jeopardy* and *Who Wants to be a Millionaire*. A board is set up with questions from each chapter of the book and each question is worth different points. Each team also has three helps: *Ask a friend*, *Ask a teacher* and *Ask a Librarian*. Each

participant at the library level receives a t-shirt and a medal. The winners of the challenge receive a signed copy of the book, movie passes or gift cards (depending who has donated) and a trophy with a winning plate on it. The trophy remains at the school for the year. This year, we also had the author Skype the students, which they were thrilled with. It was great fun at it also brings children into the Library who may otherwise never come in.

For the first time, we held a **Books & Brunch** appreciation for our patrons. We had 43 people attend and enjoy a variety of soups made by the Board, plus sandwiches and desserts. People had to preregister for this, at which time they were asked their favourite genre. Each person then received a book matched as closely as we could with their genre. We were asked if this was to be a monthly event! (I don't think so!!)



To celebrate Mother's Day, we held a **Mommy & Me Tea Party** for children ages four to eight, along with their mothers, fathers or guardians. This again was a preregistered program. About a week prior, we sent out invitations asking them to come in their finest dress, jewellery, gloves & hats. We served tea in real tea cups, sweet desserts and punch and juices. As the children came, we took pictures of them along with their mothers, etc. to be used as part of the Mother's Day craft. After tea, the children were taken to the activity room for their crafts and the mothers socialized, enjoyed more tea and met new people.



A total of 21 people attended *Spring Into Your Library* events held at the **Rycroft Municipal Library** and the **Spirit River Municipal Library** to promote computer-based library services to patrons in the MD of Spirit River, the Town of Spirit River and the Village of Rycroft. The focus was on downloading eBooks, searching TRACpac and TAL Online, and finding information in electronic resources such as Press Display, Mango and Auto Repair Reference Centre. While it is not possible to do this promotion as a road show, we are investigating ways to make it into a "program in a box" that our public libraries can borrow.



Find Peace Library System online:



www.peaceporridge.com



Upcoming Events



Peace Library Board Executive Committee Meeting

Hythe, AB

August 24, 2013; 10:30 am

Peace Library Board Meeting

High Prairie, AB

September 14, 2013; 10:30 am

Dare to Program! Preconference Workshop

PLS Headquarters

September 25, 2013; 1:00 - 4:30 pm

Rural Libraries Conference

Grande Prairie, AB

September 26 & 27

Alberta Culture Days

September 27 - 29, 2013

Northern Sunrise County Advisory Committee Meeting

Nampa Municipal Library

September 30, 2013; 10:30 am

Canadian Library Month

October 2013

Clear Hills County Advisory Committee Meeting

Bear Point Community Library

October 2, 2013; 5:30 pm

MD of Greenview Advisory Committee Meeting

Valleyview Public Library

October 3, 2013; 6:00 pm

Fall Author Tours (Local & Northern)

October 7 - 10, 2013

MD of Spirit River Advisory Committee Meeting

Spirit River Municipal Library

October 9, 2013; 6:15 pm

Peace Library Board Executive Committee Meeting

Location TBA

October 19, 2013

Library Managers' Council Meeting

PLS Headquarters

October 21, 2013; 10:30 am

Netspeed

Calgary, AB

October 24 & 25, 2013

County of Northern Lights Advisory Committee Meeting

Dixonville Community Library

October 28, 2013; 11:00 am

Peace Library Board Meeting

Grande Prairie, AB

November 30, 2013; 10:30 am