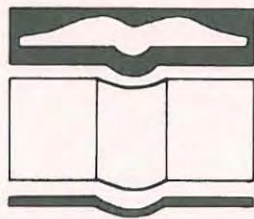
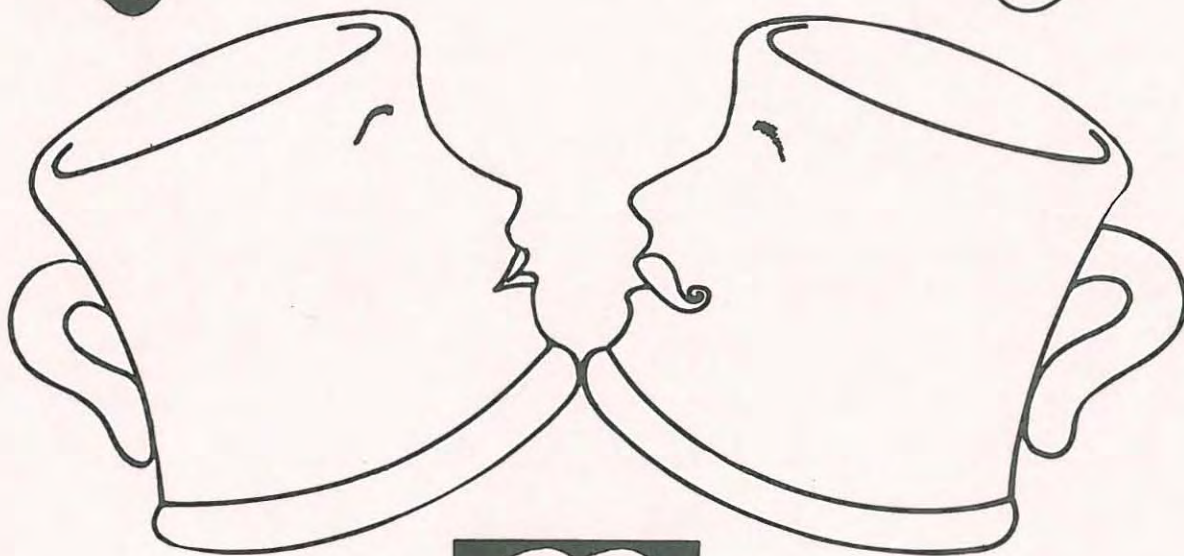


6#4

tête-à-tête



Ontario
Association of
Library Technicians
Ottawa Regional Branch

Association des
Bibliotechniciens
de l'Ontario
Section régionale d'Ottawa

VOLUME 6, NUMBER 4, OCTOBER 1985

VOLUME 6, NUMÉRO 4, OCTOBRE 1985

TÊTE À TÊTE IS PUBLISHED THREE TIMES
A YEAR BY ORB/SRO. COPIES ARE AVAIL-
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ARTICLES SHOULD BE FORWARDED TO:

TÊTE À TÊTE EST PUBLIÉ TROIS FOIS
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SONT DISPONIBLES À TOUS LES MEMBRES
DE LA RÉGION. TOUTES LES QUESTIONS
OU CONTRIBUTIONS DOIVENT ÊTRE REMISES À:

OALT/ABO, OTTAWA REGIONAL BRANCH
P.O. BOX 5182, STATION F
OTTAWA, ONTARIO K2C 3H4

OALT/ABO, SECTION RÉGIONALE D'OTTAWA
C.P. 5182 SUCC. F
OTTAWA, ONTARIO K2C 3H4

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FROM THE EDITORS

Now that summer has definitely departed, it's time to start thinking about what to do on those long, cold winter evenings. Here are a few suggestions:

- Try out a new recipe and submit it to Francine Ryan for inclusion in her recipe book.

- Think of names of former classmates who graduated, lists are being compiled for alumni night.

- Submit ideas for projects and workshops - what are your interests?

- Attend events planned by your executive - there is something for everyone: rummage sales, workshops, meetings, slide shows etc.

- Put pen to paper and try writing an article, poetry, story or even just thoughts on your profession for tête-à-tête.

- Read through the Constitution and By-Laws contained in this issue and find out what makes your Branch tick!

You'll also find an updated Membership List in this issue. Please send any corrections or omissions to John Fink, Membership Person, and he'll input you into his computer.

Heather Lindsay

Loretta Griffin

NOTES DES EDITEURS

Maintenant que l'été nous a définitivement quitté, qu'allons-nous faire pendant les longues soirées d'hiver? Voici quelques suggestions:

- Essayer une nouvelle recette et la remettre à Francine Ryan, pour l'ajouter au livre de recettes.

- Se rappeler du nom d'anciens compagnons de classes et s'assurer que leur nom sera sur la liste de la réunion des anciens.

- Présenter vos idées pour des projets ou ateliers - qu'est-ce qui vous intéresse?

- Assister aux activités organisées par votre exécutif - il y a en a pour tous les goûts, vente de garage, ateliers, réunions, présentations audio-visuelles etc.

- Contribuer à tête-à-tête, écrire un article, poésie ou même vos réflexions sur votre profession.

- Lire la Constitution et les Réglements inclus dans ce numéro afin de comprendre les mécanismes de l'Association.

De plus vous trouverez ci-jointe, la liste des membres de la région. Veuillez envoyer toutes corrections à John Fink, responsable de l'adhésion.

Heather Lindsay

Loretta Griffin

PLEASE NOTE

We realize that tête à tête is a bilingual publication, but we were unfortunately unable to translate all of the articles in this issue. Therefore, we have published some of the articles in the language of submission.

VEUILLEZ NOTER

Nous réalisons que tête à tête est une publication bilingue, mais il nous a, malheureusement, été impossible de publier tous les articles de ce numéro dans les deux langues. Nous avons donc décidé de faire paraître certains articles dans la langue de soumission.

RECIPE BOOK

Do you have a favourite casserole? a tasty main dish? a yummy dessert? an interesting salad? Won't you please share them with us?

An ORB/SRO recipe book is being compiled for Spectrum '86. If you would like any of your recipes included in it please send them to us. We would like to have a recipe book that includes salads, main dishes, casseroles, desserts, cookies etc., but we will take anything from soup to nuts!!

All recipes should be sent to:

Francine Ryan
411-161 Ch. Presland
Ottawa, Ontario
K1K 4E2

LIVRE DE RECETTES

Avez-vous un dessert préféré? Mijotez-vous de bons petits plats? Préparez-vous de délicieuses salades? Pourquoi ne pas les partager avec nous?

La région compile un livre de recettes qui sera disponible pour la Conférence. Si vous désirez y inclure vos recettes, glissez nous un petit mot. Nous acceptons tous types de plats, salades, entremets, hors-d'oeuvres, desserts, biscuits, soupes etc....

Toutes les recettes devraient être envoyées à l'adresse suivante:

Francine Ryan
411-161 Ch. Presland
Ottawa, Ontario
K1K 4E2

FINANCIAL REPORT
for the period
April 1/85 - Sept. 17/85

RAPPORT FINANCIER
pour la période du
1 avril /85 - 17 sept. /85

Credits/Crédits

Previous balance/Solde précédent	\$ 812.34
Membership fees/Cotisations	2595.00
Workshop fees/Frais d'inscription, conférence	32.00
Miscellaneous/Divers	58.26
Total	\$3497.60

Debits/Debits

Provincial membership fees/Cotisations provinciales	\$1900.00
Workshop speaker fees/Frais pour les invités	75.00
Regional award/Prix régional	28.19
Bursary/Bourse	100.00
Conference committee/Comité de conférence	100.00
Newsletter, printing and postage/Tête-a-tête, frais d'impression et poste	157.32
Postal and miscellaneous/Poste et divers	142.23
Bank charges/Banque	17.10
Total	\$2519.84
Balance/Solde	\$ 977.76

ASSOCIATIONS - WHY BELONG?

Many people often ask the questions, "Why join an Association?... what can it do for me?... why pay hard-earned dollars towards membership fees?... why devote time to help others as an industry?" Let's talk about it.

First of all, let's start off with the question of why join an Association. Membership in an organization demonstrates your goals and aspirations as a professional. Many professionals in the community are required to join associations just to be in business. Doctors, lawyers, accountants, dentists, architects and others must pass rigid examinations created by their colleagues in order to practice their chosen profession. They pay an annual membership fee and regularly attend seminars and conferences to update their skills. You never hear a doctor say "I already know it all." Instead they say, "What's new? What's changed? How can I help my patients with new skills?" They rely to a great extent on their professional organizations to guide them into the future.

What can an Association do for you? Plenty. Most organizations provide professional operating criteria for their members as a guideline to professionalism. They act as a political lobby to ensure continuity in the industry and as a liaison with government to represent the members' best interests. Associations also become a showcase to the general public to gain favourable credibility and acceptance in the community. They become the "image" of that industry, be it nurses, realtors, engineers or teachers. Organizations also provide the vital "networking" link within one's own profession.

Here's your real opportunity to increase your much needed contacts within your own industry and at the same time establish a reputation as a "professional".

Is membership worth the cost? Of course it is! When you consider all you can get from an Association, the membership fee is small. Fees usually cover only administrative costs of running the organization, which are most often "non-profit". Many of the membership services are subsidized by the Association or by corporations in the community who wish to gain favour with that group. As an individual, you could never come close to the combined power of an Association with its clout in the industry or in the services it provides.

Why devote time to an organization? Since an Association is only as strong as its members, it is essential that membership provide input at regular meetings, be part of committees and provide the skills to sustain the level of competence that will provide the leadership for the future. Time is that precious commodity that will bring results when devoted to one's professional organization. Instant contacts! Instant industry recognition! Instant acceptance as a "professional"! Belong, participate and get into your professional association... you have so much to gain!

Please note - membership is not mandatory for some professions. You have to join and stay active because you WANT to for all the reasons any true professional would. Remember that membership is your way of declaring your professionalism to your colleagues and to consumers.

John Kennedy, CTC
from: Networks vol. 6, no. 1, Huronia Regional Branch



The Countdown continues!!!
Seven months to Spectrum '86
and everything is starting to
come together.

Another slide show "Israel -
the Holy Land" was held Sept.
26th and a 4th is being
planned for the spring.

An Information Flyer on
Spectrum '86 will be mailed
out in early November. If you
have not received it by the
end of November please notify
us and we will send you one.

To let you know where things
stand at this time...

Registration/Accommodation

- The Conference starts on a
Tuesday this year so we have
booked space at Carleton
University from Monday night,
May 26, to Sunday June 1.

- Activities have been planned
for every night (with the
exception of Monday and
Tuesday).

- The meals have been chosen
and they will be served, not
buffet style.

Le décompte continue toujours!!!
Encore 7 mois avant Spectrum '86 et
tout semble aller comme sur des
roulettes.

La présentation audiovisuelle
"Israel - the Holy Land" a eu lieu
le 26 Sept. et nous préparons une
4ième présentation pour le
printemps.

Au début novembre, nous expédierons
une brochure d'information au sujet
de Spectrum '86. Si par hasard
vous n'avez pas reçu de dipliant
par la fin novembre, veuillez
S.V.P. nous prévenir et nous vous
en expédierons un.

Inscription et Logement

- La conférence débutera mardi le
27 mai donc nous avons réservé le
campus pour lundi soir le 26
jusqu'au 1er juin.

- A l'exception de lundi et de
mardi soir nous vous préparons des
soirées des plus divertissantes.

- Mêmes les repas ont été choisis.
Pas de buffet!! Vous serez servis
au table.

Workshops

- To date, 18 workshops have been confirmed, covering such fields as Computers, Special Collections, Genealogy, Book Conservation, Management etc.

- 10 more workshops are in negotiation, covering such fields as Communications, Audio Visual, AACRII etc.

- The full conference package will offer the delegates 6 sessions of workshops!!

- Most workshops will be offered in both languages.

- A Job Sharing Experience in SpecialLibraries will also be offered on Tuesday.

Tours

- Historic Ottawa will be visited, including a tour of Rideau Hall.

- A tour to Montreal is also being arranged.

Exhibits/Advertising

- Exhibitors and Advertisers for the Conference Programme are being approached.

Mailing/Kits

- The Master Mailing List is being compiled.

- The kit bags have been ordered.

Ateliers

- A date, nous avons 18 ateliers confirmé qui couvrent les sujets suivants: micro - ordinateurs, collections spécialisées, généalogie, conservation de volumes, gestion etc.

- Une dizaine d'autres sont au stage de négociation et couvrent les sujets tels que: communication, audio visuel, AACRII etc.

- Les participants auront le choix de 6 sessions d'ateliers s'ils participent à toute la conférence.

- La plupart des ateliers seront offerts dans les deux langues.

- Mardi, nous vous offrirons aussi la chance de travailler dans une bibliothèque spécialisée.

Visites

- Une visite guidée d'Ottawa fera partie de l'horaire ainsi qu'un arrêt à Rideau Hall.

- Les démarches ont été entreprise pour une visite de Montreal.

Exposants/Publicité

- Nous avons commencé à contacter les exposants ainsi que les publicitaires.

Expédition/Kits

- Nous travaillons à la compilations de la liste maitresse.

- Les trousse ont été commandées.

One of our innovations this year is to offer to all members and non-members (not just those who attended last year's conference) the opportunity to pre-register, by mail, for their workshops.

Pre-registration is on a first-come first-served basis. Some of the workshops have been limited to a specific number of people by the workshop leaders, eg. one workshop is limited to 12 delegates.

Pre-registrants' responses will be put on a priority list in the order of their receipt.

Since this is the first time that pre-registration has been offered by mail, we do not know what kind of a response we will get. Therefore your choice of workshops cannot absolutely be guaranteed, but the Workshop Committee will work very hard to accomodate your choices.

Confirmation of workshops will ONLY be sent to those who pre-register for Spectrum '86 by the date indicated on the pre-registration form.

To keep yourself informed of further developments, ATTEND Regional Meetings and READ your newsletter, or contact the Conference Coordinating Committee at the numbers listed.

Spectrum '86
Conference Coordinating
Committee

Un des changements que nous apportons cette année, à tous nos membres et non-membres (pas seulement à ceux qui ont assistés à la conférence l'an passée) est la chance; de faire votre pré-inscription par le retour du courrier pour vos ateliers.

La pré-inscription sera faite sur le principe du premier venue premier servie. Les participants à certains ateliers ont été limités par les conferenciers ie: un atelier est limité à 12 participants seulement.

Tous ceux qui feront leur pré-inscription seront mis sur une liste de priorité selon la date de réception de leur demande.

Etant donné que c'est la première fois qu'on offre la possibilité de faire une pré-inscription par courrier, nous ne savons pas encore le taux possible de réponse. Pour cette raison votre choix d'ateliers ne peut être garanti, mais le comité d'ateliers ne ménagera pas ses efforts pour vous donner satisfaction.

Les avis de confirmation d'ateliers seront envoyés seulement à ceux qui font leur pré-inscription pour Spectrum '86 et si leur demande est reçue à la date indiquée sur le formulaire.

Si vous voulez être à l'affût de l'information, assister au réunions générales et lisez votre bulletin régional, or contacter votre comité organisateur (voir liste).

Comite Organisateur de Spectrum '86

CONFERENCE COORDINATING COMMITTEE

Barbara Cope - 737-7617 (home) 7pm - 10pm

Jean Desislets - 998-5147 (bus.) 8am - 3pm
- 728-8784 (home) 7pm - 9pm

Danielle Amat - 998-5139 (bus.) 9am - 3pm

Ginette Desormeaux - 226-1450 (home) 7pm - 10pm

ONTARIO ASSOCIATION OF LIBRARY TECHNICIANS
OTTAWA REGIONAL BRANCH

CONSTITUTION
and
BY-LAWS

APPROVED: June 12, 1974.

AMENDED: June 11, 1979.
March 31, 1981.
March 31, 1982.
March 30, 1983.
March 28, 1984.

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CONSTITUTION

Preamble to the Constitution

Whereas the Library Technician graduates and Library Technician students domiciled in and about the Ottawa Region are desirous of forming a Regional Branch of the ONTARIO ASSOCIATION OF LIBRARY TECHNICIANS - ASSOCIATION DES BIBLIOTECHNICIENS DE L'ONTARIO.

Now therefore be it resolved that the following shall be and are the Constitution and By-Laws of the said formed branch.

PURPOSE

The Library Technicians feel the need to join together so as to pool their knowledge and working experience and by so doing promote their status.

Article 1 - NAME

- a) The name of this Branch of OALT/ABO shall be the OTTAWA REGIONAL BRANCH - SECTION REGIONALE D'OTTAWA, hereinafter referred to as the ORB/SRO.
- b) The ORB/SRO shall operate on the principle of local autonomy. The regional branch shall be responsible for the maintenance and coordination of regional affairs.
- c) All information from ORB/SRO shall be available in English and in French.

Article 2 - OBJECTIVES

- a) To define clearly the role and duties of the Library Technician and to make this definition widely known.
- b) To publicize and promote the value of Library Technicians.
- c) To advance the status of the Library Technician as both necessary and valuable members of the library supportive staff, and to promote wide understanding and acceptance of this status.
- d) To maintain recognized standards, as defined by the Association.
- e) To work in liaison with related professions and institutions, and to promote effective communication among Library Technicians, their employers, and those involved in educational programs for Library Technicians, and for others in closely related fields.

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- f) To be receptive to and aware of the needs and constant changes in the field of library technology and in the community.
- g) To function as a clearing house for information relating to Library Technicians.

Article 3 - MEMBERSHIP

- a) Membership shall be open to graduate Library Technicians, graduate senior citizens, students, and associates/institutions, who upon payment of dues shall become members as provided for in the By-Laws (see By-Law 1).
- b) Payment of dues will entitle the member to membership in OALT/ABO, subject to the Constitution and By-Laws of the Association.

Article 4 - ORGANIZATION

The Executive shall consist of:

- i) President
- ii) Vice-President
- iii) Director
- iv) Treasurer
- v) Secretary
- vi) Past President, or another member of the past executive.

Article 5 - TERM OF OFFICE

- a) The members of the Executive shall be elected for a term of one year. The election shall be handled by a mail vote prior to the Annual Meeting (see By-Law 9).
- b) No officer other than the Treasurer or Secretary shall retain the same office for more than two successive years.

Article 6 - MEETINGS

- a) The Executive shall meet no fewer than six times annually.
- b) The ORB/SRO shall meet no fewer than four times annually.
- c) The Annual Meeting shall be the last general meeting of the Branch year (see By-Law 10).
- d) Special general meetings of the members shall be held at the discretion of the Executive.

Article 7 - QUORUM

No decision of the Branch made at any meeting where less than the quorum is present shall be binding on the Branch.

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Article 8 - RULES OF ORDER

All meetings shall be conducted in accordance with the Constitution and By-Laws of the CRE/SRO, and Parliamentary Procedures.

Article 9 - AMENDMENTS

- a) Amendments to the CRE/SRO Constitution shall be made only at an annual meeting.
- b) Notice of resolutions to alter the Constitution shall be given to the President, in writing, and the wording thereof signed by any five members in good standing, at least three months prior to the date of the Annual Meeting.
- c) Any such amendments must have the consent of at least two-thirds of the paid up full members present and voting at the said meeting; whereupon it will, unless otherwise indicated by its own wording, become forthwith an Article of this Constitution.

BY-LAWS

By-Law 1 - MEMBERSHIP

- a) There shall be the following classes of membership:
 - i) Full membership will be given to Library Technicians (defined as graduates of a recognized Library Technician program).
 - ii) Full membership will be given to students (defined as those studying to be a Library Technician, in a recognized Library Technician program).
 - iii) Full membership will be given to graduate senior citizens (defined further as those beyond the age of retirement).
 - iv) Associate membership will be open to all individuals who are interested, subject to review and acceptance by the membership committee.
 - v) Institutional memberships will be open to institutions or organizations which are interested in the development of Library Technicians, subject to review and acceptance by the membership committee.

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- b) Suspension or demission:
 - i) Ceased to be a member: when his/his dues are not fully paid by deadline date.
 - ii) Ceased to be a member: when submitting a written resignation to the Executive.
 - iii) Membership is cancelled when the said member acts in a way detrimental to the Association as decided by the membership committee and a two-thirds vote of the full members in good standing present at the meeting.
 - iv) A member who has been suspended can only be readmitted into the Association with the approval of the membership committee and a two-thirds vote of the full members in good standing present at the meeting.
- c) Member in good standing:

A member in good standing is one who has paid his/her dues by the date set by the branch.

By-Law 2 - FEES

- a) Shall be set by the Executive and ratified by the full membership at the Annual Meeting.
- b) A deadline date for the payment of fees shall be set by the Executive, including any penalties for late payment.
- c) A portion of those fees accepted as payment of dues will be forwarded on behalf of the member to the Treasurer of OALT/ABO, at the rate set by OALT/ABO.

By-Law 3 - VOTING

- a) Voting rights shall be accorded only to those with full membership status.
- b) Each paid up full member of the Branch shall have one vote.

By-Law 4 - DUTIES OF THE EXECUTIVE, ATTENDANCE, VACANCIES

PRESIDENT

1. The President is the head of the Branch, and the Provincial representative at the Annual Meeting of the Branch.
2. Upholds the ideals and purposes of the Branch.
3. Chairs the General Meetings and Annual Meeting of the Branch.
4. The President or an appointed representative shall be an ex-officio member of each committee and shall receive minutes of all committee meetings.

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VICE-PRESIDENT

1. Convenes and presides at the Executive Meetings and presents an agenda.
2. In the absence of the President or at the request of the President shall perform the duties and exercise the powers of the President.
3. It is understood that she/he has the option to be a nominee for incoming President.
4. May be appointed chairperson of a special committee by the Executive.

DIRECTOR

1. Attends all regional Executive meetings, and shall submit a brief written report of the previous meeting of the provincial Board of Directors.
2. Presents a written report at each regional General Meeting, and reports back to the provincial Executive and Board of Directors.
3. Takes an active part in the activities of the regional Branch.
4. Attends all meetings of the Board of Directors, which are to be not less than four times a year, acting on behalf of the region. (There are usually six meetings - two at the Conference in May, and one each in September, November, January and March).
5. Submits a brief written report at each Board of Directors meeting, with copies to each member of the provincial Executive and Board of Directors.
6. Submits written report at the Annual Business Meeting, held at the Conference in May, of the activities of the regional Branch during the past year.

TREASURER

1. Makes all financial transactions of the Branch.
2. Maintains complete records thereof and reports fully thereon.
3. Settles accounts passed for payment by the Executive.
4. Presents a financial statement to the general membership at the Annual Meeting.
5. Arranges to have the books audited at the end of the Branch year.

SECRETARY

1. Records minutes in the Branch minute book of all meetings.
2. Shall see that copies of minutes of General meetings are distributed to Executive members at least three weeks prior to the succeeding General Meeting.
3. Shall call each officer and committee head two days prior to Executive meetings as a reminder.
4. Shall contact the President as to the agenda of all meetings and include with the minutes.
5. Shall collect all written committee reports four (4) weeks prior to the Annual Meeting for typing and duplicating.

PAST PRESIDENT

1. Acts as Chairman of the Nominating Committee. (See By-Law 6).
2. Acts as advisor to ongoing Executive.
3. Present at all Executive Meetings, but has no voting privileges.

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By-Law 4 - DUTIES OF THE EXECUTIVE, ATTENDANCE, VACANCIES (cont.)

ATTENDANCE

1. A person who accepts an Executive position is required to attend meetings of the Executive regularly.
2. Failure to attend on a regular basis (absence from three Executive Meetings) would require a review by the Executive of the position of the member in question.

VACANCIES

In the event that a vacancy should occur, the Executive may appoint a member in good standing to fulfil the duties of the vacant office until the term expires.

By-Law 5 - COMMITTEES

- a) There shall be such committees as the Executive may from time to time determine; and the composition and duties of each standing committee shall be set forth by the Executive.
- b) Standing committees shall include the Nominating, Newsletter, Membership, Workshop, Job Liaison and Bursary Committees. Each shall be responsible to the President.
- c) The head of each committee shall be notified of all Executive meetings. Attendance is not required, but a progress report should be submitted when unable to attend.
- d) Written reports of all committees and of all temporary committees shall be submitted to the Secretary four (4) weeks prior to the Annual Meeting.

By-Law 6 - NOMINATING COMMITTEE

- a) The nominating committee shall be appointed by the Executive no later than three (3) months prior to the termination of the Branch year (see By-Law 10).
- b) Shall be composed of the immediate Past President and three (3) full members in good standing, not wishing to stand for nomination.
- c) Shall accept notification from those willing to stand for any office, as well as nominations for any office, up to sixty (60) days before the Annual Meeting.
- d) Shall be responsible for conducting the election.

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By-Law 7 - PREPARATORY TO THE ANNUAL MEETING

The notice of the Annual Meeting shall include the Agenda. This shall be mailed out to all members, at least two (2) weeks prior to the Annual Meeting.

By-Law 8 - ELECTIONS

- a) The voting for the Executive shall be handled by mail.
- b) To be valid, the mail vote must consist of fifty (50) percent plus one (1) of the return ballots of the full members in good standing.
- c) The ballots containing the descriptions of the nominees shall be in the mail at least forty-five (45) days prior to the date of the Annual Meeting.
- d) The returned ballots must be postmarked fourteen (14) days prior to the date of the Annual Meeting.
- e) In the event that 50% plus one (1) of the ballots are not received before the Annual Meeting, elections will be held using the original ballot. Votes received by mail will be included in the second count of the ballots cast.

By-Law 9 - DEFINITIONS

QUORUM

- a) At any General Meeting of the Branch there shall be a quorum of no less than six (6) of the full members in good standing.
- b) At any Annual Meeting of the Branch there shall be a quorum of no less than ten (10) of the full members present, and in good standing.
- c) A quorum of the Executive shall be three officials. This must consist of the President, either the Vice-President or the Director, and either the Treasurer or the Secretary.

By-Law 10 - BRANCH YEAR

The Branch Year shall be from March 1st. to February 29th. (28th.)

LIST OF MEMBERS/LISTE DES MEMBRES
OALT/AEO
Ottawa Regional Branch
Section regionale d'Ottawa

AGNEW, Jocelyne
7081, rue Notre Dame
Orleans (Ont.)
K1C 1J1
Tel.: M. (613) 824-9275
T. (613) 598-4509

GRADUEE

AGRICULTURE CANADA
Bibliotheque/Library
Edifice Sir John Carling Bldg.
Ottawa ON
K1A 0C5
Tel.: (613) 995-7829 Ext. 111
INSTITUTION

AMAT, Danielle
3-378, rue Lafontaine
Vanier (Ont.)
K1L 6X8
Tel.: T. (613) 998-5139
GRADUEE

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K1A 0G9
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INSTITUTION

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T. (514) 397-3197

GRADUEE

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