

Castle Westin Convention Centre or at the Queen Elizabeth Building at Exhibition Place. Every effort will be made to arrange an appointment with an appropriate member.

Appointments may also be made with vendors outside exhibit hours. Contact the vendor or the OLA Information Desk in the Queen Elizabeth Building to arrange.

#### 'PICK-UP' TABLE

In the continuing effort to conserve paper and to save you getting unwanted materials, the OLA will again have a 'pick-up' table, rather than registration kits. Only materials officially approved by OLA may be placed on the 'pick-up' table. If you have library-related non-commercial items, invitations and announcements you wish to display please get approval through an OLA staff member.

#### PROGRAM EVALUATION

Session evaluation forms may be handed in to the session organizers or to personnel at the Conference Registration Desk. This is your organization. Get the programs you want and need. Please react.

#### PUBLIC LIBRARY SURVEY

If you work in a public library in Ontario and did not get a copy of the survey being distributed at circulation desks, please ask for a copy and fill it out while you are at your Conference. Completed copies should be returned to personnel working at any registration desk.

#### THE STORE

The OLAStore, located on the north side of the Grand Exhibit Hall in the Queen Elizabeth Building, provides a cross-section of current library literature from across the continent and from speakers and authors at these conferences. OLA's own products including new entries in the Libraries Advance Ontario line are also featured. The OLAStore is open during EXPO '95 hours.

#### VOTING PRIVILEGES

To be eligible to vote at the OLA Annual General Meeting or at the business meetings of any of OLA division or guild, you must be a member in good standing of the Association or guild involved. Divisional status is marked on your badge (CU=OCULA, IT=OLITA, PL=OPLA, SL=OSLA, TR=OLTA). If you have questions, please enquire at the OLA Registration desk.

## Guidelines for the Preparation of Resolutions

The following guidelines are addressed to individuals and units preparing resolutions to come before the Ontario Library Association Annual Meeting Sunday afternoon at 2:00 p.m.

- 1) Resolutions must be complete so that, upon passage, each becomes a clear and formal expression of the opinion or will of the assembly.
- 2) Each resolution must clearly indicate the initiating individual(s). If the individual(s) is (are) acting on behalf of and/or under the direction of a group or groups, the affiliation must be specified.
- 3) Each resolution should address no more than one topic or issue.
- 4) The terms used in each resolution must be readily understandable or be specifically defined.
- 5) The intent, objective, or goal of the resolution must be clear. The resolution must state whether it sets forth a general policy, an OLA viewpoint, or a call for specific action.
- 6) All resolutions must clearly set forth their relationship to libraries and/or librarianship.
- 7) If a resolution calls for specific action or a course of action, the resources that the initiator(s) of the resolution believe to be needed in order to carry out the directive must be specified.
- 8) If the initiator(s) of a resolution is (are) aware of a conflict between a policy or directive set forth in the resolution and existing Ontario Library Association policy or directive, the same resolution must indicate a possible means of resolving that conflict.
- 9) If a resolution calls for a specific action or program and has a timetable, the timetable must be clearly specified and be potentially achievable.
- 10) If a resolution is addressed to or refers to a specific group or groups, this must be clear.
- 11) Resolutions to the Annual General Meeting must be submitted to the Resolutions Action Group by 8:30 a.m. on Sunday. Groups whose business meeting occurs after this time may bring their resolutions to the Group immediately after said meeting.
- 12) Each resolution must have a mover and a seconder. The mover and seconder or their designates must attend the Resolutions Action Group meeting to speak to their resolution.
- 13) The mover and seconder of the resolution or their designates must be prepared to speak to the resolution at the OLA Annual General Meeting.
- 1) Any member in good standing may prepare a resolution for the Annual Meeting.

The staff of the Association and the OLA's Resolution Action Group will be glad to assist a member or unit in the preparation of resolutions. Final wording will be distributed at the OLA Annual General Meeting.

## SHUTTLE BUS SCHEDULE

All shuttle buses to the Queen Elizabeth Building at Exhibition Place leave the Harbour Castle from the heated tunnel located in the lower lobby of the Harbour Castle Westin Convention Centre.

**NO WINTER COATS REQUIRED.**

## EXPO '95

**Bus service every four minutes from the Harbour Castle**

**11:30 am - 5:00 pm SATURDAY, JANUARY 14, 1995**

**8:30 am - 2:30 pm SUNDAY, JANUARY 15, 1995**

**Bus service every four minutes from the Queen Elizabeth Building**

**11:45 am - 7:15 pm SATURDAY, JANUARY 14, 1995**

**8:45 am - 2:45 pm SUNDAY, JANUARY 15, 1995**

**Bus arrangements for special seminars, see ticket.**