

ITEM	Supplementary	16
MANAGER'S REPORT NO.		82
COUNCIL MEETING	1978 11	20

RE: BURNABY PUBLIC LIBRARY AUTOMATION PROJECTS

Following is a report from the Chief Librarian regarding the proposed automation of certain library services.

Members of the Library Board and the Chief Librarian will be in attendance at the budget meeting on November 22 at which time Council may want to inquire on any aspect of the automation projects that are being proposed.

RECOMMENDATION:

1. THAT the report of the Chief Librarian be received for information purposes.

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TO: MUNICIPAL MANAGER

1978 November 14

FROM: CHIEF LIBRARIAN

RE: BURNABY PUBLIC LIBRARY AUTOMATION PROJECTS

RECOMMENDATION:

THAT this report be received for information purposes.

REPORT

The Library Board has been considering automation applications for some while and Council's attention was drawn to this by the Municipal Manager in his Letter of Transmittal attached to the 1978 Annual Budget. The Library Board has adopted the recommendations contained in the Automation Projects Report.* Since this has implications for expenditures within the 1979 Provisional Budget now under consideration by Council, the following summary has been prepared for the information of Council.

Objective

The underlying objective of automation in the Burnaby Public Library is to respond to the needs of the community by maximising accessibility to resources and to increase effectiveness and efficiency of operations while at the same time limiting the growth of operating budgets over the long term. The more specific objectives are

- . to increase the efficiency of the system for controlling the circulation of materials
- . to increase access to these and other materials through automated catalogues
- . to provide management data useful in the planning of future services.

Two key areas for automation in public library service are those of circulation control and cataloguing.

* Attached

Circulation Control

The existing circulation control system microfilms the transaction when material is borrowed from the library. Overdue notices and reserved books operate on a manual basis. One limitation of this system is that it is labour intensive: this limitation is growing in significance. Automated circulation control would allow the library to handle an increased volume of transactions more efficiently with a reduced staffing requirement.

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A computerised circulation control system consists of a central processing unit with all of the library's holdings and patron information stored in its memory. The computer maintains a record of transactions and matches books with readers, produces overdue notices for outstanding loans, signals the check-out clerk when a user has fines owing and when his card has been suspended, and automatically holds books required by other library users.

A major benefit from automated circulation control is the availability of precise management data on collection usage permitting inventory control and the more effective selection and deployment of library materials. The information will allow the better development of collections according to reader usage patterns. The automated circulation control system will generate additional fines revenue while ensuring increased stock turnover. Stock inventories will be able to be carried out on a continuous basis using existing staff.

A major requirement of automated circulation control in Burnaby Public Library is that of meshing with systems within neighbouring public libraries in order to exchange information concerning library users and have access to a wider range of library materials. Vancouver Public Library is presently in the process of evaluating automated circulation control systems. Burnaby is represented on its Evaluation Committee. Utilising the central processing unit to be installed in Vancouver Public Library will allow Burnaby Public Library to avoid the expense of purchasing its own computer.

Automation of Cataloguing Functions

At the moment Burnaby Public Library catalogue records are in card form. Although a number of cards are purchased from suppliers almost half of the materials received in the library require catalogue records to be originated within the Cataloguing Department. The catalogue has an inventory function. However it is also required to show whether a specific book identified by author, subject, title or other means is owned by the library or whether any unspecified materials on a given subject or by a given author are available. The catalogue should indicate the location of the book within the library. In addition to a main catalogue it is necessary for catalogues to be available in various locations. The catalogue is a means by which the vast array of library materials is organised and is the key by which these materials can be made accessible to library users.

A major benefit from automating the catalogue is that it can be reproduced and maintained in all branch libraries without the expense of multiple filing and of updating that such a catalogue would now require. These problems are so enormous that without automation it is presently impossible to provide such catalogues within Burnaby branch libraries thereby severely limiting public access to the library's resources.

The movement of catalogued materials from branch to branch is severely limited by the existing system. Automation will allow this to be carried out very simply and very cheaply. An additional benefit from automating the catalogue will allow the library access to materials now held in other libraries thereby expanding the range of accessibility for library users.

A key factor in automating the catalogue is that the international cataloguing rules used by libraries are to undergo substantial revision in the very near future and automation offers the only means by which Burnaby Public Library can efficiently bring its records into line.

Automation of the catalogue would be carried out in two phases

- . new materials being currently added to the library
- . existing materials already in the library.

BURNABY PUBLIC LIBRARY
SUMMARY OF AVAILABLE OPTIONS

Option	Costs		Savings		Net 1979/1985		Evaluation
#1 Not to Automate	Increased operating budgets 1979/1985 \$957,536		Capital Operating	\$ 454,343 845,366 \$1,299,709	Savings (over Option #6) \$342,173		Fails to achieve any service objectives
#2 To Automate Circulation Control Exclusively	Capital	\$204,010	Operating	\$99,607	Cost	\$104,403	Essential step, only partially meets objectives
#3 To Automate Current Cataloguing Exclusively	Capital Operating	\$ 21,540 372,047 \$393,587	Operating	\$286,726	Cost	\$106,861	Essential step, but fails to provide circulation control and management information
#4 To Automate Current Cataloguing with Full RECON	Current RECON Cap. RECON Op.	\$393,587 228,793 52,581 \$674,961	Operating	\$286,726	Cost	\$388,235	Increased collection data over option #3, but fails to provide circulation control and management information
#5 To Automate Circulation Control with Current Cataloguing	Circ Cap. Cata Cap. Cata Op.	\$204,010 21,540 372,047 \$597,597	Circ Op. Cata Op.	\$ 99,607 286,726 \$386,333	Cost	\$211,264	Does not permit full catalogues in all locations thus limiting accessibility, but offers viable alternative to option #6 providing there is a commitment to carry out RECON by 1984
#6 To Automate Circulation Control with Current Cataloguing and with Full RECON	Net Costs Capital	\$454,343	Net Savings in Operating Budgets	\$112,170	Cost	\$342,173	Meets majority of objectives plus future service requirements, also indicates substantial future capital savings as Building Programme revised

Considered on an annual basis 1979/1985, option #6 shows operating savings. These are offset by capital costs. Annual average cost \$49,000.

	1979	1980	1981	1982	1983	1984	1985	Totals
Capital	\$215,860	\$ 4,968	\$231,688	\$ 1,827				\$454,343
Operating	3,245	7,606	(21,320)	(16,066)	\$(36,750)	\$(20,833)	\$(28,052)	(112,170)
Total	\$219,105	\$ 12,574	\$210,368	\$(14,239)	\$(36,750)	\$(20,833)	\$(28,052)	\$342,173

NB - These costs are pessimistic, a better picture will emerge as more precise cost information becomes available from suppliers in early 1980

ITEM Supplement
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