Re: BURNABY PUBLIC LIBRARY AUTOMATION PROJECTS
    (Item 16, Supplementary Report No. 82, 1978 November 20)

Following is a report from the Chief Librarian regarding the automation of cataloguing functions.

RECOMMENDATION:

    1. THAT the recommendations of the Chief Librarian be adopted.

TO: MUNICIPAL MANAGER   1979 January 23

FROM: CHIEF LIBRARIAN

RE: BURNABY PUBLIC LIBRARY AUTOMATION PROJECTS

RECOMMENDATIONS:

1. THAT authorisation be given for the expenditure of $10,000 to
   be incurred for automated cataloguing in Burnaby Public Library;

2. THAT this money be drawn from the Burnaby Public Library Board's
   automation reserve fund.

REPORT

Municipal Council received a report describing automation projects within Burnaby Public Library at its meeting dated 1978 November 20 (Item 16, Manager's Report No 82).

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 automation applications within the library fall into two areas:

1) automated cataloguing, and
2) automated circulation which controls the transactions when material
   is borrowed from the library.

This report concerns itself only with Automation Project #1 - Cataloguing.

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 **110** 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 also very 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 catalogue 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
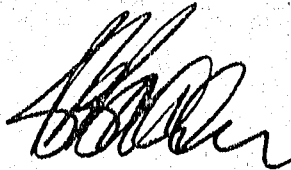. existing materials already in the library.

Whereas automation of the catalogue for existing materials already in the library is to be deferred for a few years it is very important that new materials to be added to the library during 1979 be catalogued on an automated basis as soon as possible. A full report on the aspects of automation was considered by the Library Board at its meeting dated 1978 November 01 at which time it was regularly moved, seconded and carried

"THAT Burnaby Public Library join the British Columbia Union Catalogue immediately; and

"THAT Burnaby Public Library commence current cataloguing on-line to the University of Toronto Library Automation System as soon as possible in 1979".

Since several months' leadtime is required it is important that steps be taken now if the Library Board's objectives are to be achieved during the course of 1979. Funds for automation are included within the Library Board's 1979 Provisional Budget including the amount of $107,650 transferred from library reserve funds.

Expenditures for the year 1979 include $11,850 for non-recurring start-up and equipment costs. The annual operating costs for 1979 are estimated at $31,678 against which must be set anticipated savings of $21,399, for a net operating cost in 1979 of $10,279. Expenditures anticipated during the first six months of 1979 will not exceed $10,000 but because of the leadtime required, it is essential for the library to commit these funds if the costs/savings are to be achieved during the remainder of the year.

Bryan L. Bacon
Chief Librarian

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