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MANAGER'S REPORT NO.	60
COUNCIL MEETING	1980 09 29

RE: BURNABY PUBLIC LIBRARY BOARD - AUTOMATION PROGRAMME
(ITEM 16, SUPPLEMENTARY REPORT NO. 82, 1978 NOVEMBER 20)
(ITEM 5, REPORT NO. 8, 1979 JANUARY 29)

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

RECOMMENDATION:

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

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TO: MUNICIPAL MANAGER 1980 September 19
FROM: CHIEF LIBRARIAN
RE: BURNABY PUBLIC LIBRARY BOARD - AUTOMATION PROGRAMME

RECOMMENDATION:

THAT this report be received for information purposes.

SUMMARY:

The Library Board commenced the automated cataloguing of new books in 1979 with beneficial results to the library. Retrospective conversion of the manual catalogue to machine-readable form remains to be carried out. Catalogue conversion will be deferred pending financial support from a newly established Provincial Government Libraries Automation Fund.

A two year programme to automate the circulation control functions of the library is planned. This will offer significant service improvements and the more effective use of limited resources within what is now a functionally limited and labour-intensive area. Operational savings will be \$30,000 yearly. Installation costs will be about \$450,000. Library reserves for this purpose total \$300,000. The balance will come from Provincial funds, failing which alternative sources of finance would be sought.

BACKGROUND:

Council has been made aware of the Library Board's intentions regarding automation in the past by means of the Letter of Transmittal attached to the 1978 Annual Budget and the Board's later budget submissions which have also reflected automation concerns. An information report was submitted to Council in 1978 November describing the Board's move towards implementing the automated cataloguing of new books in 1979 as the first step towards a programme of library automation. A progress report on this was submitted to Council in 1979 September.

LIBRARY AUTOMATION GOAL:

The overall goal of automation in the Burnaby Public Library is to respond to the needs of the community by optimising access to resources, and to increase effectiveness and efficiency of operations while limiting the growth of operating budgets over the long term.

CATALOGUE AUTOMATION:

Catalogue automation, which commenced in 1979, has enabled the library to work towards this overall goal. Costs are less than originally anticipated, savings and benefits have been realised as predicted, overall productivity has not decreased but patterns of productivity have changed. The move to automation in the Cataloguing Department was beneficial and an essential prerequisite to future gains in efficiency when the existing manual catalogue records are converted to machine-readable form.

The Burnaby Public Library Board has made a commitment to retrospective conversion of its catalogue records, and, by having carried out essential preliminary activities, is now in a strong position to take swift advantage of the recently announced Provincial Government Libraries Automation Fund, totalling three million dollars, as soon as this becomes operational.

Costs:

The cost of completing the conversion of the existing catalogue will be between \$237,000 and \$297,000 depending on the method and the time when it is carried out. The Library Board has current reserves of \$42,000 for this project. Catalogue conversion will be deferred however, pending anticipated Provincial funding.

AUTOMATED CIRCULATION CONTROL:

The existing manual circulation system operates the check-in, check-out of books to readers, and handles the reserves, overdues and fines procedures for the library. It has functional limitations which will become more severe as library usage expands to meet the needs of a growing community. The present system is labour intensive and operational costs increase yearly.

Automated circulation control offers a significant improvement in utilising books and materials and consequent user satisfaction. It provides better control of loans, the automatic generation of overdue notices, progressive inventory control and improved management data leading to more effective use of limited resources.

Furthermore, automated circulation control offers operational savings averaging upwards of \$30,000 yearly over the existing manual system. It offers the advantage therefore of increasing efficiency and effectiveness while restricting future operating costs.

Options:

The Library Board has reviewed a number of alternative approaches to automated circulation control. Options considered include utilising the municipal computer, developing a custom designed system and purchasing a ready-made turnkey system. Because of the highly specialised nature of library

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automation the Board's decision is to select a turnkey system. Although sharing the Municipal computer was not a viable option the Board has adopted a recommendation of the Municipal Computer Services Committee that the library's central processing unit be housed at the Municipal Hall so as to effect certain economies of operation.

The Library Board also has the option of operating independently or of cooperating with neighbouring libraries and the Board has determined to cooperate with neighbouring libraries to the degree that this contributes to attaining Burnaby Public Library's goals and objectives.

Such an approach will enable the Board to implement an independent stand-alone system that will allow future upgrading to accommodate neighbouring libraries as this becomes economically feasible following access to external funding. The Board is to establish liaison with New Westminster Public Library in the first instance in order to explore the possibility of a shared facility.

System Implementation:

The selection of an appropriate system is a critical process which must be carried out objectively within a framework of criteria reflecting the defined requirements of the library. The Board will design a Request for Proposal the responses to which will be carefully evaluated before the selection of a vendor is approved by the Board.

This work will be carried out without delay. The Library Board's programme schedules a decision to be made on the selection of a vendor for its automated circulation control system by 1981 July. Council's approval of a proposed contract will be sought following this.

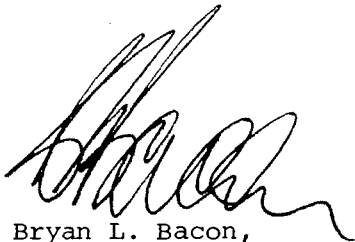
The implementation phase of the programme, under the direction of a project manager, is expected to take a further twelve months. Close liaison with municipal staff will be maintained throughout the programme.

Costs:

Costs of the automated circulation control system will be in the region of \$450,000. The Library Board has available reserves presently totalling \$300,000. If the Provincial Government has not announced its intentions regarding the administration of its Libraries Automation Fund by 1981 March the Library Board will actively seek Provincial funding in support of its programme at that time. Failing external funds, alternative sources of finance would be sought on the advice of the Municipal Treasurer.

Additional Material:

This report is based on a comprehensive Automation Programme Report with recommendations adopted by the Library Board a copy of which is available for study by Council in the Aldermen's Library.



Bryan L. Bacon,
Chief Librarian.

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cc: Municipal Treasurer

