

Re: BURNABY PUBLIC LIBRARY BOARD AUTOMATION PROGRAMME  
(Item 16, Supplementary Report No. 82, 1978 November 20)  
(Item 5, Report No. 8, 1979 January 29)  
(Item 6, Report No. 60, September 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

1981 March 03

FROM: CHIEF LIBRARIAN

RE: BURNABY PUBLIC LIBRARY BOARD AUTOMATION PROGRAMME

RECOMMENDATION

That this report be received for information purposes.

BACKGROUND

Council has been made aware of the Library Board's intentions regarding automation in the past by means of budget submissions and information items, the most recent of which was the Library Board's Automation Programme received by Council in 1980 September.

The Library Board's programme is in two parts:

- 1) Automated Cataloguing
- 2) Automated Circulation Control

AUTOMATED CATALOGUING

The library commenced automated cataloguing in 1979 since when all new books have been catalogued by computer. However, the majority of the catalogue records for books in the library are still on cards and require to be converted to machine-readable form. This retrospective conversion process will provide a full data base for the automated catalogue.

AUTOMATED CIRCULATION CONTROL

The existing manual circulation system operates the check-in/checkout of books to readers. Its functional limitations are becoming more severe as library usage expands to meet the needs of the growing community. Automated circulation control offers a significant improvement in utilising books and materials. It provides better control of loans, the automatic generation of overdue notices and other advantages leading to a more effective use of limited resources. Operational savings are anticipated.

The choice of such a system is a critical process if it is to match the defined requirements of the library. The Library Board has designed a Request For Proposal which will be submitted to prospective vendors in order to obtain additional information on which to base a selection decision.

This Request For Proposal has been developed by library staff in conjunction with the Computer Advisory Committee, the Municipal Solicitor and the Purchasing Agent. It is being reviewed by an external technical consultant before being issued.

Vendor responses to the Request For Proposal will provide firm costs and additional information which will be carefully evaluated by a staff team before a recommendation is made to the Library Board and to Council.

FUNDS

The Library Board has available reserves presently exceeding \$400,000. The Board is confident that it will receive additional funding from the Ministry of the Provincial Secretary.

This is for the information of Council.



Bryan L. Bacon,  
Chief Librarian.

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