

Sacramento Public Library
7000 Franklin Blvd., Suite 540
Sacramento, California 95823
(916) 440-5926

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CITY MANAGER'S OFFICE
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APPROVED BY THE CITY COUNCIL
NOV 18 1980
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City Council
Sacramento, California

Honorable Members in Session: OFFICE OF THE
CITY CLERK

SUBJECT: REQUEST FOR A RESOLUTION AUTHORIZING AN INCREASE IN THE LIBRARY'S BUDGET BY \$32,900, THE AMOUNT RECEIVED FROM A GRANT UNDER THE CALIFORNIA LIBRARY SERVICES AND CONSTRUCTION ACT AND AUTHORIZING THE PURCHASE OF EQUIPMENT AND SERVICES LEADING TO AN ON-LINE CATALOG FROM THE CALIFORNIA AUTHORITY FOR SYSTEMS AND SERVICES

SUMMARY:

In May of this year, the Library was awarded a grant of \$32,900 by the California State Library under the Library Services and Construction Act (LSCA) to create an On-Line Catalog Data Base. (See Attachment A). This money will cover the cost of one terminal, two printers, and the transferring of the existing database from a batch-process vendor to an on-line vendor. The City-County Librarian requests authorization to increase the Library's budget in the amount of the grant and to purchase equipment and services leading to an on-line catalog from the California Authority for Systems and Services (CLASS). CLASS, as computer services broker for Research Libraries Information Network (RLIN), is presently the sole available source of on-line cataloging services with the potential for putting existing database into the computer; it is in the best interest of the City to suspend competitive bidding for the purchase of on-line cataloging.

BACKGROUND:

Presently, the Library's holdings appear on a microfilm catalog produced via OCR (Optical Character Recognition), typing done by the Library and mailed to the COM (Computer Output Microfilm) Catalog vendor (Auto-Graphics) who holds the database and manipulates the data preparatory to producing the microfilm. The resulting COM Catalog offers more information than the old card catalog, and the new equipment will provide better methods for keeping it current and accurate.

The catalog database is one of the largest in the state for a public library (250,000 records) and constantly changing due to the addition of new titles and the deletion of those no longer in the library. The accuracy and timeliness of the data suffer due to the present update procedures. Information must be requested from the computer through OCR typing, printed and mailed to the library; proofread and amended by staff, amendments typed, proofread and mailed to the vendor, scanned by machine, computer-processed, printed and mailed back to the library, and again proofread. The very size of the database, coupled with the volume of branch requests for changes in the data, have resulted in the production, maintenance, and checking of prodigious

City Council
Sacramento, California

amounts of paper, as well as in an increase in human errors resulting from such handling of paper.

Plans for New Equipment - Approximately half of the typing, and most of the paper handling will be eliminated through the use of the equipment purchased through this grant. The Library will call for information on a new title to be displayed on the screen and it can then be verified, changed, or augmented at the terminal. Furthermore, once this is done, this information remains accessible via the terminal and eliminates the need for keeping any paper record of these transactions. On a monthly basis, the on-line vendor (CLASS) will send a tape of these transactions to the COM Catalog vendor (Auto-Graphics, Inc.), who will continue to produce periodic films for the microfilm catalogs located in branch libraries. The Library will continue to type and mail those changes which relate to older titles until the on-line vendor will accept and process these, also.

The use of this equipment not only eliminates a great deal of the physical handling of information, but it also allows the Library immediate access to its own data via the terminal rather than depending on the Post Office. Ultimately, it is our intention to put all of the data residing with the COM vendor into the on-line computer, so that the entire catalog will be immediately accessible, and of this grant \$25,700 is allowed for this purpose. Although, at this time, the Library cannot afford to put on-line catalogs in branches, this grant allows the groundwork to be laid for this possibility. Meanwhile, the information processed via the on-line terminal will continue to be used to produce COM catalogs for branch use.

FUNDING:

The LSCA grant money will cover the cost of one terminal, two printers, and the transferring of the existing database from a batch-process vendor to an on-line vendor. Ongoing costs will be covered by funds budgeted this year for data management and COM production, (\$82,240), both currently done by Auto-Graphics, Inc., but in the future to be divided between Auto-Graphics and CLASS.

Funds for the purchase of a second terminal and for installation fees have been provided by a grant previously made to the Mountain Valley Library System, under the California Library Services Act for participation in the Statewide Data Base Program. (See Attachment B). The Mountain Valley Library System will claim these funds for us when we are ready to purchase and install this terminal.

Sole Source: CLASS brokers computer services provided by RLIN (Research Libraries Information Network), located at Stanford University. At present, RLIN is the only utility which 1) offers both on-line cataloging services and the potential for putting the customer's existing database into its computer, 2) can handle a database the size of Sacramento Public Library's and 3) will provide service in northern California. The Library proposes to reallocate some 1980/81 funds (\$23,609) budgeted for Auto-graphics' services into a new cost center designated for CLASS' services.

City Council
Sacramento, California

The use of RLIN's on-line services requires the purchase of a specific terminal manufactured according to RLIN's specifications by the Zentec Corporation in Sunnyvale, California. When authorized, CLASS will make this purchase on behalf of the Library.

*Background - California Library Authority for Systems and Services (CLASS)
Early in 1974, the California State Librarian formed an intersegmental Task Force, including representatives from the University of California, the California State University and Colleges and the State Library, to identify common library needs and interests and to develop methods for cooperation. The focus was largely on automation activities and bibliographic control.

The purpose of CLASS is to govern, direct, set policies, establish computerized network standards, and handle all related business required in providing maximum number of services that may be rendered through common activity. CLASS has developed a master file of library holdings in the State of California as the basis for interlibrary loan and reference referral, requiring the standardization of many procedures and standards by members.

Improved Service: Installation and use of the on-line equipment will not incur ongoing costs beyond those already necessary for providing the COM Catalog to all branches. Branches and patrons will receive an improved COM Catalog in that new titles will be listed more promptly and the information will be more accurate. In addition, new books, no longer having to await cataloging information via the Post Office, can move more promptly onto the shelves for patrons. This involves no additional ongoing expenses for the City.

RECOMMENDATION:

It is recommended therefore that the attached resolution authorizing an increase in Library appropriations by \$32,000, the amount received from a grant, be approved by the City Council.

It is recommended therefore that the attached resolution authorizing the suspension of formal competitive bidding and authorizing the purchase of equipment and services for an on-line catalog for the Library, be approved by the City Council.

Respectfully submitted,


H. D. Martelle, Jr.
City-County Librarian

APPROVAL RECOMMENDED:


W. J. Slipe, City Manager

cc: Department of Finance

Attachments A/S

CALIFORNIA STATE LIBRARY

LIBRARY-COURTS BUILDING • P. O. BOX 2037 • SACRAMENTO, CALIF. 95809

TELEPHONE (916) 445-2585
TWX 910-367-3553

May 30, 1980

Mr. Harold D. Martelle, Jr.
Director
Sacramento City-County Library
7000 Franklin Blvd., #540
Sacramento, CA 95823

Dear Mr. Martelle:

I am approving the Library Services and Construction Act (LSCA) 1980/81 application for the Sacramento City-County Library's On-Line Catalog Data Base Project as follows:

	<u>Project budget 1980/81 requested</u>	<u>Approved project budget</u>
Salaries	\$ -0-	\$ -0-
Materials	-0-	-0-
Operating expense	37,824	25,700
Equipment	<u>38,608</u>	<u>7,200</u>
Total	\$76,432	\$32,900

The approved project budget in the amount of \$32,900 is shown above.

Funds from this grant may not be used for either personal memberships in organizations or for out-of-state travel.

This award supports the following:

Equipment:

Purchase of 1 cataloging terminal (\$4,160) and 2 printers (\$3,108). The second terminal requested is eligible for a CLSA statewide data base startup award and should be covered by that funding. The remaining items listed under Equipment in your application "Combined Line Item/Program Budget," page A9 are actually Operating Expenses and are discussed under that category below.

Operating Expense:

1. Vendor equipment, terminal shipping and installation, startup fee, and communication line installation are all supported by the \$5,500 CLSA Statewide Data Base award and are, thus, not duplicated here.
2. Purchase of archival tape (\$625) and Mounting of shelflist (\$25,000) are both included in Operating Expenses for a total of \$25,700, in the award.
3. The remaining items, all listed as Operating Expenses on page A9, are excluded as being an appropriate local responsibility. I also want to remind you that the cataloging fee is partially reimbursable via the CLSA Statewide Data Base program.

If you are unable to obtain the additional local commitment of funds to support this project, I must be informed immediately. No payments under this award can be made until the funding details have been worked out with the State Library.

One of the criteria for receiving LSCA funds for conversion is that a duplicate archival tape of all machine-readable retrospective records be provided CATALIST and associated statewide finding lists, and that the grantee contribute current records to the CLSA data base program under that program's terms. Liz Gibson of our staff will work with you to ensure the objective conforms to additional criteria needed for the program. Please do not proceed with implementation of the objective until you have contacted Liz and are able to provide assurance of your agreement to necessary modifications for the objective.

The introduction or expansion of computer-based library activities requires more than the training of selected personnel in new technical skills and procedures. System plans for training must address the need for an awareness and understanding among all System members' staffs of the purpose, scope, workflow impact and service implications of the technical innovation.

This letter is an official amendment to the Consolidated Application/Grant Award Certification document attached and must remain as a part of all your existing copies.

Cordially,



Ethel S. Crockett
California State Librarian

Attachment

cc: Ms. Lois E. Shumaker
Liz Gibson, Ann Kirkland, Carmela Ruby



California Library Services Board

LIBRARY-COURTS BUILDING
P.O. BOX 2037
SACRAMENTO, CA 95809

(916) 322-8476
ATSS 492-8476

Aug 21 1 23 PM '80

August 19, 1980

Harold Martelle, Jr.
Sacramento City-County Library
7000 Franklin Blvd.
Sacramento, California 95823

Dear Mr. Martelle:

I am writing at the request of Lois Shumaker of the Sacramento City-County Library to clarify a potentially confusing situation. Ms. Shumaker is the project director for a Sacramento City-County Library project entitled "Creation of On-line Catalog Data Base" which is partially funded under Title I of the Library Services and Contruction Act (LSCA Award #40-0252). An essential step in the successful completion of this project is the purchase and installation of an on-line cataloging terminal, attendant equipment, and payment of start-up costs to an on-line cataloging utility.

As a member of the Mountain-Valley Library System (MVLS), Sacramento City-County library also participates in the California Library Services Act (CLSA) Statewide Data Base Program. One of the CLSA projects underway is the installation of on-line cataloging terminals in more than 90 California public libraries over the three year period 1980-83. Sacramento City-County Library, along with other MVLS libraries, was scheduled to receive funds to cover installation of a terminal in year 3 of the project (FY 1982-83). The California State Library, which serves as administrative agent for both LSCA and CLSA projects, determined that the best means to achieve the goals of both the current Sacramento City-County Library LSCA project and the CLSA Statewide Data Base program would be to move forward the CLSA funded installation of a cataloging terminal for Sacramento City-County Library from year 3 to year 1 (FY 1980-81).

I have checked with Liz Gibson, California State Library Systems and Automation Office, one of whose job responsibilities is determining the scheduling of CLSA Statewide Data Base awards to participating Systems and libraries, and she assures me that the current CLSA award to MVLS is planned to cover the costs of a cataloging terminal for Sacramento City-County Library, as well as other, normal MVLS claims. Sacramento City-County Library may therefore immediately order such a terminal and claim reimbursement in the amount of \$6,000 through MVLS. The necessary forms for claiming may be obtained from Virginia Short, System Director, Mountain-Valley Library System.

I hope that this explanation is sufficient to allow Sacramento City-County Library to move forward with their project. If you have any questions please do not hesitate to call me.

Sincerely,

A handwritten signature in cursive script that reads "Cameron Robertson". The signature is written in dark ink and is positioned above the typed name.

Cameron Robertson,
Library Systems Specialist

CR:ct

cc: Virginia Short
Lois Shumaker

RESOLUTION NO. 80-768

Adopted by The Sacramento City Council on date of

RESOLUTION SUSPENDING FORMAL COMPETITIVE BIDDING
AND AUTHORIZING PURCHASE OF EQUIPMENT AND SERVICES
FOR AN ON-LINE CATALOG FOR THE CITY LIBRARY

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. That the California Library Authority for Systems and Services (CLASS), as computer services broker for Research Libraries Information Network (RLIN), is presently the sole available source of on-line cataloging services with the potential for putting existing data base into the computer;
2. That it is in the best interest of City to suspend competitive bidding for the purchase of on-line cataloging services for the City Library; and
3. That the City Manager and the City Clerk are authorized and directed to execute an agreement with California Authority for Systems and Services (CLASS) to purchase equipment and services for an on-line cataloging system for the City Library.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

NOV 14 1980

CITY CLERK

RESOLUTION NO. 80-76A

Adopted by The Sacramento City Council on date of

A RESOLUTION AUTHORIZING AN INCREASE IN LIBRARY APPROPRIATIONS
BY \$32,900, THE AMOUNT RECEIVED FROM A GRANT

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

The City of Sacramento authorizes an increase in the City
Library budget appropriations of \$32,000, the amount received from
a grant under the California Library Services and Construction Act.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL