

- o The preliminary assessment of the library's activities in the form of the output specifications;
- o Service levels and effect of enhancements or reductions in these; and
- o Issues regarding the study.

Following a decision by the Department to develop a most efficient organization for the library based on two options, the first being the continuation of existing services and the second being a contingency plan for reduced service, the consultants met again with individual library staff.

A Most Efficient Organization for each option, covering the services, the level of service, the organization for delivery and the costs, PYs and square meters impacts was drafted.

An examination was made of private sector companies offering library services and a review was made of the potential for contracting out various services within the library.

This report was prepared as the culmination of the consultants work.

It should be noted that during the course of the study, an independent decision was made by the Department to transfer the press clipping service to Media Affairs. This has been taken into account in the final report.