

A. Cataloguing

Without causing a serious deterioration in library service, the only significant way in which cost savings could be achieved in the Cataloguing Section would be to reduce staff and budget resources commensurately with any reductions in the volume of acquisitions.

If staff resources do not keep pace with the rate of acquisition of reading materials, a reduced level of cataloguing and delays in preparing books for the shelves will result. Books and documents added to the collection will become less accessible because library staff and users will have more difficulty in identifying the items they need.

Therefore, we recommend no change in the service delivery level unless the volume changes.

B. Documents and Serials

Contingency cuts in documents and serials processing would reduce service levels to both departmental personnel and external clients. One PY in the section could be saved by adopting the following measures: 1) reduce periodical routing by half, restricting titles circulated to those for which demand does not exceed a minimum number of addresses on the routing slip; 2) do not introduce a Table of Contents Service as compensation; 3) eliminate Scan-a-Bid searching of development bank projects, thus requiring business firms to rely on the bi-weekly newspaper Development Business for the same notifications; 4) impose strict limits on the purchasing of serials subscriptions by divisions, thus reducing the ordering and processing work of the library where ordering is centralized by government directive; 5) cut back significantly on multiple-copy subscriptions, many of which are paid for by divisional funds (85 titles are purchased in multiple copies, ranging from 2 to 43 copies).

C. Reference and Research

Should significant cutbacks be forced on the Department and the library, the most likely retrenchment in the reference and research service would be: diminished reference consultation, and reduced quarters.

It would be unwise to bring about a planned reduction in the depth of the reference and research service offered because there will inevitably be occasions when the full expertise of the professional reference staff will be required to carry out extensive research on urgent and important matters. What could be limited, through an appropriate screening process, is the volume of this type of enquiry. The onus would be on the client to demonstrate that the information required is not for a frivolous or secondary purpose, but is needed in connection with an assignment important to his or her division. Response times would be longer than at present, and users would have to become accustomed to queuing and to making their needs known well in advance. Under these circumstances the reference and research service staff could be reduced by 1 PY.