

- o The importance now and in future that will be attached to the continued development of automated systems for all functional areas of the library.

The Systems Head would therefore assume a staff role, reporting to the Director as now, and advising on all areas of library systems development. This includes systems such as purchasing (INNOVACQ), cataloguing (UTLAS), circulation (INNOVACQ), inter library loans (DOBIS), internal databases (TRADE STATISTICS) and external databases (UN, commercial databases such as DIALOG, INFOGLOBE, etc).

The 2 PYs of staff currently undertaking on-line searches will transfer to the Client Services area (C- Reference Research) where on-line searches will be undertaken.

The Systems Head would occasionally undertake on-line searches for demonstration and in back up and emergency situations, but not in the regular course of answering reference queries.

However, the Systems Head would continue to be accountable for the development and maintenance of internal on-line databases, though not for the access of such data.

#### **E. Legal Library, Option 1**

No change is envisaged to the present service or location of the Legal Branch library.

#### **H. NATO Registry, Option 1**

No change is envisaged to the present service or location of the NATO Registry, however the development of an automated (TEMPEST secured) index would enhance the usage, storage and retrieval and reshelving of NATO documents.

The possible release of lower level documents to the public being contemplated by NATO, may require that this service and service level be re-examined.

#### **I. Administrative Services, Option 1**

This function handles the ordering, purchasing and paying for the books, maps, periodicals and documents for the library and Legal Branch library and for the other branches in headquarters as well as the post libraries and collections.

The number of PYs is volume based, in that as the number of transactions increases or decreases, more or less resources are needed. With the same volumes being processed, there would be no change in the PYs.

The unit can also be called upon to supply part time resources for special administrative jobs that might be undertaken in other areas of the library or in the Director's office.