

safely be declared surplus and disposed of through the Canadian Book Exchange Centre at the National Library.

The public area of the library enjoys an efficient and attractive layout and design. The facility is heavily patronized and can be counted as a valuable asset to the Department. Its appearance and ease of use attract officers and encourage active research and investigation. For these reasons we do not recommend a significant downsizing of library quarters. From the above measures, about 100 m² could be saved. Our observations in space saving are to indicate that space must be held for the inevitable growth of the collection, and that should other non-library space exigencies prevail, some space could be given up by the library without irreparable harm being done. (This could involve relocating some technical services operations into the area that is now public, and giving up the vacated space.) In the longer term however, technological innovations such as electronic storage on discs and CD-ROMS may reduce the need for hard copy storage.

D. Circulation, Option 1

No changes are seen to the provision of loans of books, maps and documents to members of the Department and to other departments and accredited borrowers. However, an improvement in level of service is foreseen if the circulation system is automated.

The existing computer database system, called INNOVACQ, which is used for book purchasing, contains a software module for circulation. This enables **barcoding** (the familiar wand pen of the public library ULYSIS system) to be used which obviates the writing up of circulation docketts and manually processing the return of items loaned.

The implementation of automated circulation would require the purchase of extra materials including wands and labels. This extra work should be the subject of a special exercise to prevent disruption of the normal workload of the section.

E. Newsdesk, Option 1

The library has been asked to transfer this service to the Media Relations Office, and to discontinue the database of hardcopy press clippings.

Two person years are therefore transferred with these activities. As at the date of reporting (April 1989), the activities are still being carried on in the library premises as before. These should be physically transferred to Media Relations Office, thus freeing up the area of three workstations (i.e., 25 m² of space).

F. Systems Development, Option 1

A realignment of this function would take place in order to recognize two factors:

- o The use of both hard copy and on-line sources in answering reference requests; and