

SECTION 4

BUILDING THE DATA BASE

Apart from the actual data input and computer related aspects, there are two major questions to be considered regarding creating and updating the data base: WHO is going to provide the input and HOW will they identify and acquire the information. Dealing with the machine related aspects of the input process will be largely similar regardless of who is doing it.

WHO will provide the input data can be arranged in three ways (or possibly in combinations of these three):

(1) Staff provided in the Division of Library Services whose training and experience relates directly to the handling of bibliographic data and the provision of this type of information service.

(2) Bureau Information Control Officers who will be doing the indexing for the Department's internal information system and who will be providing the primary access to that system for officers

(3) Use of a contract with some outside institution, organization, corporation or individual. A number of possibilities present themselves including use of,