

#### **A. Cataloguing, Option 1**

The cataloguing activity comprises seven services using 6.1 PYs. The three most important services, i.e., cataloguing for the headquarters library, the Legal Branch library, and post libraries, account for 5.8 of these PYs. The cataloguing function is made efficient through the library's contract with UTLAS which provides on-line access to a vast database of cataloguing records, thus relieving the library of having to do time-consuming original cataloguing for over 90 per cent of the material for which catalogue records must be made or revised. These items require only derived cataloguing where only a few elements from the database record need to be changed to suit the library's special needs.

We understand that the cataloguing service formerly provided to the Trade Negotiations Office will be continued for the new Free Trade Agreement Directorate. As well, an increase in cataloguing volume for this year is anticipated as a result of the \$50,000 budget assigned for the purchase of monographs for the new Tokyo library.

The cataloguing section appears to operate in an efficient manner, and the present allocation of PYs reflects sound priorities. We therefore recommend no changes.

#### **B. Documents and Serials Processing, Option 1**

The seven services provided by the documents and serials processing activity entail the use of 4.85 PYs. All of the services offered by the section contribute to the effectiveness of information dissemination through the department. Elimination of any of them would have an adverse effect on departmental officers by diminishing their level of current awareness.

The single largest task is the routing of serials and documents to departmental personnel. Some 27,000 items are routed per year, taking 1.75 PYs. A circulation slip listing divisions to which any item is to be routed is attached to it at the start of its cycle. Since there is no limit to the number of recipient divisions to which issues are sent, some lists are long, meaning that divisions towards the bottom of these lists experience lengthy delays before receiving the items. This situation reduces the current awareness benefit of the service and discriminates against any officers who need to see a particular article but do not have access to it during the period when the issue in which it is published is being routed.

To ensure efficient delivery of this service, the library should place a limit on the number of addresses to which any periodical may be routed. The list should be short to preserve the currency of the service. Where the number of interested divisions exceeds the maximum, the periodical should not be routed at all but should be retained in the library where all interested readers would have equal and timely access to it.

A limited Table of Contents service could be instituted. Titles for which the routing demand exceeds the upper limit would be selected, and their tables of contents would be photocopied, batched and sent to interested divisions at regular intervals. Personnel thus notified of the contents of the issues would be able to go to the library to read articles of interest to them.