

SECTION 5

ACCESS TO THE SYSTEM

Requirements for accessing the system will vary according to the operational needs of prospective users at a given point in time. Some will be looking for quick information in response to an immediate need. Others will want a more "in depth" survey of the literature on a topic but may not require it for several days. A regular, selective listing of references covering a particular subject or series of subjects may be required by still other users. All of these needs can be accommodated by the same data base with ease, but the handling of the requests will vary according to the circumstances.

In general terms it would seem most appropriate to channel these requests through designated staff in the Department's Library. Reference librarians and associated non-professional staff should have the training and experience to enable them to deal efficiently with enquires of this type. Working with the requestor, the librarian or search editor can determine what information is required, the most appropriate means of locating that information (which may well be another data base or a more "traditional" source), the time frame involved, prepare