STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008   New Britain, Connecticut 06050

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RESOLUTION

concerning

LIBRARY AUTOMATION
in the
CONNECTICUT STATE COLLEGES

May 2, 1980

WHEREAS,   Developments in the library field make it education-
ally and economically imperative for the Connecticut
State College libraries to develop machine readable
records of library holdings, therefore, be it

RESOLVED,   That the Executive Director is instructed to earmark
a sum not to exceed $24,000 in fiscal 1980-1981
to begin the conversion of existing library biblio-
graphic records to machine readable form on a
coordinated basis in all four campus libraries, and
be it further

RESOLVED,   That the Trustees express their commitment to the
completion of the effort to convert records of
holdings to machine readable form, a project now
estimated to take four years with a total cost
during the four-year period of approximately $70,000
for all four campuses exclusive of computer hardware
rental or purchase and with a total annual maintenance
cost after initial conversion of approximately
$6,000 for all four campuses.

A Certified True Copy:

James A. Frost
Executive Director

LONG RANGE COSTS FOR THE CSC LIBRARY AUTOMATION PROPOSAL

One-Time Costs

$8,400.00	10 IBM selectric typewriters
40,000.00	retrospective conversion of approximately 800,000 titles into machine readable form
15,000.00	%creation of a COM (computer output microfilm) catalog master from the machine readable form
4,000.00	4 COM catalog readers
$67,400.00	TOTAL (approximate figure)

Annual Costs

$1,700.00	conversion of total annual book purchases of approximately 34,000 titles.
680.00	%update of COM catalog master
1,200.00	4 copies of updated COM catalog
2,500.00	miscellaneous supplies for conversion
$6,080.00	TOTAL (approximate figure)

% **very approximate costs**

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TIMETABLE FOR CONVERSION

1. Statewide conversion standards must be agreed upon before conversion begins (based on consultant report)
2. The staff of each library will do the actual typing of the information needed by the commercial vendor to convert the existing book information into machine readable form
3. Total coordination among the 4 state college libraries will be necessary

WCSC and ECSC - with 2 IBM selectric typewriters each

approximately 35 weeks each for ¼ of total library holdings, OR nearly 3 years each for TOTAL library collection

CCSC and SCSC - with 3 IBM selectric typewriters each

approximately 52 weeks each for ¼ of total library holdings, OR nearly 4 years each for TOTAL library collection

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BENEFITS OF IMPLEMENTATION OF THE PROPOSAL

1. COM (computer output microfilm) catalog listing book holdings of ALL 4 State College libraries
2. A potential COM catalog listing all Connecticut Libraries and their holdings
3. Resource sharing - ability to expand our individual collections by being able to know who in the state has what books and then borrowing them.
4. First step towards cooperative book purchasing
5. Some assistance with book cataloging
6. If, in the future, the 4 libraries can purchase an ON-LINE cataloging and/ or circulation system, the library holdings are already in machine readable form and ready to input. (This proposal does NOT include any ON-LINE capabilities)

BMH/Mar. 21,1980

GRANT APPLICATION BY THE FOUR STATE COLLEGE LIBRARIES

to the

CONNECTICUT STATE COLLEGE BOARD OF TRUSTEES

Barbara Maynard Hirsh
Head of Circulation
Ruth A. Haas Library
Western Connecticut State College

Robert Massmann, Director
Elihu Burritt Library
Central Connecticut State College

Oliver Hayes, Director
J. Eugene Smith Library
Eastern Connecticut State College

Richard Hegel, Director
Hilton C. Buley Library
Southern Connecticut State College

John Raglan, Acting Director
Ruth A. Haas Library
Western Connecticut State College

The four state colleges, the University of Connecticut and the State Library hired a consultant, Hank Epstein, to study the use of on-line technology in Connecticut Libraries.

> A major portion of the report responds to the high priority need for a finding tool of all library materials in Connecticut. ... The ultimate finding tool to meet (these) needs ... would be an on-line catalog with files containing bibliographic and holdings information from Connecticut libraries. ... In order to generate a file for an on-line catalog, ... the information must be available in machine readable form.[1]

At the present time the four state college libraries have essentially no on-line automation. One of Mr. Epstein's recommendations for the state colleges is the "... acquisition of ... selectric typewriters to permit the input (of library holdings) in optical character recognition (OCR) form ... ."[2] According to Mr. Epstein, an OCR typing element on a selectric typewriter can be used to type book title information that may be converted into machine readable form with the use of an OCR reader.[3]

In keeping with Mr. Epstein's recommendations, the four state college libraries, therefore, are applying for a grant totalling $20,000.00 to begin the process of converting the library holdings into machine readable form. This is the first major step by the four state college libraries to coordinate their efforts in applying for the Board of Trustees ½ of 1% grant in a way that will benefit all four state colleges.

The state-wide benefits of such a project are clearly enumerated in the Epstein report. The most important asset to the four state colleges is increased service, through resource sharing, to all faculty and staff. When every bibliographic record from the state college libraries as well as from the many other Connecticut libraries is interfiled in a data base, the curriculum will benefit in that the information in each of those records will potentially be available to any staff or student in the Connecticut State College system. Currently, cost figures for manual operations are constantly

excelerating. With a state-wide automated data base system, the operational unit costs will be lowered primarily through the use of shared information. Given the fact that purchasing power is shrinking and the four state college library acquisitions are less and less each year, a state-wide data base would extend each of our collections through the ability to borrow any item on the data base, as well as allow for a well-managed acquisition policy: one that would permit us to make purchasing decisions based on the materials readily available or unavailable through the data base. These are obviously long range benefits that would be part of a Connecticut state-wide data base project.

The grant would be used as a pilot project based on the state-wide data-base recommendations of Hank Epstein. It would purchase equipment and non-state college services while each library staff would do the actual transfer of information from shelflist into some machine readable form. The money would be used in the following manner:

1. The purchase of 10 IBM selectric $8,300.00
   typewriters, model 895 at $830.00
   each.[4] Each typewriter will have
   10 and 12 pitch, 15½" carriage, 2
   typing elements (OCR may be one of
   them).

The distribution of the above will be:
3 typewriters each to SCSC and CCSC
and 2 typewriters each to WCSC and ECSC.

2. 10 card holding platten to be used   100.50
   with the IBM selectric typewriters
   model 895 (to allow for the typing
   of 3x5 index cards) at $10.05 each.

The distribution is the same as above.

3. The conversion of 200,000 titles   10,000.00
   (approximately ¼ of the total four
   state college library holdings)
   into machine readable MARC format
   by a commercial vendor[5] at $0.05
   per title.

The distribution of the above will be:
75,000 titles each from SCSC and CCSC
and 25,000 titles each from WCSC and
ECSC.

4. Various supplies to accomplish the   1,599.50
   above (e.g. paper to be used with
   the OCR, special IBM typewriter
   ribbon, etc.)

The distribution would be agreed upon
by the four state college libraries
based on need and use.

                              TOTAL: $20,000.00

Since the Connecticut State College Libraries would only be
transforming ¼ of their holdings into machine readable form,
the grant would allow the libraries to begin Phase I of the
state-wide data base project.[6] The other three quarters of the
collections would need to be converted to complete the project.

FOOTNOTES

1. Hank Epstein and Susan Baerg Epstein. The Use of On-Line Technology in Connecticut Libraries 1980 - 1985. (First draft) Information Transform Industries, Calif.: January, 1980. p. 8 - 9.

2. ibid. p. 85.

3. ibid. p. 46-47.

4. Price quoted by IBM salesperson Cathy Casey Press. Good through June. 1980.

5. The choice of all commercial vendors, standards and the like will be based on those chosen by the State-Wide Data Base Project Committees as established through the Epstein report.

6. Mr. Epstein recommends a 5 year completion timetable.