

**FINANCE AND INFORMATION TECHNOLOGY COMMITTEE – 28/01/2003**  
**RECREATION AND CULTURAL SERVICES COMMITTEE – 27/02/2003**  
**EDUCATIONAL RESOURCES SERVICE LIBRARY ADMINISTRATION SYSTEM**  
**JOINT REPORT BY THE DIRECTOR OF INFORMATION TECHNOLOGY AND**  
**THE DIRECTOR OF LEISURE SERVICES**

**ABSTRACT**

This report recommends the allocation of funds from the Information Technology Repairs and Renewals Fund for the purchase of an automated Library Administration System in accordance with the Educational Resources Service Improvement Plan.

**1. RECOMMENDATIONS**

The Finance and Information Technology Committee is recommended to approve the allocation of £22,738 from the IT Repairs and Renewals Fund towards the cost of establishing an automated Library Administration system for the Educational Resource Service and also developing the future IT infrastructure at Bruce House Arbroath.

The Recreation and Cultural Services Committee are recommended to note the contents of the report.

**2. BACKGROUND**

Creating and maintaining an electronic database of its stock is currently the main priority for the Educational Resources Service (ERS). ERS has a collection of approximately 70,000 items, some 50,000 to 60,000 of which are multiple copies of titles for project collections and reading initiatives. A card catalogue of the professional teachers' collection of approximately 4,000 items is maintained and these items are issued using a manual card system. There is no catalogue of the pupils' resources and these loans are recorded only as quantities of items being sent to schools. This was not unusual for many school library services in the past but is no longer acceptable practice on many fronts.

**3. CURRENT POSITION**

The Service Improvement Plan highlighted the development of an automated catalogue and circulation system within ERS as critical. The lack of this system severely impinges on the quality of the service provided to users and causes inefficient use of resources. It is essential that at the earliest possible date ERS staff have access to a catalogue of resources (with priority in the first instance given to the professional collection) within ERS, that the catalogue can be accessed at LSS in Forfar with new items added onto the system as they are purchased, and that resource issues are controlled through the circulation system. Subsequent developments could include providing access to the catalogue to schools and Education Department staff through the WebOpac module and intranet.

**4. PROPOSED ACTION**

The proposal is to allocate sufficient funds to purchase the MLS Eclipse Pro system, and the additional hardware and software required for implementation, to enable the Cultural Services Division to improve the service provided to users and make more efficient use of resources.

The inclusion of a rack mounted server in the proposal takes advantage of the latest technologies to provide a solution that not only satisfies this particular project, but will also be of great corporate benefit by providing the means to improve the technical infrastructure, and to enhance any future implementations, at Bruce House.

**5. FINANCIAL IMPLICATIONS**

The total cost of the IT hardware and software is £29,238 including an element of £11,500 for future corporate development. The Director of Education has indicated that £6500 of the costs can be met from existing revenue balances in the current financial year. The remaining costs can be contained within existing uncommitted balances within the IT Renewals and Repair Fund.

All recurring annual costs will be met from within existing Leisure Services revenue budgets.

**6. HUMAN RIGHTS**

There are no direct human rights implications arising from this report.

**7. CONSULTATION**

The Chief Executive and Directors of Finance and Law and Administration and Education have been consulted in the preparation of this report.

**A Greenhill**  
**Director of Information Technology**

**J Zimny**  
**Director of Leisure Services**

28.01.2003

**NOTE:** No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.