



State University of New York

Memorandum to Presidents

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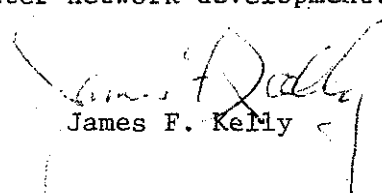
From: Office of the Executive Vice Chancellor

Subject: Participation in Library Computerized Cataloging Network

The linkage with the Ohio College Library Center (OCLC) shared catalog system is a significant development in the implementation of a University-wide effort. I am calling it to your attention and suggesting that you share it with your head librarian. The attached statement is necessarily technical and detailed and will quite probably need to be reviewed and responded to primarily by campus head librarians.

The acquisition of expanded computer capability for the State University in the library area represents an important step in improving library services and enhancing cost-effectiveness.

I hope that most campuses will wish to avail themselves early of active membership in the online computer-shared cataloging system of the Ohio College Library Center. Participation in this program is, of course, a campus decision, but I wish to emphasize the commitment of the University to library computer network development.


James F. Kelly

Attachments

cc: Chancellor Boyer

This memorandum addressed to:
Presidents, State-operated campuses
Presidents, Community Colleges
Deans, Statutory Colleges

Copies for information only sent to:
Chancellor Kibbee
Dean McGrath
Vice Provost Risley
President Miles

STATE UNIVERSITY OF NEW YORK
PARTICIPATION IN THE OHIO COLLEGE LIBRARY CENTER
COMPUTER-SHARED CATALOGING SYSTEM

1. INTRODUCTION

As an interim step in the development of bibliographic data centers, as planned in the 1972 State University Master Plan Reaffirmation and Reform (p. 79) it has proven possible to negotiate a contract for direct linkage with the online computer-shared cataloging system developed and operated by the Ohio College Library Center.

This system, which has been operational since March 1971, serves 46 academic libraries in Ohio. The Center has also accepted a limited number of contracts to provide service to other regional library groups. Service is presently being acquired by 30 libraries in New England via New England Library Network; 12 Philadelphia area libraries; 10 libraries in Western Pennsylvania; a group of libraries in North Texas (Texas InterUniversity Council) and Five Associated University Libraries in New York (including Binghamton, Buffalo, Cornell, Syracuse, Rochester; and, as affiliates, Albany and the State Library).

Thus the system can be seen as a major step towards a national network, with many significant libraries contributing to and using a common catalog data base. This data base is firmly underpinned by the acquisition of all official Library of Congress Marc Records. The data base presently comprises more than 700,000 records, half of which are Library of Congress supplied, the bulk of the records being for English language material published since 1965. Other State University library system developments being planned are compatible with, and supportive of the OCLC system.

2. SERVICES AVAILABLE FROM THE SYSTEM

The system presently provides four major services, as follows:

- a) Rapid access (less than three second response time) to a large store of authoritative bibliographic data to be used for searching, etc.
- b) Rapid access to the holdings of libraries which have cataloged material via the system (in effect an online Union Holdings List) to be used for interlibrary loan, collection coordination, etc.

c) The ability to produce files of catalog cards, designed to each library's individual requirements, sorted ready for filing, from:

- 1) Records already extant in the file, used without modification.
- 2) Records already extant in the file, modified or enhanced to meet local individual requirements.
- 3) Original records contributed to the file by the individual library and hence made available for all subsequent users. Half of the present file (350,000) was built in this manner.

Catalog cards are printed on the computer at Columbus overnight, and are dispatched to the library the day following cataloging.

d) Back up on archival computer tapes of each individual library's records (on request of the individual library, for additional fee).

The system is expanding, and will include serials cataloging and serials control (check-in claiming, etc.) by late spring, 1974. An online acquisition and fiscal control system is in the early stages of development. It is hoped that access to these additional systems, as they become available, can be negotiated with OCLC.

3. USE OF THE SYSTEM

Usage of the system demands linkage via a Cathode Ray Tube Terminal and leased telephone lines into the computer center at Columbus. Up to 25 terminals can be carried on one line, thus sharing the communications costs among participants.

When sitting at a terminal, the operator can interrogate the data base for a catalog record, using either a L.C. Card Number or an eight-character search code derived from the author or title of the book or citation. The request is transmitted to the central computer and within three seconds the computer's response, which will be either the full bibliographic record or a report indicating that the record is not in the system, is displayed on the screen. In addition to the catalog data the screen display includes the names of libraries which have cataloged the book via the system, thus facilitating interlibrary access.

If the task being undertaken is cataloging, the operator matches the record with the book, makes such local changes as are necessary (e.g. add local call number or location statements) to the record via the keyboard and transmits the record back to the computer with the request to produce catalog cards overnight. If original cataloging to create a new record for the system is the task, a full record is created on the screen via the keyboard, the record transmitted to the computer and cards produced in the normal manner. A record so created is available to subsequent users within 10 seconds of its transmission to the system. The identity of the library is automatically affixed to each record used or created for cataloging, thus building the Union List of location data for inter-library access use.

4. SYSTEM ADVANTAGES

The immediate advantage to be expected from the system is an improvement in cataloging efficiency. The operation will be much quicker, thus making the collection accessible to users on a more timely basis and reducing backlogs of uncataloged material. Costs of cataloging should be reduced since fewer personnel should be required to maintain the same workload. The other advantages noted below will become more apparent as the libraries get used to the system and the number of libraries using the system increases.

It is interesting to note that the day after terminals were installed in SUNY-Albany a shipment of some 250 new titles was received by the library. On searching the system, it was found that 77% of the titles had already been cataloged in the system. These titles were cataloged by the library and were available for use within one week of receipt. A throughput of 15 to 20 titles per hour for records found in the system is commonplace after the library has become familiar with the system.

The following are some of the tasks that can be expected to change or become necessary as the library links into the system:

- Bibliographic searching and citation verification
- Interlibrary loan
- Cataloging and catalog searching
- Catalog card production and purchase of card stock
- Catalog card filing procedures
- Purchase and maintenance of proof slip files, etc.
- Reporting holdings to National Union Catalog
- Order and purchase of card sets from L.C. or other source

5. COST ELEMENTS OF THE SYSTEM

The costs of system linkage divide into four elements:

- a) Hardware
- b) Communications
- c) System usage
- d) Start up

a) Hardware

The system uses an OCLC Model 100 CRT Terminal, manufactured by Beehive Medical Electronics. This is the only terminal which may be used with the system since it carries special features, in particular the full character set which is essential for bibliographic data handling. The purchase price of the terminal is \$3400 delivered and installed. The terminal may not be leased. The terminal carries a 90 day warranty. The terminal can sit on a desk or table and does not need a special stand.

Terminal maintenance is provided by Syntronics, Inc. under contract to OCLC. The basic monthly service charge will be \$39.00 per terminal per month. This rate is for three service calls per terminal per year for each terminal installed within a radius of 50 air miles from an authorized service center. Each additional service call beyond three per terminal per year will be \$60.00 per call in addition to the basic monthly charge of \$39.00 for terminals installed within a radius of 50 miles.

For each unit installed more than 50 miles from an authorized service center, the monthly service charge will be \$39.00 per unit plus an additional charge of \$6.00 per month per terminal for each 25 air miles in excess of the aforesaid 50 air mile radius. Each additional service call beyond three per terminal per year will be \$60.00 per call plus an additional charge of \$24.00 for each 25 mile increment in excess of 50 air miles. Service centers are at Buffalo, Syracuse, Troy and New York City.

b) Communications

Communications costs comprise a share of a leased, 4800 baud, C2 conditioned line into the Computer Center in Columbus, plus data sets and telephone equipment to link the terminals to the line.

The line costs per library will be prorated by dividing the total number of terminals using the State University system link into the line charges and allocating the cost equally per terminal. It is not possible accurately to define what the costs will be until it is known which libraries (and hence the total line mileage) are using the system, but with a capacity of 25 terminals per line and two lines costing approximately \$2000-2500 per month (maximum 50 terminals) a cost in the range of \$80-100 per terminal per month can be expected.

Each local exchange will also need a C2 Conditioner at approximately \$28 per month (prorated among institutions). Each library needs telephone equipment at approximately \$17.00 per set per month and a data set is needed at \$55.00 per month. One data set can serve up to 14 terminals if the terminals are within a distance of 18 feet of each other.

A telephone installation charge which will be approximately \$150 per set can be expected.

c) System Usage

OCLC recovers its costs by dividing the Center operation costs by the amount of usage made of the Center by participating libraries. This usage is measured by the total number of times libraries find a record in the system and use that record to produce catalog cards. This usage is referred to as a 'hit'. Each library pays for the number of 'hits' it makes each month. (The catalog cards are an additional charge.)

e.g. Total number of 'hits' in year = \$500,000.00
Center operating costs for year = \$500,000.00

Costs per 'hit' = \$1.00

Library X makes 6000 'hits' per year = \$ 6,000.00 fee.

As the usage of the system increases (as more libraries join) the unit cost per 'hit' will tend to decrease. Last year some 496,000 titles were cataloged through the system.

It is anticipated that the cost per 'hit' will be approximately \$.90 - .92 for the next year.

Catalog cards will cost less than \$.04 each. If it is assumed that eight cards per set will be required (the average is 7.3), a cost of \$.32 per set can be assumed.

It should be pointed out that no charge is made if the system is searched and a record is:

- 1) found and not used for cataloging
- 2) not found in the system
- 3) entered as an original record into the system

Central administrative expenses will be charged at a rate of \$25.00 per terminal per month.

Costs for State-operated campuses will be billed via the campus charge back system outlined in the University's Financial Bulletin #5. Non-State University users will be billed in a separate manner.

d) Start-up Costs

Some of the one-time start-up costs have already been noted above.

They are:

Terminal delivery and installation (\$200, included in purchase price)
Telephone installation - \$150

In addition, a charge will be made by OCLC to cover its administrative and programming costs for start-up. This cost will include programming for the definition of catalog card profiles for each library, and should not exceed \$300.00 per installation.

OCLC Manuals cost \$10.00 per set. Some travel to meetings and training sessions for library staff can be expected but this will be kept to a minimum since the liaison officers will travel among the campuses to assist the individual libraries.

Cost Example

This cost example assumes a library with one terminal cataloging 8000 titles per year, of which 6000 (75%) are for items found to be already in the system, the remaining 2000 being input originally by the library. These figures are fairly reasonable operational norms commonly experienced as the system is presently being used elsewhere.

ESTIMATED COSTS

	<u>YEAR ONE</u>	<u>YEAR TWO</u>
Purchase terminal and install	\$ 3,400	\$ ---
Terminal maintenance (@ \$39 per month)	351 (9 mos)	468 (12 mos)
Telephone line charge (@ \$80 per month per terminal prorated)	960	960
Telephone installation	150	---
Data sets, etc. ¹	864	864
Conditioning (pro- rated)	200	200
OCLC costs 6000 titles @ \$.90	5,400	5,400
Catalog cards ² 8000 titles @ \$.32	2,560	2,560
Central administrative expenses (@ \$25 per month per terminal)	300	300
Start-up	<u>300</u> \$14,485	<u>---</u> \$10,752
Cost per title (8000 titles)	\$ 1.81	\$ 1.34

1 Where more than one terminal is required the data set cost may be used for all terminals in the library; thus only one is needed.

2 Catalog cards are required for all items.

N.B. These costs exclude all cost benefits due from searching the data base for access for other than cataloging.

6. START-UP AND SYSTEM MAINTENANCE PROCEDURES

In order to assist the individual libraries in this revolution in library technique a small staff has been developed in the Central Staff of State University. This group will offer educational and training sessions, provide technical and system assistance in the integration of terminals into the library operation, and assist and advise in response to library requests. Catalog card profiles and formats will be defined by the library staff working in conjunction with the liaison officers and the programmers at OCLC.

When a library decides to link into the system the following steps will be necessary:

<u>Task</u>	<u>Undertaken By</u>
1. Order terminal	Coordinated by liaison staff on behalf of individual campus
2. Terminal maintenance contract	
3. Order telephone lines, etc.	Done by OCLC, at request of State University Central Staff
4. Install power lines for terminals if necessary	Campus
5. Administrative negotiations with OCLC	State University Central Administration
6. Staff training and education	Liaison staff
7. Design work flow to terminal	Local, with liaison advice available
8. Catalog card profiles definition	Liaison staff
9. System maintenance and feedback	Local and liaison staff

7. JOINING THE SYSTEM

A limited allocation of terminals has been made available in the State University contract. It is hoped that terminals may be ordered and telephone line routes planned soon. These tasks depend on campus response to this memorandum. It is estimated that a three to four month delay will occur between the final ordering of terminals and lines and the commencement of the installation. The interval will be taken up with education and training and essential preliminary