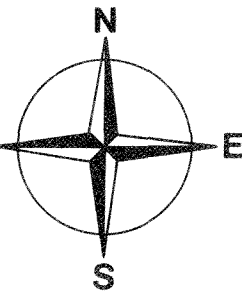SURVEY OF CATALOGING SOURCES AND VOLUME

OF ACTIVITY IN COLORADO LIBRARIES

Karl M. Pearson, Jr.
February 1977

Colorado State Library LSCA Project 76B-I-14

Western Interstate Library Coordinating Organization

WILCO

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ABSTRACT

This survey was conducted in November 1976 to obtain data needed for estimating costs and activity volumes in conjunction with a feasibility study for a statewide data base to provide location information for Colorado library materials. The survey covered: 1) amount of original cataloging performed; 2) sources from which cataloging data and materials are procured, and predicted changes over the next three years; 3) volume of acquisitions of books, documents and nonprint materials predicted over the next three years; 4) circulation systems now in use or planned; 5) willingness to have library's materials listed in a statewide data base; and 6) whether or not respondents have or plan to acquire a microfiche reader.

ACKNOWLEDGMENTS

SURVEY OF CATALOGING SOURCES AND VOLUME OF ACTIVITY IN COLORADO LIBRARIES

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1. INTRODUCTION

The survey reported on in this document was conducted in November and December of 1976 to obtain data needed for assessing the feasibility of developing a statewide union data base for locating Colorado library materials. The results of the feasibility study will be reported by WILCO to the Colorado State Library in Providing Location Information for Colorado Library Resources, February 1977.

In thinking about a statewide data base, a number of questions relating to costs and volume of operations come immediately to mind. Because data were not available to provide good answers to the questions, WILCO and the State Library agreed that a questionnaire survey should be undertaken. The questionnaire was sent to all Colorado libraries except those in individual schools and smaller school districts, and certain specialized institutions. Not only did this blanket coverage provide better data than could be obtained just from the state's larger libraries, but also it emphasized that all Colorado librarians should have the opportunity to participate in developing regional library service system and state plans for cooperative activities.

2. RESPONSES TO THE SURVEY QUESTIONS

For the purposes of analysis of the survey data, responding libraries have been divided into several classes, based on listings in the Directory of Colorado Libraries - 1975 and 1976:

a) Key public libraries: includes the 19 public libraries, with at least one in each Colorado regional library service system, with the largest volume of acquisitions or interlibrary lending; 17 responded for a response rate of 89%.

b) Other public libraries: includes the other 99 public libraries in the state; 43 responded for a response rate of 43%.

c) Key academic libraries: includes the 21 largest academic libraries, with at least one in each regional library service system; 15 responded for a response rate of 71%.

d) Other academic libraries: includes 27 other academic libraries representing the state's smaller institutions; 10 responded for a response rate of 37%.

e) Special libraries: includes the 124 special libraries listed in the Directory indicated as providing interlibrary loans and representing federal, medical, business and other types of libraries; 47 responded for a response rate of 38%.

f) School districts: includes the 19 largest school districts in Colorado, in anticipation that cooperation among school and other types of libraries can be strengthhed; 6 responded for a response rate of 32%.

Respondents were asked to indicate what regional library service system they were members of, if any:

Library Class	AV	CC	HP	PA	PP	SW	TR
Key Public	1	8	4	1	1	1	1
Other Public	10	3	8	2	5	4	7
Key Academic	0	3	1	1	0	0	0
Other Academic	1	1	1	0	0	0	2
Special	1	3	1	0	0	0	0
School	0	3	0	0	0	0	0

AV = Arkansas Valley; CC = Central Colorado; HP = High Plains; PA = Pathfinder; PP = Plains and Peaks; SW = Southwest; TR = Three Rivers.

In the succeeding sections, each question from the questionnaire is listed, and the responses of each class of library are reported and analyzed. The questionnaire began with an introduction to define the kinds of materials involved and possible organizational differences among libraries queried:

Library ID: _____

SURVEY FOR COLORADO STATEWIDE UNION DATA BASE PROJECT

For the purpose of this survey, we are interested in your cataloging (in either full or brief form of entry) of newly acquired library materials, with the exception of serials. Three categories are defined for these materials: 1) books (including microform copies); 2) documents and reports (in hard copy or microform); and 3) non-print materials.

If your library has branches or departments, and cataloging is performed centrally, please report consolidated totals for the main library and branches. However, if cataloging is not performed centrally, and if you do not have readily available the data needed to answer these questions, please copy or request WILCO send you additional questionnaire forms for each branch or department.

2.1 VOLUME OF ORIGINAL CATALOGING

The volume of original cataloging performed in Colorado libraries was sought for two reasons. One thought behind the feasibility study was that there might be a need for a centralized catalog data base in the state to support library cataloging and reduce the amount of expense incurred within individual libraries to perform original cataloging. The second reason was to estimate the proportion of cataloging prepared in-house to that of catalog data procured from an outside source. There might be a possibility that data for a state data base could be acquired automatically from vendors or other out-of-library sources as a byproduct of their current practices in filling library orders for catalog cards, bookform catalogs, etc.

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1. For how many new titles (not added volumes) per year do you prepare original cataloging (i.e., for which you cannot obtain copy for the catalog record from bibliographic sources such as LC proof slips or cataloging-in-publication)?

   a. Books: _____ titles per year originally cataloged

   b. Documents and reports: _____ titles per year

   c. Non-print materials: _____ titles per year

LIBRARY CLASS	Books	Doc.	NPM
Key Public	32,000*	3,000	7,000
Other Public	32,000	1,000	3,000
Key Academic	49,000**	53,000**	6,000**
Other Academic	7,000	1,000	2,000
Special	21,000	31,000	5,000
School (5 of 19, -Denver)	17,000	1,000	12,000
TOTAL	158,000	90,000	35,000

The figures reported for all except school libraries are estimates based on extrapolating the data reported by responding libraries to amounts for all libraries in a class. Some libraries responding to the survey included documents and non-print materials in the figure reported for original cataloging of books.

As the responses indicate, there is a relatively limited amount of original cataloging for books performed in Colorado libraries, except for special libraries. It is questionable that the volume--or complexity-- of such cataloging would warrant the expense of developing a statewide cataloging data base, at least for books, when sources such as OCLC, BALLOTS, Baker and Taylor, Josten's etc. are readily available. Within the next three years, libraries accounting for at least 43,000 of the total of original cataloging for books and much of the totals for documents and non-print materials plan to move to OCLC or other cataloging system; thus, there should be rapidly decreasing interest among Colorado librarians in state assistance for cataloging. The volume of cataloging for documents and non-print materials, however, is sufficient to warrant investigation of the need for a base of standardized bibliographic data. The Boulder Public Library's data base for non-print materials might be useful to other Colorado libraries.

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*A single library accounted for 12,500 of this total, and because of the procedures used there the effort to catalog a title is quite low. Three other libraries reported they did original cataloging for a high proportion (20%, 32%, and 95%) of their acquisitions; two of these libraries were not making use of commercial or non-commercial cataloging services.

**A single library accounted for 25,000 of this total for books; 43,000 for docs; and 3,000 for NPM; this library will soon begin using OCLC.

2.2 CATALOG CARDS ORDERED OR PREPARED IN-LIBRARY

The following three questions were asked to determine whether there was a significant amount of use made by Colorado libraries of cataloging data sources based on standard (i.e., MARC) machine-readable records. The thought behind these questions was that it might be possible to obtain location data automatically from vendors supplying Colorado libraries with cataloging data. If this kind of arrangement could be made with vendors at reasonable expense, it would save individual libraries the burden of reporting new acquisitions to the State Library or other agency maintaining a statewide location data base.

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2. Do you usually prepare catalog cards (or other forms of catalog records) in your own library, or order them from an outside source? Please check one answer in each column.

	Books	Docs, Reports	Non-print materials
Prepare own	( )	( )	( )
Order	( )	( )	( )
Don't catalog	( )	( )	( )

3. Do you obtain any cards or other cataloging (e.g., a bookform catalog or microfilm catalog) from any of the sources listed below? Please check all that apply and fill in supplier's name.

( ) Library of Congress

( ) Vendor (e.g., Jostens, Baker and Taylor, Science Press, Blackwell)

    Name of vendor: _____

( ) OCLC or   ( ) BALLOTS   (on-line cataloging systems)

( ) Own computer-based system (i.e., your own cataloging data base)

( ) From another library or processing center

    Name: _____

( ) None obtained from such sources

4. Within the next three years, might you use a different source than the one(s) you checked under the previous questions?

( ) No   ( ) Yes. If "yes," which one(s)?

LIBRARY CLASS	Books		Docs		NPM	
	Prepare	Order	Prepare	Order	Prepare	Order
Key Public	8	10	10	3	15	2
Other Public	24	22	13	1	17	5
Key Academic	6	9	5	6	7	5
Other Academic	2	4	4	1	4	2
Special	31	11	29	2	18	1
School	4	4	3	0	5	0

These figures are for the libraries responding to the survey, without extrapolation. As one might expect, catalog records for documents and non-print materials are prepared in-house in the great majority of libraries, leading again to the conclusion that increased cooperative activity in this area should be explored. For books, there is almost an equal split between preparing and ordering libraries, lending credence to the hypothesis that vendors and OCLC are a major prospective source for Colorado library acquisitions (and thus holdings) data.

Favored sources for catalog cards are shown in the following table; Again, the figures shown are for libraries actually responding to the questionnaire.

LIBRARY CLASS	Baker & Taylor	Jostens	Bro Dart	LC	OCLC	Univ. So.D.	Misc.
Key Public	6	7	2	2	0	1	8*
Other Public	14	13	3	6	0	1	22*
Key Academic	4	3	0	11	4	0	3
Other Academic	4	3	1	8	0	1	0
Special	0	2	0	14	5	0	13
School	2	1	0	2	0	1	3

*Half of these sources were reported to be regional library service system libraries pointing up the extent of current cooperative activity among Colorado public libraries.

Over the next three years, several libraries may start using new sources for cataloging, OCLC in particular. These responses indicate a trend toward purchasing cataloging rather than doing it in-house. Furthermore almost all of the larger academic libraries plan to use OCLC, but very few of the larger public libraries expect to do so. The rather high number of special libraries planning on using OCLC, despite the very low acquisitions volumes in these libraries, warrants further investigation. As a guess, many of these special libraries may be hoping to share a nearby larger library's OCLC terminal.

LIBRARY CLASS	Plan to Use Within 3 Years					
	OCLC	BALLOTS	WLN*	LC	B&T	MISC
Key Public	3	0	2	0	0	1
Other Public	0	0	0	1	1	8
Key Academic	9	2	0	0	0	1
Other Academic	2	0	0	1	1	3
Special	9	0	0	1	0	3
School	1	0	0	0	0	0

By guessing at the division of orders among multiple sources reported in answer to question 3, it is possible to make a very rough approximation of the volume and proportion of book acquisitions that might be reflected in cataloging obtained from major external sources by Colorado libraries within three years:

	OCLC, WLN, BALLOTS	Baker and Taylor	Josten's
Total	237,000	57,000	89,000
% of Acquisitions	38%	10%	15%

From the foregoing analysis, it appears to be worthwhile to investigate the possibility of contracting with Jostens and Baker and Taylor to furnish machine-readable data reflecting acquisitions of Colorado libraries, provided that:

a) The cost of this service would be less than the cost for the state to input minimal title identification and holdings data for the same acquisitions; and

b) Libraries using multiple sources, such as a combination of LC and Baker and Taylor, would have no difficulty in reporting new acquisitions from a particular source (and thus avoid duplicate reporting of acquisitions reported automatically by Josten's or Baker and Taylor); and

c) Data for librarians not wishing to participate in the state-wide location data base could be screened out, either by the vendor or the agency maintaining the inventory.

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*Washington (state) Library Network. WLN offers service only within the state of Washington at present.

Libraries using OCLC or another on-line system can obtain "archive tapes" as a copy of the cataloging they have performed. The "archive tapes" could be merged into a state file, if desirable and cost-beneficial to do so.

2.3 PREDICTED VOLUME OF ACQUISITIONS 1977-1979

The following question was posed to provide an estimate of the volume of holdings statements that could be predicted as a maximum that the computer system used to maintain a statewide location data base would have to accommodate within the predictable future. The volume of holdings statements is a more accurate predictor of the amount of computer operations required than would be an estimate of the number of records (bibliographic data plus holdings statements) involved. A record need be added to the data base only once, but there could be a holdings statement for many Colorado libraries.

5. How many titles (not volumes) do you estimate your library might acquire (and catalog) during the next three years?

	Books	Docs, Reports	Non-print materials
1977			
1978			
1979			

(Volume in 000's)	Books			Doc.			NPM		
LIBRARY CLASS	'77	'78	'79	'77	'78	'79	'77	'78	'79
Key Public*	150	158	166	3	3	3	10	11	12
Other Public	103	107	114	2	2	3	5	6	6
Key Academic	203	207	212	86	90	93	17	18	18
Other Academic	33	35	37	1	1	1	2	3	3
Special	29	32	33	64	69	70	3	3	3
School**	30	30	32	1	1	1	17	18	18
TOTALS	548	569	594	157	166	171	54	59	60

*One library accounts for 30,000 -35,000 books/yr.

**Figures are for only 5 school districts reporting.

There are 5 or 6 libraries predicting a very large volume of acquisitions (30,000-70,000); 10-12 libraries predicting a volume in the 10,000-30,000 range; and 10-12 in the 5,000-10,000 range. Only one special library appears among the volume leaders; the others are evenly split between academic and public libraries. Three small public libraries have been included among the key libraries because they fill a large number of interlibrary loan requests, as reported in the 1976 Directory of Colorado Libraries.

2.4 WILLINGNESS TO BE INCLUDED IN STATEWIDE LIST

Respondents were asked directly if they would be willing to have their library's holdings included in a statewide location data base:

6. Would you be willing to have your library's holdings be listed in a statewide union data base?

( ) Yes ( ) No. If "no," please skip to question 10.

Most of the respondents would be willing to participate in the location data base. Those who were not willing gave as their reason in the majority of cases that their library was too small. One of the school district respondents pointed out that some school boards have a policy that their library materials are to be used only by district students and staff. Some respondents commented that they felt the existing ILL system worked satisfactorily and doubted that a data base would be cost-beneficial. Low budgets and scarcity of personnel were also cited as reasons for not wishing to be included in the state file.

LIBRARY CLASS	Yes	No
Key Public	17	0
Other Public	29	8
Key Academic	15	0
Other Academic	9	0
Special	30	14
School	3	3

2.5 CONTRIBUTING DATA FOR THE STATEWIDE DATA BASE

Survey participants were asked the following question to indicate how much effort they might expend to contribute "clean" data to a statewide location data base:

7. There are three main ways by which an individual library's holdings (for new acquisitions) could be reported to a union data base. One way is to send an extra copy of catalog cards or an accession list to the agency maintaining the data base. A second way would be to use a special form that could easily be keypunched or optically scanned. A third way would be to obtain a copy of computer-readable catalog records generated in the course of acquisition, cataloging, or circulation control. For example, if you now use OCLC or BALLOTS for your cataloging, your holdings are automatically recorded; please skip to question 8. Otherwise, what data would you be willing to contribute on a special form to the State Library for each newly-received title? Consider that this means added work for you, and then check all that apply.

( ) We would prefer to send an extra copy of catalog cards or accession
    lists showing our call number and the Library of Congress card
    number (e.g., 73-19472) or standard document or report number
    (e.g., ED 115 221)

If we had to report information on a form, we would be willing to give:

( ) LC card number or standard document or report number

( ) Our call number

( ) Author/title key (e.g., first 3 letters or author and initial letter
    of first 4 significant words in the title)

( ) Title

( ) Other bibliographic data (i.e, author(s), subject headings, series
    title, etc.)

( ) Other; please explain briefly:

Most respondents would prefer to send an extra copy of catalog cards for new acquisitions, as several libraries now do in contributing location information to the union card catalog at the Bibliographical Center for Research. Many respondents indicated a somewhat surprising willingness to perform the extra work entailed in filling out a special form with partial or complete bibliographic data.

LIBRARY CLASS	N=	Extra Copy	LC Card Number	Call Number	Key	Title	Other Data
Key Public	14	12	5	12	10	7	6
Other Public	30	22	10	20	17	17	8
Key Academic	9	9	3	5	4	3	1
Other Academic	9	9	5	3	4	4	0
Special	29	22	12	17	13	12	9
School	3	3	1	2	1	2	2

The low degree of willingness to provide the LC card number for materials is somewhat disappointing because this number serves as a unique and standard title identifier for most kinds of material. (The International Standard Book Number is not as well suited for this purpose because older materials do not have an ISBN assigned and because the number is tied to the form of publication (hard cover, soft cover) rather than the title alone.) Several states have generated locator lists (numeric registers) based solely on the LC card number and libraries have successfully used the lists to reduce the costs of interlibrary loan service. Many Colorado libraries, however, have not made much use of the number for materials identification, as evidenced by their failure to include it on their shelf lists.

8. On your shelf list, do you include LC card number or standard document or report number?

( ) Yes, for most items   ( ) Yes, for some items   ( ) No, or rarely

LIBRARY CLASS	Most	Some	No
Key Public	6	1	10
Other Public	6	0	26
Key Academic	11	1	3
Other Academic	7	0	3
Special	11	1	23
School	0	0	5

2.6 EXISTING OR PLANNED IN-LIBRARY DATA BASES

The purpose of the following question was to identify data bases in Colorado libraries that the State Library staff may not have known about prior to this survey. Such local data bases would be possible sources for holdings data that might be tapped at little expense in developing a statewide location data base.

Looking to the distant future, it may be desirable to provide a link between a master location file and local library circulation control data bases. Such a link could automatically keep the master file continually updated to reflect the current holdings of local libraries, but more importantly it would provide an automated mechanism for interlibrary loan. A requesting library could query the location file and the computer/communications mechanism could then take over to determine an appropriate lending library, send the request message to the lending library's computer, and immediately determine the requested item's availability for loan. The lending library's computer might then treat the request just like a regular circulation transaction except that it would display a message to the library's staff to show that the item should be sent to the requester.

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9. Do you currently use, or might you use within the next three years, an automated circulation control system that uses a data base representing some or all of your collection of monographs?

( ) No, currently   ( ) Not likely to use within the next three years

( ) Yes, currently   ( ) Yes, might use within the next three years

If "yes," which system? Please check one; guess if you are not sure.

( ) CLSI   ( ) 3M   ( ) Gaylord   ( ) Checkpoint/Plessey

( ) Other; please name or briefly describe:

LIBRARY CLASS	Have Now	Plan in 3 yrs.	Systems
Key Public	1	9	Gaylord 5 ;CLSI 1;Other 3
Other Public	0	4	Gaylord 2 ; CLSI 1; 3M 1
Key Academic	3	5	CLSI 1; 3M 1; Other 6
Other Academic	1	0	Other 1
Special	3	3	Gaylord 1; 3M 1; Other 4
School	0	0	

Not much reliance should be placed on these responses because the circulation control area is in a high state of flux as Gaylord and 3M mount their challenges to the established leader, CLSI. Locally developed systems are also popular, such as the one at the Penrose Public Library in Colorado Springs. Chances are good that there will be more than the predicted 16 systems whose installation will be completed or under way by the end of 1979.

The diversity of circulation systems being considered suggests the need for Colorado librarians to take steps to establish compatibility requirements that will allow local systems to be linked in the manner described above. Such compatibility requirements should be included in the bid specifications for each new system, whether purchased from a vendor or developed by a local computer agency or contractor.

Because the circulation control systems are being installed in the larger libraries, and because their data bases are likely to contain sufficient information for identifying materials -- particularly if the LC card number is included, as it should be -- it is likely that a large proportion of the input to a statewide data base could be handled auto- matically using a copy of the machine-readable bibliographic information being added to local library circulation data bases. This procedure would minimize the overall cost for adding data to the statewide file.

2.7 AVAILABILITY OF MICROFICHE READERS

The cost for distributing printed copies of the statewide data base to most Colorado libraries would be quite high. It would be more economical to distribute listings on microfiche instead. Microfiche would be preferable to roll microfilm because: 1) fiche readers are more common than roll film readers; 2) as with a card catalog, several persons can use different parts of the fiche file concurrently; 3) access to entries on the list is a bit faster. Several librarians have reported no patron difficulties in using microfiche; the fiche are usually refiled correctly, and individual pieces are rarely lost or stolen. Furthermore, with the growth in the volume of materials available on fiche relative to roll film, patrons are more likely to be accustomed to using fiche.

Fiche readers, if not already available in Colorado libraries, might represent an expense that would be a barrier to use of a statewide location data base. The following question was asked to determine how widely available fiche readers are:

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10. Does your library have, or plan to acquire within the next two years, a microfiche reader?

   ( ) Yes   ( ) No

LIBRARY CLASS	Yes	No
Key Public	10	3
Other Public	13	28
Key Academic	15	0
Other Academic	9	1
Special	27	17
School	5	1

The responses show that fiche readers are commonly available except in the smaller public libraries. It may be necessary for regional library service systems or the state to provide assistance to small public libraries to purchase readers if they are to make use of a statewide location list. If the patrons of such libraries begin to take advantage of the list to order materials available in microfiche, it should be an appropriate investment to make. Incidentally, studies have shown that school children who make use of microfiche materials in the normal course of their studies display far less marked a preference for printed materials than do their elders.

2.8 RESPONDENT COMMENTS

Part of the fun in conducting a questionnaire survey lies in reading the comments of respondents. A sampling of the comments received on this survey:

"We would be overjoyed."

"We are currently sending an author card to [a] locator file..."

"We'll give you any of the above [data elements listed for question 7] that you need, but the less the better; and why not ISBN?"

"Because of problems in establishing and debugging a new data base, I feel strongly that it would be wisest to select a data base already established and in working order....at Jeffco."

"I am deeply disappointed at the seeming direction of this questionnaire.... Cataloging is a low priority with a small library. Sharing of resources with other public libraries is the top priority. Very few of our ILL needs are met by universities or special libraries."

"Our library is small (3000 volumes) and has little funds (about $200 per year) so we have little to offer other libraries. I do believe it is an excellent idea."

[In answer to the microfiche reader question] "I wish!"

"...our answers should be considered suspect....we are a very small, rather poor library, and our acquisitions depend to a great extent on donations."

"We don't even have a phone in library..."

"Although theoretically an excellent idea, especially for larger libraries, I doubt that [we] would find a statewide union data base, especially one requiring information (e.g., LC card number) we don't normally have, cost-beneficial. We have little ILL traffic and have found the SARC system satisfactory for it."

"We would like to participate in the discussion and planning for such a statewide union data base in the very beginning stages."

"We cannot send a card to BCR [and] someplace else. As we have been sending cards of our holdings to BCR we would prefer to continue there."

"We can use help in all areas to make [our] small library efficient. We cannot offer much help to others."

"Our library is in a transitional period...we cannot predict its future."

"Being a very small [special] library, inclusion in a statewide list would basically depend on borrowing privileges included with the list."

"Good idea."

"Thank you for including the special libraries!"

3. SUMMARY AND CONCLUSIONS

The response rate for the survey, in which there was no follow-up to non-respondents, was gratifyingly high. This could be taken as a measure of interest among Colorado librarians in improving access to location information.

Most of the larger Colorado libraries currently or plan to obtain cataloging data from sources that can supply such data in machine-readable form. The key academic libraries almost unanimously are or will be using OCLC and thus will automatically have access to information about each other's recently acquired holdings. A number of special libraries also plan to use OCLC. Few public libraries, however, expect to use on-line cataloging; instead, they expect to continue doing their cataloging with support from Josten's, Baker and Taylor, and a variety of other sources. Most of the bibliographic data needed to identify public library holdings are available from these sources in machine-readable form, and location information could be provided by merging the data into a single file. If desired, the Colorado data available from OCLC could be added to that file. It is clearly technically feasible to create (at a very low cost for data input) a statewide data base to provide location information for newly acquired Colorado library materials. Production and distribution of a listing of the statewide location data base list by means of COM (computer-output-microfiche) is economically attractive as compared to printing such a list. The majority of the survey respondents indicated that microfiche readers are, or soon will be, available in their libraries.

Most Colorado libraries would be willing to have their holdings displayed in a statewide union list. Those libraries that are not willing are, for the most part, so small or specialized that their absence from the statewide location list would detract little from the increased access to state resources that the list would afford.

The Library of Congress card number is assuming increasing importance as interlibrary cooperation grows. The number is a convenient and economical means for identifying a particular title. Not only does use of the number reduce the size (and thus cost) of a written or electronic message concerning a title, it is potentially a much more accurate means of identification than the sometimes vague or ambiguous author-title-publisher form of identification traditionally employed in the library world. Colorado librarians should be encouraged to record and make use of the LC card number on ILL requests and on their shelf lists. No computer data base should be developed that does not have the card number as one of the searchable data elements.

The survey results support the feasibility of building and maintaining a statewide title location data base containing information at least on new acquisitions, and with microfiche listings distributed to

most Colorado libraries on a regular and frequent basis. However,
it is important that all Colorado librarians have the opportunity to
patricipate in assessing the feasibility of, and in the planning for,
the development and use of the statewide location data base.

APPENDIX

QUESTIONNAIRE AND COVER LETTER

WILCO

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Organization

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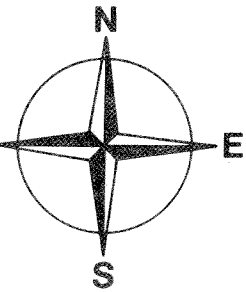
November 19, 1976

Dear Colleague:

The Colorado State Library has contracted with WILCO to study the feasibility of using bibliographic data, created as a byproduct of current cataloging activity in Colorado libraries, to compile a statewide union data base for library materials (except serials). Such a data base might be more economical and complete, for future acquisitions, than the union card catalog maintained by the Bibliographical Center for Research (BCR). All Colorado libraries could obtain a listing of the union data base and thus would be able to find the location of an item needed for interlibrary loan. This project has been funded under the Library Services and Construction Act and is administered by the Colorado State Library.

Your help, by completing and returning the enclosed questionnaire, is needed as a first step in obtaining information required for developing a statewide networking or resource sharing plan. Your answers will provide an estimated total number of entries that might be incorporated in the union data base over the next 3 years, and will help identify how many libraries do--and how many do not--use a source for cataloging data that could almost automatically provide computer-readable data for the statewide union data base. It should take just 10-15 minutes to complete the questionnaire; your response is needed as soon as conveniently possible. Should you wish assistance, please call upon your system director (if you are a member of a system), or call Karl Pearson or Eleanor Montague at WILCO in Boulder, 492-7317, if you have a question or comment.

Your participation will be greatly appreciated, and you will receive a summary of the survey results. Information about the study will be reported in the Colorado State Library and WILCO newsletters. For your information, a brochure describing WILCO, the library program of WICHE, is enclosed; Colorado recently became WILCO's tenth member state.

Sincerely,

Anne Marie Falsone

Anne Marie Falsone
Assistant Commissioner
Office of Library Services
Colorado Department of Education

Enclosures

SURVEY FOR COLORADO STATEWIDE UNION DATA BASE PROJECT

For the purpose of this survey, we are interested in your cataloging (in either full or brief form of entry) of newly acquired library materials, with the exception of serials. Three categories are defined for these materials: 1) books (including microform copies); 2) documents and reports (in hard copy or microform); and 3) non-print materials.

If your library has branches or departments, and cataloging is performed centrally, please report consolidated totals for the main library and branches. However, if cataloging is not performed centrally, and if you do not have readily available the data needed to answer these questions, please copy or request WILCO send you additional questionnaire forms for each branch or department.

1. For how many new titles (not added volumes) per year do you prepare original cataloging (i.e., for which you cannot obtain copy for the catalog record from bibliographic sources such as LC proof slips or cataloging-in-publication)?

   a. Books: _____ titles per year originally cataloged

   b. Documents and reports: _____ titles per year

   c. Non-print materials: _____ titles per year

2. Do you usually prepare catalog cards (or other forms of catalog records) in your own library, or order them from an outside source? Please check one answer in each column.

	Books	Docs, Reports	Non-print materials
Prepare own	( )	( )	( )
Order	( )	( )	( )
Don't catalog	( )	( )	( )

3. Do you obtain any cards or other cataloging (e.g., a bookform catalog or microfilm catalog) from any of the sources listed below? Please check all that apply and fill in supplier's name.

   ( ) Library of Congress

   ( ) Vendor (e.g., Jostens, Baker and Taylor, Science Press, Blackwell)
       Name of vendor: _____

   ( ) OCLC or   ( ) BALLOTS   (on-line cataloging systems)

   ( ) Own computer-based system (i.e., your own cataloging data base)

   ( ) From another library or processing center
       Name: _____

   ( ) None obtained from such sources

4. Within the next <u>three</u> years, might you use a <u>different</u> source than the one(s) you checked under the previous questions?

( ) No   ( ) Yes.   If "yes," which one(s)?

5. How many titles (not volumes) do you estimate your library might acquire (and catalog) during the next three years?

	Books	Docs, Reports	Non-print materials
1977			
1978			
1979			

6. Would you be willing to have your library's holdings be listed in a statewide union data base?

( ) Yes   ( ) No.   If "no," please skip to question 10.

7. There are three main ways by which an individual library's holdings (for new acquisitions) could be reported to a union data base. One way is to send an extra copy of catalog cards or an accession list to the agency maintaining the data base. A second way would be to use a special form that could easily be keypunched or optically scanned. A third way would be to obtain a copy of computer-readable catalog records generated in the course of acquisition, cataloging, or circulation control. For example, if you now use OCLC or BALLOTS for your cataloging, your holdings are automatically recorded; please skip to question 8. Otherwise, what data would you be willing to contribute on a special form to the State Library for each newly-received title? Consider that this means added work for you, and then check all that apply.

( ) We would prefer to send an extra copy of catalog cards or accession lists showing our call number and the Library of Congress <u>card</u> number (e.g., 73-19472) or standard document or report number (e.g., ED 115 221)

If we had to report information on a form, we would be willing to give:

( ) LC card number or standard document or report number

( ) Our call number

( ) Author/title key (e.g., first 3 letters or author and initial letter of first 4 significant words in the title)

( ) Title

( ) Other bibliographic data (i.e, author(s), subject headings, series title, etc.)

( ) Other; please explain briefly:

8. On your shelf list, do you include LC <u>card</u> number or standard document or report number?

( ) Yes, for most items   ( ) Yes, for some items   ( ) No, or rarely

9. Do you currently use, or might you use within the next three years, an automated circulation control system that uses a data base representing <u>some or all</u> of your collection of monographs?

( ) No, currently   ( ) Not likely to use within the next three years

( ) Yes, currently   ( ) Yes, might use within the next three years

If "yes," which system? Please check one; guess if you are not sure.

( ) CLSI   ( ) 3M   ( ) Gaylord   ( ) Checkpoint/Plessey

( ) Other; please name or briefly describe:

10. Does your library have, or plan to acquire within the next two years, a microfiche reader?

( ) Yes   ( ) No

11. If you have any comments or suggestions about a statewide union data base for monographs, please include them with this questionnaire, or call Karl Pearson at WILCO in Boulder, (303) 492-7317.

Thank you for your participation in this survey. You've been of great help. If we have further questions, may we contact you?

Your name: _____

Title: _____

Telephone number: _____

Branch or Department (if not
  main library): _____

System (if you are a member
  of one): _____