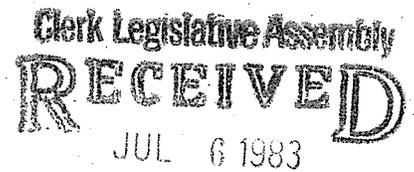


1982 Annual Report

of the

LEGISLATIVE LIBRARY



**VICTORIA, B. C.**

1982 saw a major change in personnel as James G. Mitchell, Legislative Librarian since 1974, retired in November after thirty-five years of service. Mr. Mitchell served as Reference and Serials Librarian 1947-54, Head of Reference 1954-68, Assistant Legislative Librarian 1968-74. His great knowledge of British Columbia legislative history, his keen awareness of correct English usage and style, and his hard work and dedication to duty will be missed greatly by his colleagues.

The Library exists mainly to provide reference and research services to the Members of the Legislative Assembly, their staffs, the Officers of the House, the Press Gallery; and to provide official cataloguing data and bibliographical control for the publications of the Provincial Government and its Crown Agencies as required by Cabinet Directive 80-2.

In accordance with these functions a summary of the year's activities in each of the Library's Divisions follows:

#### REFERENCE SERVICES

##### General

The use of the Library by Members, caucus research staff, the press, public service personnel as well as non-government researchers kept the staff busy throughout the year.

Reference statistics indicated that the majority of queries received by mail, telephone and personal visit could be answered very quickly from the Library's collection of books, serials and government publications. Although the total number of reference queries declined--especially in the "research category", questions from MLA's and public service personnel comprised 74% of the total. Photocopying increased with use of the reader-printers rising to about 50,000 prints, and the Xerox declining to 84,000 prints. Circulation totals

increased slightly, as borrowing by the Members almost doubled. Interlibrary Loan Service in lending declined slightly, perhaps due to the withdrawal of the Pacific Northwest Bibliographic Centre, while borrowing increased perhaps due to the staff's determined efforts to verify citations and obtain required items.

In the constant attempt to improve efficiency and accessibility to the Library's collection, an initial weeding and amalgamation of the current reference collection was completed in March. There is now one sequence only which begins in the Reference Room and continues through to the stack area immediately adjacent.

The Library provided a location for a Telidon terminal at the Information Desk, and the staff spent considerable time illustrating its capabilities to Members, public service personnel and the general public. The most popular feature was the Games Section (part of the Grassroots data base), and of course the "Election Game" proved to be an interesting challenge.

#### Online Search Service

The number of search requests increased considerably over last year. Both staff initiated searches and those requested by government researchers were responsible for the increase; requests from MLA's and staff initiated searches on their behalf remained about the same. Nevertheless about one quarter of our requests fall into the latter category.

Two new systems were added in 1982--the New York Times Information Service (NYTIS) and WESTLAW. The former included the old INFOBANK plus the New York Times Online, Deadline Data on World Affairs and Disclosure. The latter is not presently operational due to hardware incompatibility and lack of documentation and training. As well several new data bases were added by existing systems; e.g., Criminal Justice Periodicals Index, Harfax Data Sources, Books in Print, REMARC, Statutes of Alberta, Statutes of Manitoba and Canadian Regulatory Reporter. A number of data bases were withdrawn especially from the ORBIT system.

Newspaper Indexes

The 1981 to date index continues to function extremely well and continues to be the most heavily used reference and research tool in the Library.

The two editions of the Victoria Times-Colonist rather than two separate papers continue to affect the number of news stories indexed which declined for the third straight year. The indexing of the Vancouver Province, Vancouver Sun and the morning and evening editions of the Victoria Times-Colonist resulted in thirty-two thousand stories, involving about seventy-five thousand entries due to the use of multiple headings for each story.

Indexing continued for the gap period in the 1900-1970 index and many revisions were made for the 1920-70 section. This being the first year in which the section had a full staff, the volume of indexing increased by about 45%. The staff contributed some eleven thousand stories and provided nearly twenty-thousand entries.

Tours and Orientation Services

Members of the staff provided guided tours and orientation workshops for visitors and public service personnel.

In January the Legislative Librarian, Assistant Librarian and Head of Reference conducted the annual orientation tour for the ten members of the 1982 Legislative Intern Programme.

As well two library school students spent from January 4 to 15 working in various sections of the Library. This chance to gain practical experience came as part of the field work requirements for the Master Library Science degree from the University of British Columbia.

In October the first year class from the Library School, forty-five students, were given a short general talk and a brief "walk-through" the Library.

New members of the Caucus research staff also received special orientation tours.

Other legislative personnel paid visits to the Library. Wolfgang Dietz, head of the Bibliothek des Deutschen, Bundestages in Bonn, Germany, came here in July. As well the annual conference of the Canadian Association of Law Libraries held in May, in Victoria, resulted in the Library having keenly interested visitors going through its premises. Among the visitors were Ilga Leja the Nova Scotia Legislative Librarian, Diane Teeple and Eleanor Barnes from the Ontario Legislative Library, Nancy Musgrove from the Alberta Legislature Library, Betty Deavy and Francine Gaudette from the National Library. In November, Joyce Irvine, the Manitoba Legislative Librarian called on the Library.

### CATALOGUING SERVICES

#### General

The Catalogue Division continued to function effectively.

The Division completed the removal of card sets from the main catalogue for books held only in other government libraries, and thereby, reduced the size of our old catalogue to five large cabinets.

The improvements in the CATSS of UTLAS (University of Toronto Library Automated Services) made it feasible to undertake more online conversion of card catalogue records for the period 1975-78, which had not been converted to machine-readable form during last year's Batch CATSS project. It is estimated that this Retrospective Conversion (RECON) should be completed by the end of 1983, which would mean that COM records (the fiche catalogue) include all main stock material acquired from 1975 to date. This development would eliminate much of the reference time spent in searching in two places to identify required items.

The staff completed the inventory of the main collection in November-- a project initiated in 1980, and then adjusted the records for the missing items. Selective weeding of the collection continued at a slower pace. However, much of the fine arts section was transferred to the University of British Columbia.

Since this subject area was fairly static in growth and considered to be peripheral to our needs, it was felt that it was more practical to join our holdings to an already strong collection in the province. Our selection complemented the University's and resulted in nearly complete coverage in this field in one library.

### Automated Cataloguing

There was a marked and much needed improvement in the online catalogue support system provided by UTLAS--due to the replication of the CATSS system and data base on to a second computer which doubled the capacity of the system and eliminated some of the problems which had plagued the service. Indeed the Library was able to return to the 1980 standard of inputting eight records per connect hour.

The Library changed several of the products received from UTLAS. In an effort to cut costs the Library altered its annual COM cumulation with monthly cumulating supplements to a quarterly cumulation instead. As well the use of a cumulated semi-monthly printed acquisitions list allows the Library to keep its holdings information nearly up-to-date and improves the ease with which the reference staff can check on the Library's collection. Since all BCUC records in the UTLAS data base can be accessed by the National Library through the use of RefCATSS, the Library was able to discontinue sending copies of our shelf list to the National Library for their Union Catalogue. This will result, we estimate, in a twenty-five percent saving in the card service from UTLAS.

In October the withdrawal of Camosun College forced the Library to pick up the full cost of the data communications arrangement with UTLAS. By hardwiring the terminal to UTLAS, the Library saved the monthly costs of the extra equipment needed for dial-up access. Nevertheless the increase in monthly data communication charges--even though unanticipated, will be 70%. As well, UTLAS increased its service charge by 12%, the British Columbia System Corporation

increased its terminal and printer charge by 18%, and finally the British Columbia Union Catalogue assessed an additional levy for the production of the COM union catalogue. Indeed the basic problem is the increased cost of this automated service--costs which so often include unexpected additions.

### Cataloguing in Publication

On April 1, the Library and the National Library renewed for a further two years the contract under which the Legislative Library acts as an agent library of the Canadian CIP program for British Columbia government publications.

Statistically the number of items processed met expectations during the first half of 1982. By midsummer the publishing budgets of most ministries were severely cut, and the average number of items submitted each month dropped to 40% less than in the earlier months. The greatest decrease occurred for ephemeral publications which receive standard ISBN numbers only. The British Columbia CIP program for serials continues to operate with considerable success. Most annual reports of ministries and government agencies carry CIP data. The number of publications submitted for full cataloguing was down by 26% and the total number of items processed for CIP decreased by 33%.

### GOVERNMENT DOCUMENTS SERVICES

The tasks of acquiring, indexing, storing and retrieving government publications and of compiling the British Columbia Government Publications Monthly Checklist are the major undertakings of the Division.

### Library Publications

This year the Division scored notable successes in the publishing field as well. Ms. Judith Bennett compiled a companion volume to the Holmes Checklist entitled Royal Commissions and Commissions of Inquiry Under the Public Inquiries Act in British Columbia 1943-1980; a Checklist. The Hansard Office was kind enough to assist in getting the completed work through the electronic typesetting procedure at the Queen's Printer. The book which lists inquiries chronologically with the names of committee members and a brief resume of the background and recommenda-

tions should prove to be an invaluable tool for research workers who have recommended for some time the updating of the earlier checklist which was published in 1945. Ms. Bennett's care and attention to detail have resulted in an excellent addition to the list of Legislative Library publications. As well, Mr. John MacEachern, the Head of the Division, had his alpha-numeric coding scheme included as Chapter 6 "The documents shelving notation of the Legislative Library, British Columbia, Canada" in John Pemberton's book, The Bibliographic Control of Official Publications, Pergamon Press, 1982.

It is indeed gratifying to see the results of staff initiative and hard work in print.

### Monthly Checklist

The major accomplishment of the year was the arrival in July of the first issue of the automated typeset version of the British Columbia Government Publications Monthly Checklist complete with index. The background to this development goes back to 1977 when preliminary investigations were carried out to see if a computer or word processor might not give the Library the capability to combine its monthly issues to produce an annual cumulation, and eventually an update to the Publications of the Government of British Columbia 1871-1947, by Marjorie C. Holmes which was produced in 1950. Successive discussions were held with MICOM in 1978, and AES, IBM and WANG in 1979, which led to the conclusion that word processors were not advanced enough for our purposes. In 1980, our consultant Bill Smith had devised merging, formatting and index-sorting programs written in BASIC computer language, and testing began on a Zilog microcomputer to which the Library had access. By 1981 the Zilog was no longer available and tests had shown that it was very slow. However, in March, 1982, British Columbia Systems Corporation opened its Info Centre, which made the IBM software DCF available through the main frame. This particular package was able to sort all the index terms out and also set up the output format according to single or multi-column layout, and therefore, our consultant was able to rewrite

the merging and formatting programs in PL/I language for the main frame. On May 3 an IBM 3278 terminal was installed in the documents office, hard wired to the BCSC main frame, and by June, programming in special typesetting codes allowed interface with the Queen's Printer's typesetting computer to produce the Checklist. The system is working well and most of the problems have been solved. Preparations for the annual cumulation are now underway and it is anticipated that the computer will be able to sort the over 4000 "tracings"; i.e., the subject, keyword, author and title entries to produce the long awaited indexed cumulation. The free distribution of the Checklist was suspended when the Queen's Printer agreed to handle the production and distribution as a subscription item starting with the August-September 1982 issue (Vol. 13, numbers 8-9). Cost was set at \$25.00 which would include the annual cumulation. Initial response has been good and to date there are about 200 paid subscriptions. The Library retains responsibility for sending copies as part of the exchange programme to the Library of Parliament and other Legislative Libraries, as well as providing copies to the Caucuses and Government Information Services Office. As well the Library must meet the Queen's Printer's charges for the typesetting. The addition of an index and imminent production of the annual cumulation have enhanced greatly the usefulness of this unique publication.

#### General

The Cabinet directive 80-2 continues to be a mixed blessing, as with the restraint program, more and more titles are being sold by the Queen's Printer and it is sometimes difficult for the Ministries who often have no stock from which to provide us with our required six copies. By sending lists of documents as tabled to the Queen's Printer we are now surer of receiving publically released items at the required time. Generally, however, total intake of B. C. documents has dropped 11% undoubtedly due to the the period of restraint. In total it would appear that there is an overall 14% percent drop in items received. Part of this may be explained by the dropping of subscriptions to British hard

copy parliamentary items and their replacement by fiche subscriptions in an effort to cut costs, but generally restraint has had its effect on all governments and there is a possibility that some of our exchange agreements with other provincial governments and the United States government may be terminated, thereby forcing the Library to purchase all items.

#### Clerk of the House Papers

The Library is the repository for the papers of the Clerk of the Legislative Assembly--invaluable both as an archival record and a reference source. The papers up to 1949 had been microfilmed and the originals stored in filing cabinets in the dome. Later years have been stored in the dome as received from the Clerk in bundles or boxes.

As a security measure, the Library has, in co-operation with the Clerk's Office, undertaken a project to provide more secure storage for the papers and to improve access to their contents by provision of a detailed finding list. Marjorie Howell from the Cataloguing Division is acting as co-ordinator of the project.

During the first phase of the project the papers will be moved into an area of the library's stacks, finding lists will be prepared for the documents tabled, and the papers will be microfilmed by the Library's microfilming unit. Since the papers are in fairly good order for the most recent years and since the original finding lists can be used with few changes, it was decided to start with the period 1976 to date. A test film was done for 1976, and it is expected that the project will commence in earnest in 1983.

The period 1950 to 1975 will require additional work in preparing finding lists and restoring to their proper place the published documents which were not included. It is hoped that once this project has been completed, the pre-1949 papers will be re-arranged, re-indexed, and re-filmed.

Access to these tabled papers is provided by the published Index to the Journals of the Legislative Assembly of the Province of British Columbia, 1872-1971, the in-house cumulative card index for 1972-1979, and the individual indexes in each volume of the Journals. The Reference Division is currently working on bringing the cumulative index up to date. A study, in co-operation with the Reference Division, the Cataloguing Division, the Government Documents Division, the Filming Unit, and the Clerk's Office should be undertaken to determine what revisions to current indexing policies and arrangements might be feasible in order to improve access to this valuable documentary source.

### ORDER DIVISION SERVICES

#### General

The on-going work of the Division continued as usual with the staff checking the Kardex and Black Book regularly for non-receipt of serials, ensuring the timely arrival and payment of invoices, revising the checklist records, and investigating incomplete purchase orders. As well the Division undertook a number of special projects which included updating our collection of British Columbia municipal reports and British Columbia corporation and association reports, to ensure the completeness of our records and files. A number of Lists were also compiled--these included a forty-three page list of currently received periodicals; a six page list of currently received B. C. newspapers; a one page list of currently received out-of-province newspapers; and a twenty-one page list of currently received standing orders and major continuations (excluding annual reports of associations, companies and organizations). Certain revisions in accounting procedures were also evolved to improve the overall efficiency. The accounting aspects of the division's work continue to be made easier by the provision of a semi-monthly computer print-out of disbursement compiled by our Accounts Office, which allows us to check off paid invoices and thus provide up-to-date information on our present financial commitments.

In February the Division acquired a Microfiche Reader and its own copy of the Library's microcatalogue. Thus the staff can check the holdings more easily and ensure that duplicate material is not ordered, and gaps in the collection of catalogued serials can be spotted and dealt with.

Again our most serious problem is still the rapidly increased cost of required books, serials, microforms, and services. To illustrate, we can cite the following examples: Pollution Control Guide went from \$595 to \$720, the Blue Book of CBS Stocks from \$150 to \$195, Canadian Tax News from \$75 to \$95, Canadian Banker from \$12 to \$18, the Nanaimo Times from \$54 to \$120, the microfilm of the Globe and Mail from \$550 to \$650. This list could be expanded further but it suffices to indicate the current trend of higher prices due to increased production costs, changed postal rates, and the unsteadiness of the Canadian dollar. As well a number of British Columbia associations which provided their publications gratis in the past have now initiated charges, and one may expect this trend to continue. In keeping with our policy endeavouring to "hold the line", the Library reluctantly cancelled a number of titles, which included Pollution Abstracts, Journal of Common Market Studies, the Sunday Times and twenty-three other titles.

#### Microforms

The on-going programme of filming British Columbia newspapers and transferring older runs of microfilms to the Archives continued throughout the year. As the papers are filmed and itemized, older reels have been sent over on a regular basis and cumulated lists of both the reels retained by the Library and those deposited in the Archives have been compiled. At present the Library has 1,414 reels for 368 titles and the Archives 3,565 reels for 361 titles.

The transformation of the Central Microfilm Bureau to Records Management Branch resulted in a number of discussions over revised procedures. The major effect of this change is that while the Branch will process newly filmed material and will provide an archival quality master negative for their security

vault, and a negative working copy for the Library, all requests for duplicate runs must be sent to a commercial source, and therefore the resulting film which is in essence a second-generation film cannot be of as high a standard. Also the Library is of necessity involved in additional paper work in dealing with commercial filming companies.

### STAFF DEVELOPMENTS

#### Training Sessions and Staff Development

Training was conducted in the spring by CISTI (for CAN/OLE), Q.L. Systems and Dialog. The library hosted two of the QL seminars. Staff members attended workshops on Library of Congress Subject Headings, Statistics Canada and Easy Data as well. Useful information was gained by attending the annual conferences of the Canadian Association of Law Libraries (CALL), the Canadian Library Association (CLA) and by participating in several Public Service sponsored seminars on topics such as Employee Appraisal, the Financial Administration Act. Mrs. Joan Barton, the Head of Reference, completed year two of the Diploma in Public Sector Management Programme. Some of our support staff took the Word Processor course at Camosun College.

#### Classification

The September 1981 request for reclassification of the four clerical positions in the Cataloguing Division was rejected initially. Early in 1982 a request that the question be reconsidered was submitted, and on December 7, the Classification Committee met with the Head of the Division. Unfortunately, the Committee recommended maintaining the positions at their present levels.

The problem of the classification of the Library's division heads still remains. Job descriptions for the three positions were made and submitted to Personnel in October, but there has not been a response as yet.

CONCLUSION

This has been a year of change. One does not lose the services of a person who has been such an integral part of the Library for so long without having to make many adjustments. However, the competence and dedication of the whole staff have helped the Library to survive this trauma.

Respectfully submitted,

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February 7, 1983

1982 Annual Report of the Legislative Library

STATISTICAL TABLES

	<u>1981</u>	<u>1982</u>
<u>REFERENCE</u>		
Reference questions answered	7,842	6,819
Circulation	3,076	3,665
Interlibrary Loan		
Books lent	320	236
Photocopies sent	904	1,128
Books borrowed	24	44
Photocopies received	198	336
Newspaper Index (Current)		
Items indexed	34,757	31,812
Entries	86,685	73,728
Newspaper Index (Historical)		
Items indexed	6,001	10,764
Entries	10,985	19,764
Magazine Index		
Entries	2,872	1,735
Photocopying		
Xeroxing	110,936	83,889
Reader-printer	15,427	49,117
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TOTALS	126,363	133,006
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CATALOGUING

Legislative Library Cataloguing

Current:	Items processed	4,776	5,072
	New titles	3,017	3,284
	Added volumes and copies	1,759	1,788
	Withdrawn	1,485	4,341
	Recatalogued	20	141
Retrospective:	Converted to machine-readable form	85	1,415
<u>CIP Program</u>	Items Processed	783	528
	Canadian CIP; full CIP for monographs	427	318
	BC CIP: full CIP for serials	81	60
	Standard numbers assigned for items not eligible for full CIP	275	154

<u>ORDER (ACQUISITIONS AND COLLECTIONS)</u>		<u>1981</u>	<u>1982</u>
<u>Books</u>	Titles received:		
	by order	1,473	1,569
	by request	145	56
	by S.O.	246	263
	by gift	1,217	846
	by subscription	253	257
		<u>3,334</u>	<u>2,991</u>
<u>Periodicals</u>	Titles received:		
	by subscription	499	496
	by gift	556	584
	by S.O.	1	1
		<u>1,055</u>	<u>1,081</u>
<u>Catalogued Serials</u>			
	Titles received: by subscription	182	257
	by gift	404	325
	by S. O.	131	263
		<u>717</u>	<u>845</u>
<u>Newspapers</u>	Titles received:		
	by subscription	186	180
	by gift	82	73
		<u>268</u>	<u>253</u>
	British Columbia titles	230	218
	Canadian titles	25	25
	Foreign titles	13	10
<u>Microforms</u>	Catalogued items purchased	424	22
	Periodicals purchased	28	26
	Newspapers purchased	24	21
	Newspaper titles filmed in house	415	227
	Newspaper backfiles filmed in house	11	22
<u>GOVERNMENT PUBLICATIONS</u>			
<u>Cataloguing and Indexing</u>			
	New titles	4,224	2,221
	Added volumes	2,011	1,922
	Cards processed	18,206	12,614
	Total documents received (including multiple copies of B. C. and Canada)	51,450	44,833
	B. C. titles listed in Monthly Checklist	1,745	1,042