



Province of
British Columbia

Ministry of
Provincial Secretary
and Government Services
LEGISLATIVE LIBRARY

MEMORANDUM

To: Hon. K. Walter Davidson,
Speaker,
Parliament Buildings,
Victoria, B. C.

90

Date: February 14, 1985.

Clerk Legislative Assembly
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In accordance with the Legislative Library Act,

I am pleased to present the Annual Report of the Legislative Library for 1984. VICTORIA, B.C.

Respectfully submitted.

Margaret E. Hastings

(Miss) Margaret E. Hastings,
Assistant Legislative Librarian.

MEH:nj
Enc.

1984 ANNUAL REPORT OF THE LEGISLATIVE LIBRARY

The Legislative Library operates under the authority of the Legislative Library Act and the Standing Orders of the House to provide reference and research services to the Members of the Legislative Assembly and their staffs. As well, under Cabinet Directive 80-2, it provides official cataloguing data and bibliographic control for the publications of the Provincial Government and its Crown Agencies. Where there is no conflict of priorities, public service employees may use the Library for work-related needs, and the general public may avail themselves of the specialized collections.

In accordance with these functions, a summary of 1984 activities in each division follows:

I. REFERENCE SERVICES

General

The Legislature sat from January 30 to May 16 inclusive and on September 13, and this shorter than usual session is reflected in the decline in the number of questions answered. However the demand for information remained steady, with seventy-five percent of all queries emanating from the Members and public service personnel. While services such as circulation and interlibrary loan showed little change, photocopying increased by twenty-five percent. Whenever the Legislature was not in session the staff took the opportunity to carry out housekeeping functions and to reach out to the community at large.

Computer assisted reference service

The proportion of in-house and legislature-related searches continued to rise although the total number of searches declined. The drop in the number of ministerial requests may be attributed to the fact that fewer research projects were initiated and that more were handled by the individual ministerial libraries.

I. Reference Services (continued)Computer assisted reference service (continued)

The staff continued to make use of online services to respond to queries which would otherwise be difficult or time-consuming to answer from printed sources.

Several new databases were added in 1984, among them: Academic American Encyclopedia, Canadian Business and Current Affairs, Drug Information Full text, ICC British Company Directory, Marquis Who's Who, Moody's Corporate News, Washington Post Index.

Newspaper Indexes

The newspaper indexing programmes continued to function well despite unforeseen staffing difficulties, and to remain in high demand with clients.

The current index, by seconding retro staff to substitute for absences, remained up-to-date throughout most of the year. A smaller indexing load resulted from the shorter legislative session and the Pacific Press strike of the Vancouver Province and Vancouver Sun (March 29 to May 24). The latter led to the decision to index the British Columbia supplement of the Toronto Globe and Mail. As well, the Victoria Times-Colonist became a true daily on August 26 when it began publishing seven days a week. This change did not affect indexing output materially, but did require some adjustment in work-flow. The 1984 indexing resulted in 32,000 news stories and over 76,000 entries.

The 1900-1970 retro index contributed nearly 10,000 stories and over 17,000 entries as the staff continued to work on the gap period and to revise existing entries. Unfortunately the need to fill in for 'current index' personnel and the lack of a typist for part of the year affected their output.

I. Reference Services (continued)Newspaper Indexes (continued)

The Division continued to search for an efficient and effective alternative indexing system which might alleviate some of the problems created by the present labour-intensive manual method. Computer-based systems marketed by the Canada Systems group and Universal Library Systems were examined, July 24 and November 27, respectively.

Tours and Orientation Services

Individual introductory tours were given by the staff to new research assistants, visiting foreign students and public service personnel.

As well the annual orientation session for the eight Legislative interns were given on January 4. The library technician students from Vancouver Community College came on April 12 for a morning visit in which they toured all divisions of the Library. And on October 26, forty first-year students from the University of British Columbia School of Librarianship received a brief talk and a quick walk-through the library.

Kit Tam, a library school student from the University of British Columbia spent two weeks, January 3-14, in the Library gaining practical experience in all aspects of professional library work.

On July 9 Marion Powell, Legislative Librarian from Saskatchewan, visited the library for a tour and discussion of mutual problems.

Revision of Standing Orders

At the request of the Select Standing Committee on Standing Orders and Private Bills, the Library presented a brief with suggested revisions to Standing Orders 123-128.

Circulation

Throughout the year, a determined effort was made to clear up problems in the circulation file, many of which dated back several years and hindered the efficient operation of the system. As a result the charge file is now smaller and more relevant to the Division's attempts

I. Reference Services (continued)Circulation (continued)

to ensure the prompt return of material lent to clients.

II. CATALOGUING SERVICESGeneral

The total volume of cataloguing increased by twenty-one and a half percent with 5,377 items processed. As it did in 1983, original cataloguing comprised an abnormally high proportion of the division's workload. The continued restraint in the book budget reduced the amount of current material acquired and resulted in an unusually large number of backlog items being processed--material for which records were less likely to be found in the UTLAS data base.

Automated Cataloguing

The last few months of 1984 were spent in preparing for the upgrade of the UTLAS cataloguing support system. A new printer and modem were purchased, and training sessions were held to familiarize the staff with the changes required for the CATSSII system.

The plan to have the Library's COM (computer-output- microfilm) catalogue produced by BCSC rather than UTLAS could not be carried out. UBC completed a product profile but could not allocate staff for installation of the software at BCSC. While this installation is tentatively scheduled for mid-1985, a final decision cannot be made until after the software is installed, at which time BCSC can provide a firm cost estimate.

Retrospective Conversion

Very little conversion of card catalogue records was done this year. In 1985 systematic conversion of records in selected areas of the collection will begin, but will be limited by the expected shortage of clerical staff and by restrictions on the systems budget.

II. Cataloguing Services (continued)Card Catalogue

The pulling of cards from the official catalogue for materials held only by government libraries was completed by the end of 1984. These records will be reported to the National Union Catalogue maintained by The National Library as withdrawals.

Cataloguing-in-Publication

The contract under which the Legislative Library acts as the agent library for the Canadian CIP programme was renewed in March for a further two-year period.

The number of items processed was approximately the same as in 1983. 434 items were processed, comprised of 303 monographs and 29 serials, and 102 more ephemeral items which received standard ISBN numbers only.

III. GOVERNMENT DOCUMENTS SERVICESGeneral

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

The total number of publications received (38,767) is seventeen percent less than 1983, and is now at the 1974/75 level. The largest drop was for British Columbia whose 19,352 items is 4,000 below last year's total. This decline is however due to fewer copies rather than fewer titles. Canada dropped nearly 1,300 items. Ordering, indexing and card filing all showed a similar reduction.

The perennial problem faced by the Division is that of overcrowding in certain sections of the stacks. This necessitates a continual need to shift and consolidate holdings before shelving new material. Shifting for Australia has been completed and it is hoped that the Canadian provincial holdings can be moved from 2D to 1D. However the anticipated arrival of

III. Government Documents Services (continued)General (continued)

forty-nine parcels of British Sessional Papers for 1978/79 and 1979 will compound the problem. This material was scheduled for storage in the dome area. However while work on the dome roof has now been completed, the area is still in a filthy state and lacks suitable shelving so that this necessary storage area cannot be utilized yet.

Monthly Checklist

The compilation of the Monthly Checklist and the 1983 cumulations progressed despite innumerable systems problems. In January the terminal's cable was unplugged from the port, necessitating the physical transport of the terminal to the Elections Branch. When the promised Wang terminal arrived on March 28, it could not be connected to BCSC for three months. Consequently it was not until June that the Checklist was produced in-house and work restarted on the annual cumulation. The latter was produced in October. Consideration is being given now to the production of a multi-year cumulation, 1980-1985 being suggested as a useful period, and tests will be taken to determine if the existing software can cope with the volume of records.

Computer/Word Processor

The Wang PC microcomputer is linked through a Wang VS to the IBM main-frame, and therefore is acting as a 'dumb terminal'. However it is also used for Multiplan and local word processing, and has proven to be a time-saver for routine typing jobs including the compilation of various lists. It is hoped that with improved training and better manuals, Multiplan may be used to update many of the library's financial and statistical records.

IV. ORDER DIVISION SERVICES

The tasks of acquiring needed books, serials and microforms and of microfilming original documents and library materials are the major responsibilities of this division.

Despite the loss of one permanent position, a special effort was made to maintain all necessary services. On-going work continued with the staff checking for non-receipt of serials and purchase order items; ensuring the timely arrival and payment of invoices; revising checklist records for periodicals and newspapers; and compiling lists of library holdings in special interest categories.

Steps were initiated to preserve library materials by monitoring environmental conditions in the stacks and vault by the taking of regular readings of the temperature and humidity levels. It is hoped that by controlling extremes in atmosphere, the deterioration of the paper content will be slowed down. Other 'house cleaning' procedures are also being introduced.

Once again reference must be made to the ever-increasing cost of needed books, serials, and services. A sample survey showed that seventy-eight and a half percent of standing orders, seventy percent of periodicals, forty-two percent of British Columbia newspapers and eighty-seven and a half percent of microform serials increased in price. While the library continues to cancel a number of periodical and standing orders, and to reduce expenditures in subject areas less frequently requested, this solution can be temporary only, and eventually the overall quality and usefulness of our collection will suffer.

Selective weeding of government documents, serials and monographs allowed the library to dispose of 1,125 items peripheral to our needs.

IV. Order Division Services (continued)BCLA Newspaper Committee

This Committee was able to prepare on time the Plan for the British Columbia Newspaper Project with its specific recommendations for the improved preservation, collection and provision of access to B.C. newspapers. It is expected that once the National Library releases the funds, work will commence on the first stage: the completion of the bibliographic inventory of hard copy and microfilm runs of B. C. newspapers in the Legislative Library and Provincial Archives.

B. C. Newspaper Transfer

The on-going program of filming British Columbia newspapers and transferring older microfilm runs to the Archives continued throughout the year. At present the Library has 1,597 reels for 408 titles, and the Archives 3,820 reels for 427 titles.

Filming Projects

Regular filming of the current B. C. newspapers was maintained with 247 titles being completed. Duplication of the original reels has been completed, the original negatives deposited in the security vault, and working negatives provided for library use. Filming of the Curb and Stock Exchange was also provided.

Clerk of the House Project

Under the coordination of Marjorie Howell from the Cataloguing Division, all 'documents tabled' for 1950 to 1983/84 have been organized, collated and microfilmed, and finding lists have been prepared. The first phase of this project has been completed and has resulted in 82 microfilm reels for the 85 linear feet of original documents. Aside from the expected technical problems due to the variations in size, colour and thickness of the originals, progress has been fairly steady.

V. STAFF

Staff Developments

Staff members participated in a number of courses sponsored by the Public Service Commission on topics as diverse as Budget development and control, Cardio-pulmonary resuscitation, Performance appraisal, Supervision, Taking charge of your career and Time management.

Training sessions, workshops and seminars on on-line reference searching were held for Info-Globe, CAN-OLE, Predicasts and Orbit.

Two members of the staff, Joan Barton and Frederike Verspoor, continued courses at the University of Victoria on the Diploma in Public Sector Management Programme.

Staff members attended also several workshops sponsored by outside agencies. Judith Bennett went to a Records Management Course at Camosun College. Wendy Carmichael and Shirley Ward were at the British Columbia Library Association, University of British Columbia 'Technology West' workshop in May, and John MacEachern and Lois McGregor at 'Packaged or patched: microcomputer software overview' in November. As well, Maureen Lawson, a member of the library's Disaster planning team, attended 'Emergency planning for museums, galleries and archives' in October.

Vivienne Bruce represented the library at the BCLA spring conference.

Three staff members, Charles Beyer, Fred Garcia and Naida Joe attended sessions on book preservation and repair given by the Provincial Archives.

As well a number of staff members served on various professional committees. Judith Bennett continued as secretary of the Government Libraries Association, and Shirley Ward served on the ad hoc committee on Automation. John MacEachern was a member of the British Columbia Library Association's 'Government Publications Committee', and Margaret Hastings the 'B. C. Newspaper Committee'. Joan Barton is the library's delegate to the Ministry's women's programmes group. Frederike Verspoor represented the Library on the Camosun College Resource Orientation Committee.

V. Staff (continued)Staff Developments (continued)

Librarians also participated in conferences at which informational papers on the library's resources were presented. Margaret Hastings gave a paper on the library's collection of B. C. newspapers at the Spring Conference of the BCCLA, and John MacEachern served on the panel discussing government publications. Frederike Verspoor delivered a paper on the library's women's history material at the Women's History in British Columbia Conference at Camosun College.

The library's interest in automated services applicable to libraries resulted in various members attending demonstrations of hardware and software products including DISOSS, STAIRS, BASIS and Wang PC.

In keeping with the Ministry's attempts to introduce the new Performance Planning and Review programme, all members of the staff attended a brief review session, and then spent considerable time drafting individual work plans in accordance with the library's goals and their individual job expectations.

The two stewards, Frederike Verspoor for the Social Educational and Health Services component, and Charles Beyer for the Administrative Support Services component, attended the BCGEU courses for stewards.

The Assistant Librarian had the honour of representing the Legislative Library of British Columbia on two occasions. The first was at a meeting in Vancouver with Marianne Scott, National Librarian of Canada, and the second was at the biennial meeting of the Association of Parliamentary Librarians (APLIC) held in Fredericton, N.B. on October 9-12. This provided an opportunity to discuss legislative library services with knowledgeable colleagues, to see demonstrations of on-line cataloguing systems provided by Phoenix and GEAC, and to tour the Legislative Library of New Brunswick.

V. Staff (continued)

The library staff consists of 31 F.T.E.'s--not including the position of Legislative Librarian which is still unfilled.

However various staff changes occurred during the year which involved re-deployments of duties. Ms. Alice Lum resigned as an Office Assistant II in the Cataloguing Division on July 27. Permission was granted to hire a replacement for the balance of the 1984/85 year, and Joanne Westby joined the staff on September 10. Anne Marie Richmond went on six months' maternity leave as an Office Assistant I in the Reference Division on July 16 and was replaced by an auxiliary Linda Stinson. Terri Haines resigned as an Office Assistant I in the Retro section of Reference on November 9. As well, Nonie Perron, Clerk III in Reference, took a combined vacation/leave without pay from September 19 to October 5. In addition, by analyzing priorities and reassigning duties, the Order Division managed to cope with the loss of one of their full-time personnel.

VI. CONCLUSION

Despite the problems alluded to in this report, the library has been able to provide its services with efficiency, economy and I hope effectiveness.

May I therefore express my appreciation to all the staff for their cooperative spirit and hard work.

Margaret E. Hastings

(Miss) Margaret E. Hastings,
Assistant Legislative
Librarian.

Legislative Library
Parliament Buildings
Victoria, B. C.

February 7, 1985.

STATISTICAL TABLES

<u>REFERENCE</u>	<u>1983</u>	<u>1984</u>
Reference questions answered	7,419	6,492
Circulation	3,489	3,178
Interlibrary loans:		
Books lent	224	250
Photocopies sent (pages)	1,150	1,585
Books borrowed	44	44
Photocopies received (pages)	549	673
Newspaper Index (current)		
Items indexed	35,809	32,145
Entries	83,114	76,409
Newspaper Index (retro)		
Items indexed	7,888	9,895
Entries	14,760	17,359
Magazine Index		
Entries	1,598	2,483
Photocopying:		
Photocopiers	74,376	95,503
Reader Printers	9,788	8,873
	<u>84,164</u>	<u>104,376</u>
Computer assisted reference	195	145

CATALOGUING

Legislative Cataloguing		
Current: items processed	4,425	5,377
new titles	3,024	4,010
added volumes/copies	1,401	1,367
withdrawn	761	190
Retrospective: converted to machine readable form	2,341	141
CIP Programme:		
Items processed	450	434
Canadian CIP (Monographs)	265	303
B.C. CIP (serials)	45	29
Standard numbers assigned	140	102

Statistical Tables (continued)	1983	1984
<u>GOVERNMENT PUBLICATIONS</u>		
Cataloguing and indexing		
new titles	1,974	1,576
added volumes	1,952	1,475
cards processed	13,467	11,232
Total documents received	46,529	38,767
Canada	7,975	6,782
Statistics Canada	2,206	2,129
British Columbia	23,415	19,352
B. C. titles in monthly checklist	1,031	1,013
<u>ORDER (Acquisitions/Collection)</u>		
Books: Titles received	3,637	2,990
by order	2,024	1,392
by request	82	28
by standing order	275	344
by gift	1,010	929
by subscription	246	297
Periodicals: Titles received	1,149	1,102
by subscription	529	526
by gift	619	576
by standing order	1	0
Catalogued serials: Titles received	967	861
by subscription	298	265
by gift	401	353
by standing order	268	243
Newspapers: Titles received	249	231
by subscription	176	156
by gift	73	75
B. C. titles	215	197
Canadian titles	24	24
Foreign titles	10	10
Microforms: Catalogued items	251	82
Periodicals purchased	25	25
Newspapers purchased	9	8
Newspapers filmed in house	214	226
Newspaper backfiles in house	19	21
Checklist reports: newspapers	176	230
periodicals	945	1,233
Filming: Frames used	316,420	362,558