

**Μελέτη για την οργάνωση της Βιβλιοθήκης  
και του Κέντρου Πληροφόρησης της Διοίκησης  
της Εταιρείας Fujitsu Canada Inc**

Δρ Δάφνη-Κυριάκη Μάνεση

Τορόντο, Καναδά  
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Ms Janet Davis  
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Information Systems Group  
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North York, Ontario  
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December 16, 1991

Dear Ms Davis,

I would like to thank you for giving me the opportunity to see Fujitsu's offices and become acquainted with its technological achievements through its Newsletters and report. I am taking this opportunity to state how impressed I was by the progressive and dynamic image Fujitsu represents in Canada.

In response to your request for an estimate that would entail the timeframe and cost of the organisation and automation of your Library/Information Centre I am enclosing a proposal which includes the following parts:

- WORK PLAN
- TIME PLAN
- WORK AND TIME PLAN ANALYSIS
- ESTIMATED COST
- EXPANDED BUDGET FOR ADDITIONAL PROJECTS
- RECOMMENDATIONS

- and finally a section which outlines some worksteps that should be taken by the company in order to facilitate and speed up the process.

As an overview, the project can start as soon as January 6, 1992 but starting time is negotiable. It should finish August 7, 1992. The total cost is calculated to a total of \$81,481. However, this includes all expenses of both designing and implementation. That is, at the end of the project the Library will be fully catalogued, classified, physically arranged and processed, the automated system will be set up and the data entered; moreover, guidelines for future cataloguing, classification and basic database operations will be developed for the use of the Fujitsu staff member who will be responsible for the maintenance of the collection. In the recommendations section there are certain suggestions for cutting costs.

I would also like to assure you that during the time the project will be taking place the Library will continue to be open to its users. During the course of the project I will be able to supply you with monthly progress reports.

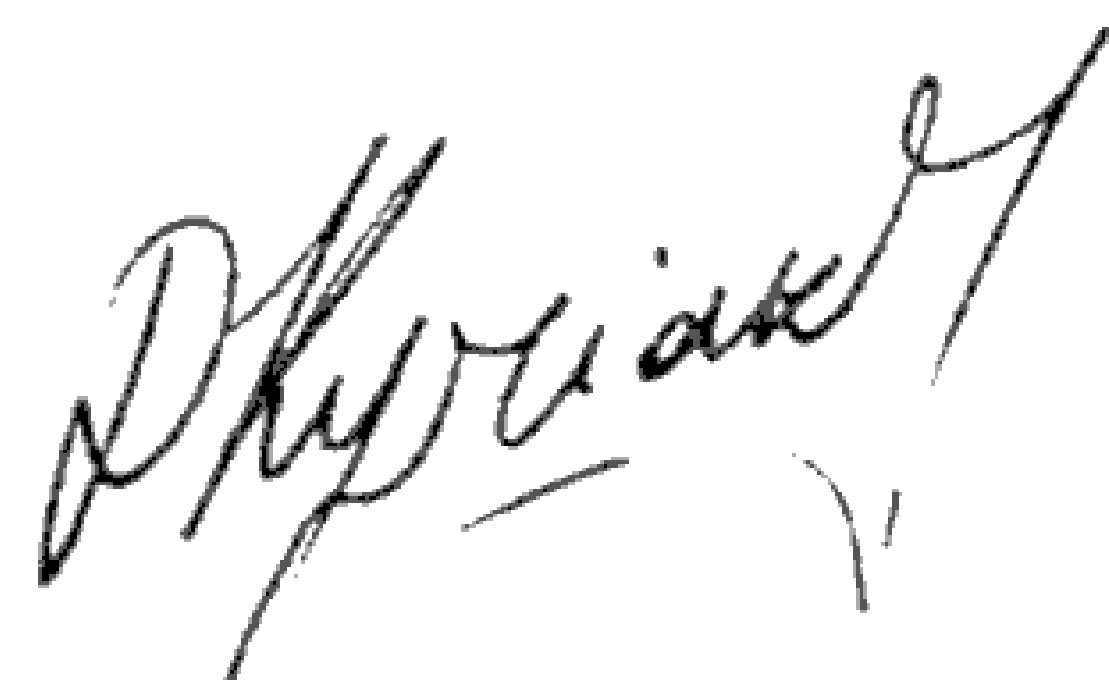
Please find enclosed my Curriculum Vitae, as part of the Proposal's Appendix. I would also like to bring to your attention that I am offering Fujitsu reliable deadlines and professional expertise. A further 15 hours of library

consulting services and/or "troubleshooting" are offered free of charge should anything arise involving the organisational scheme.

Finally, I would also like to point at the fact that I will be willing to provide continuous support, should the need arise for further updating and/or major expansions at appropriate fee.

I am looking forward in hearing from you soon

Yours Sincerely

A handwritten signature in cursive script, appearing to read 'Daphne Kyriaki-Manessi', written in dark ink.

Daphne Kyriaki-Manessi

A PROPOSAL FOR THE ORGANIZATION OF THE  
FUJITSU LIBRARY  
AND  
INFORMATION CENTRE

## WORK PLAN

### PHASE I

- \* Development of a Cataloguing scheme
- \* Development of a Classification Scheme
- \* Development of a short Cataloguing and Classification scheme for the Restricted Files
- \* Identification of a "Thesaurus" for the standardization of terminology
- \* Development of a circulation system (framework)

### PHASE II

- \* Data base set up
- \* Restricted file data base (set up and accessibility)
- \* Development of a basic circulation system, Installation of barcoding machine, etc
- \* Cataloguing, Assigning of Call Numbers and Abstracting
- \* Terminology development
- \* Data Entry
- \* Physical Arrangement of the Items
- \* Physical processing of the Items (including Labels, barcoding, binding when necessary)
- \* Editing of Data Base Records and verification
- \* Production of final hard copies of data base records

## PHASE III

- \* Production of Short Manuals for:
  - a. The functioning and elements of cataloguing according to the needs of the Fujitsu Library.  
How to catalogue new items.
  - b. How to expand the terminology and the assigning of subject headings and abstracting
  - c. How to assign new call numbers and how the Fujitsu system works
  
- \* Training of a staff member in all functions and aspects of the Fujitsu Library System

**TIME PLAN**

Estimated starting date: Monday, January 6, 1992

Estimated completion date: Friday, July 3, 1992

Completion : Friday, July 31, 1992

**PHASE I**

Begins: Monday January 6, 1992

Ends: Friday January 17, 1992

**PHASE II**

Phase II begins: Monday, January 20, 1992  
Computer expert begins: Monday, January 20, 1992  
Computer expert ends: Thursday, January 23, 1992  
Cataloguing begins: Monday, January 27, 1992  
Cataloguing ends: Tuesday, June 23, 1992  
Support Staff begins: Monday, February 10, 1992  
Support Staff ends: Tuesday, July 30, 1992  
Phase II Ends: Tuesday, July 30, 1992

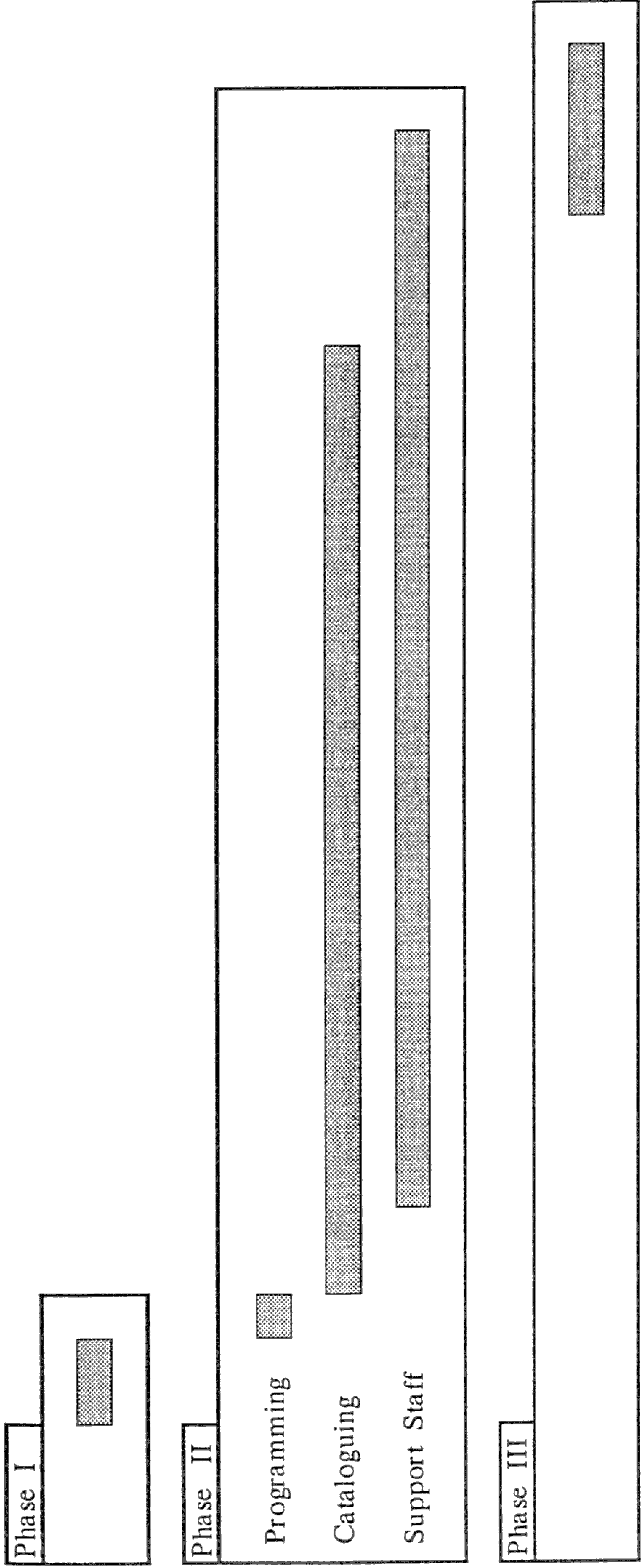
**PHASE III**

Begins: July 23, 1992

Ends: August 7, 1992



# TIME PLAN



Week #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
	January			February		March			April		May		June		July		August															

**WORK AND TIME PLAN ANALYSIS**

## PHASE I

Beginning: Monday January 6, 1992

Ending: Friday January 17, 1992

A total of 10 working days will be required for the total completion of Phase I. The time will be spent as follows:

Three days for the development of the cataloguing scheme for both the Main Body of the library and the Restricted file items. Time will be spent in observing the library as it functions now with the goal to identify the specific needs of its users and also to predict further possible needs. Some time will also be spent in interviewing the users and browsing of the collection to obtain a concrete notion of its nature. Frequent acquisitions (as for example items received from Japan and Australia) will be reviewed for their cataloguing system and an attempt will be made to incorporate those schemes into the new one as compatibility is of essence in most expanding libraries.

A further two days will be devoted to the development of a classification scheme that will be easy to use and maintain. The scheme will also allow for expansion, as new items are added to the library. Records of acquisitions will be reviewed at that time to determine the flow of items and help us identify the physical lay out of the library.

At the end of the 10 days the consultant will provide your company with both the cataloguing and classification frameworks, upon which the computer database is to be constructed.

A further three days will be spent in identifying, examining and evaluating the existing tools for the development of the terms to be used as Subject Headings, for "subject" access of the Library items. These tools being primarily "Thesauri" of Electronics and Computer Technology which are currently used by relevant libraries and will provide the basis upon which the standardised vocabulary can be built. It is obvious that even the best Terminology tool will need some adjustment in order to incorporate the specific terms used by Fujitsu, as for example product names, etc. Further, due to the rapid developments within the industry, tools of this nature tend to get outdated quickly. This problem will be dealt with in Phase II. Again at the end of Phase I, the consultant will be able to suggest the relevant tool that would accommodate the Fujitsu Library needs best.

The set up of a framework for a circulation system will take the last two days. As this part of the work involves mainly a computer expertise that will allow you to connect a "bar coding" machine to your software, the design will only involve the organizational part of it, such as decisions about ID cards, design of "Status" and "Identification" fields for the

items being borrowed, etc.

## PHASE II

Beginning: Monday, January 20, 1992

Ending: Thursday, July 30, 1992

This is the largest part in both time span and work volume of the process.

The specific set up of the Data base will take place, along with the set up of a system that will allow controlled use of the Restricted file database. Finally some adjustments will be made to accommodate the needs of a basic circulation system. The set up and testing of the databases and computer functions will take 4 days: January 20 to January 24.

This part of the work is to be carried out by a computer expert<sup>1</sup>.

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<sup>1</sup> Due to the estimated complexity of the database and the particular needs of the circulation system it is to the advantage of the project to use the maximum expertise on the area. For this reason a computer expert on InMagic Software will spend four days setting up the database according to the specific parameters given to him by the consultant and under the supervision of the consultant. However, being familiar with the software and similar data base programs, I will be able to provide the assistance and advise during the ongoing process of the data entry and training.

The cataloguing, abstracting and classification of the approximately 4,000 items of the Fujitsu Library will start on January 27, 1992. At a rate of 40 items per day the total time spent for this process will be 100 working days. The time calculations are based on a seven hour work day and a five day work week. Statutory holidays of April 17 and May 18 are included.

Starting the sixth week of the project, i.e. February 10, 1992 a support staff person will commence the Data Entry. The estimated total time of Data entry of approximately 4,000 items will be the equivalent of 4,000 pages/worksheets given the fact that these items include abstracts. The average speed work will be 10 pages per hour as these pages are not dense but rather fields to be filled in the database. Thus, for 4,000 pages a total of 400 hours will be required equating 58 working days.

After the one day training which will include: a. familiarity with the basics of the software's inputting and editing functions<sup>2</sup> b. some information on the project as a whole and the various parts of it. At that time the secretary should be ready to proceed with the data entry.

The physical arrangement of the books as well as their

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<sup>2</sup> Ideally, this part of the training should be given by the programmer, so as to explain any "Help" messages, etc.

physical processing (labelling items with call numbers, bar coding labelling, insert leaflets and reports in binders, etc) will provide an alternative to the monotonous task of data entry. Time could be spent in fulfilling these tasks as required by the flow of the work. During the last weeks of the project the secretary will be occupied with the corrections produced through the editing process as well as some updating, of the "Thesaurus". Other secretarial tasks may be necessary if the need arises. All of the above tasks would also require an equal amount of time, i.e. a further 58 working days.

The total, secretarial tasks will accumulate a total of 116 working days. In addition a leeway of five additional working days should be allowed. The support staff person will end his/her work on July 30, 1992. (The statutory holidays have been taken into account).

During this process and after its completion the Terminology used for the Subject heading assigned to each item will be examined in order to eliminate any possible use of synonyms or misuse of terms. At this time the selected "Thesaurus" will be revised and augmented with both new terms and cross references to facilitate the use of access points by the users.

Depending upon the size of these revisions either a supplement to the existing tool will be produced or a new tool will be

developed. In the latter case, which at first glance seems unlikely time frame and cost will be revised. A draft of this revision is attached. In the case of the normal course of events this process will take 10 (ten) days thus bringing the project to June 23, 1992.

Editing of the database printouts assuring that the information has been entered correctly will be done once, while a second editing of just the "problem" parts identified through the first editing will take place. This process will take a further 20 days due to the length of the work (July 22, 1992).

## PHASE III

Beginning: July 23, 1992

Ending: August 7, 1992

Time spent for the writing of short manuals and guidelines for the use and expansion of the Fujitsu Library/Information Centre will be a further 12 working days, i.e. August 7, 1992. Training of a staff member in all functions and aspects of the Fujitsu Library/Information Centre will occur during the process of the work, especially if this person is going to be the support staff member. If Fujitsu decides to use another person, a brief training of one to two days along with the manuals should be sufficient. In this case two mutually agreed upon days should be allocated.



## ESTIMATED COST

## MATERIALS

Additional software expenses (InMagic BiblioGuide):	\$ 225
Barcoding machine (MSH 230)	\$ 500
Barcoding labels (10,000 labels):	\$ 400
Spine labels	\$ 500 <sup>3</sup>
Photocopying 7,000 pages (x.10 per page):	\$ 700
Computer paper	
Continuous 3 boxes x \$47	\$ 141
Laser 10 packages x \$14	\$ 140
Writing Supplies, etc:	\$ 200
Purchasing of "Thesaurus"	\$1000 <sup>4</sup>
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Total	\$3,106
GST + PST	465
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Total	\$3,571

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<sup>3</sup> No price was obtained for this item, the cost is just an estimate.

<sup>4</sup> This is an approximate price, as reference tools of this type tend to be expensive. Since the precise item is not known yet, no "real" price can be given. The company will be provided with a receipt upon purchase of the book.

## WAGES

The work is to be carried out by one professional librarian/consultant, one computer expert and, one support staff member/secretary

Librarian/Consultant:	147 days	
Librarian fees	120 days x 7 hours = 840 hours	
	840 hours x \$40ph = \$33,600	
Consultant fees	32 days x 7 hours = 224 hours	
	224 hours x \$50ph = \$11,200	
		= \$44,800
Total		= \$ 3,136
GST		-----
Total		= \$47,936

Computer Expert:	4 days x 400 per day = \$1,600
	GST = \$ 112
	-----
	\$1,712

Support Staff:	121 days x 7 hours = 847 hours
	847 hours x \$15ph = \$12,705+
	4% vacation pay = 502
	GST = \$ 924
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	Total = \$14,131

Total Wages:	= \$77,910
Total cost of materials:	= \$ 3,571
Total Expenses:	= \$81,481

### EXPANDED BUDGET FOR ADDITIONAL PROJECTS

In case Fujitsu chooses not to use one of its staff members as support staff/ secretary for the project, two additional training days will be required. Consultant fees for those two days will be \$800 plus GST \$56 = \$856.

In case the Fujitsu decides to produce its own terminology tool, i.e. the development of a complete thesaurus to be used as a search tool of its online database another revised budget of that aspect of work will be negotiated. Since at a later point the data for such a project will be more detailed and we will know exactly what is left to be done it is sensible to discuss it at that time.

### RECOMMENDATIONS

At this point I would like to stress the importance of having an internal support staff member being involved in the Library project rather than a new temporary secretary. This will assure that training time will be used to its maximum. A person involved from the onset is more likely to gain knowledge and experience on various aspects of the library's functions, thus minimizing later "troubleshooting" consultant fees. As the library after the completion of the project will be able to "run itself" a person with some experience and a degree of involvement in this project will minimise any need for permanent professional staff.

Furthermore, it is of financial interest to use a member of your permanent staff rather than paying an hourly rate to a temporary secretary.

Further recommendations for reducing the cost will be:

\* The use of a company's photocopying machine, which will automatically reduce the photocopying costs to the minimum expense of the paper cost. The reason for such a high photocopying budget is the fact that the "worksheet" to be filled with the cataloguing data will have to be reproduced

4,000 times, as many as the items.

\* The writing materials and computer paper to be supplied by the company, as most likely is getting those items wholesale.

### COMPANY'S RESPONSIBILITIES

Some responsibilities should be assumed for the implementation of the project:

- \* Computer Hardware and Software is to be supplied by Fujitsu. This should meet the basic requirements of the software and the Library size.
- \* Access to a Laser Printer
- \* Access to a telephone
- \* The consultant requires the permission to inquiry staff members about their library needs and use of the Fujitsu Library/Information centre. This is necessary in order to develop a proper cataloguing scheme.
- \* Fujitsu assumes the responsibility of the installation and operation of Search Magic. While there is no deadline for this to be implemented that will have any effect on the project, it is for the benefit of the company to be operational before the end of the project.