

SOCIETY OF FRIENDS KING'S LYNN

LIBRARY GROUP REPORT

CHANGES TO THE LIBRARY ADMINISTRATION SYSTEM

STARTING POINT - A CARD INDEX SYSTEM LISTING ALL IMPORTANT DATA OF THE BOOKS HELD;
THIS ARRANGEMENT HAS BEEN COMPILED AND MAINTAINED OVER PAST YEARS..

OBJECTIVE: TO PRODUCE A DIGITAL RECORD WHICH COULD BE ACCESSED FROM THE INTERNET via PDF FILES.

STAGE ONE: TRANSFER CARD RECORDS TO DIGITAL VIA MICROSOFT WORKS DATABASE. THEN UPDATE AS NEW STOCK IS RECEIVED.

STATUS – COMPLETE.

STAGE TWO : TO COMPARE ACTUAL STOCK HELD WITH THE NEW DATABASE AND PRODUCE A LIST OF DISCREPANCIES.

STATUS – COMPLETE.

STAGE THREE: RECONCILE THE DIFFERENCES.

STATUS – WORK IN PROGRESS.

WE SUGGEST A LIST OF "MISSING" TITLES BE PRINTED AND PLACED IN THE COMMITTEE ROOM TO SEE IF ANYONE MIGHT KNOW THE WHEREABOUTS OF ANY OF THESE A LIST CAN ALSO BE POSTED TO THE WEBSITE IN PDF FORMAT. THIS OF COURSE WILL NEED PRIOR AGREEMENT.

STAGE FOUR : MAKE A LIST OF TITLES WHERE TWO OR MORE COPIES EXIST AND OBTAIN ADVICE AS TO THE NEED OR OTHERWISE FOR THESE EXTRA COPIES.

STATUS – TO BE ACTIONED

FUTURE AREAS OF POSSIBLE ATTENTION:

1. IS THERE A NEED FOR COLLECTION AND RECORDING OF CHILDREN'S PUBLICATIONS (*PERHAPS THEY COULD BE KEPT IN THE CHILDRENS UPBOARD IN THE KITCHEN ?*)
2. SUITABLE STORAGE SYSTEM FOR FOLIO PUBLICATIONS.
3. POSSIBLE CONFLICTS BETWEEN AVAILABILITY AND SECURITY
4. ARCHIVE MATERIAL.