

DERBYSHIRE COUNTY COUNCIL

MEETING WITH CABINET MEMBER, HEALTH AND COMMUNITIES

03 March 2015

Report of the Strategic Director, Health and Communities

REPLACEMENT LIBRARY MANAGEMENT SYSTEM

1 Purpose of Report:

To inform the Cabinet Member, Health and Communities of progress with the implementation of the replacement library management system and to seek approval to undertake a clean-up of library user and catalogue records in line with the council's data retention and disposal policies.

2 Information and Analysis:

At its meeting on 21 October 2014, Cabinet approved the replacement of the existing library management system with a fully hosted and managed solution supplied by Sirsi Ltd, this was part of a broader project to adopt a shared system by a consortium of library authorities in the East Midlands (EMLIB). Other members of EMLIB are Derby City, Leicestershire, Rutland, Nottinghamshire and Nottingham City. Derbyshire will benefit from cost reductions achieved through the joint procurement and customers will also benefit from the implementation of the new system. For example, they will have an improved experience browsing the online catalogue, requesting items and renewing them online.

The "go live" date for the new system is planned to be 04 June 2015 and work is under way to plan for the migration of data to the new system. Part of this will involve a certain amount of "downtime" immediately beforehand, affecting online access by the public and self-service terminals in libraries, but with only limited effect on library operations during normal hours.

Prior to migration, a clean-up of user and catalogue records is necessary to comply with good practice in database management and the council's data retention and disposal policies. It is proposed to remove from the current library database:

- All users whose library membership records have expired by more than 1 year

- All catalogue records where there have been no copies in stock for more than 1 year.
- All stock items recorded as being missing or lost and not on loan for more than 6 years
- All items with no loan history for more than 6 years

Exceptions will be made for items of stock falling into certain categories such as reference books, local studies material, material held in stores and mobile library stock.

It is intended to continue with periodic database clean-up procedures as detailed above every six months, with the first one using the revised criteria expected in March 2015, prior to Sirsi Ltd commencing work on migration.

The improved data management procedures will result in a more accurate catalogue and a better experience for library users. They will also ensure continued compliance with the council's data management policies and make the migration process safer and more efficient.

3 Financial considerations:

The proposed database clean-up will not incur additional costs. The cost of data migration is included in the contract already entered into between EMLIB and Sirsi Ltd.

4 Legal considerations:

The removal of time-expired library user records complies with the requirements of the Data Protection Act 1998.

5 Other considerations:

In preparing this report the relevance of the following factors has been considered: the prevention of crime and disorder, equality, environmental, health, human resources and property considerations.

6 Key Decision:

No

7 Call-In:

Is it required that call-in be waived in respect of the decisions proposed in the report? No

8 Background Papers:

Cabinet 21/10/14 Item 27 Replacement Library Management System

9 Officer's Recommendations:

That the Cabinet Member, Health and Communities:

1. Notes the report.
2. Approves the clean-up of user and catalogue records, in line with the council's data retention and disposal policies, as outlined in the report.

**David Lowe
Strategic Director
Health and Communities**