



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

TO: Presidents

FROM: Brenda H. Rogers
Vice President for Administration

DATE: March 21, 2001

SUBJECT: Reduction in Library Resources Positions and Services

At the Learning Resources Association meeting last week, I discussed the reduction of two positions in Library Resources that are included in Governor Easley's budget for the North Carolina Community College System. Although we do not know what the final budget for NCCCS will be, we anticipate losing these two positions, as well as one educational consultant position. Therefore, I am preparing the Library Resources staff for changes and am informing you of the changes that will occur with the reduction in positions.

All State agencies are concerned about losing any positions that are vacant and have been frozen in order to balance this year's budget. The Library Resources Section currently has two vacant positions that are frozen. The vacant Librarian III position is critical to perform original cataloging for our colleges. To retain the professional-level position, I have agreed to eliminate two Library Clerk positions, including one that is currently vacant.

The functions that will be eliminated from Library Resources are ordering and receiving books for the colleges. We are seeking some consulting services to assist in planning for the transition. However, you need to be planning immediately for your library and business office staff to assume responsibility for ordering and receiving materials.

Because we will be phasing out acquisitions by July 1, 2001, libraries should begin ordering their own materials now. Orders placed by the colleges should give the college's address as the billing and delivery location. We realize that some colleges have orders in process to send to Library Resources; however, please be aware that all orders received after March 30 will be returned to the colleges without any action by Library Resources. The acquisitions personnel in Library Resources will be available to assist during the transition.

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Library Resources will continue to provide cataloging services to the colleges. In fact, the cataloging function will be strengthened as we convert two positions from acquisitions to copy cataloging. Assuming that the Librarian III position is lifted from the hiring freeze on July 1, we will advertise for a professional librarian to perform original cataloging.

We will continue to provide cataloging services through the Slip Service and to receive materials requiring original cataloging. We will also explore with the consultants options for giving libraries access to OCLC. A major concern is the quality of the CCLINC database. The CCLINC Cataloging Subcommittee decided to delay sharing OCLC information with the colleges until they could further evaluate the impact of having library staff import Library of Congress records into the union database. I am informing you of this possibility because OCLC access would entail fees paid by each college. I will let you know of any other changes as soon as possible.

Directors of libraries who have already submitted their budget requests may need to revise those requests in light of the change in ordering and receiving library materials. Business offices also need to be aware of these changes.

I am sure that I will hear from many of you and your librarians as we shift responsibilities for ordering and receiving to the colleges. Please be assured that we are committed to ensuring quality services for the cataloging function and for support of CCLINC.

BHR:sh

c: Library Resources Directors
Deans of Instruction
Business Officers

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