

Memo

To: Montana State Library Commission
Kris Schmitz, MSL Central Services Manager
Jennie Stapp, MSL Digital Library Administrator

From: Christie Briggs, Supervisor, Montana Talking Book Library (MTBL)
Sarah McHugh, Director, Statewide Library Resources

Date: September 22, 2011

Re: 2011 Trust Expenditure Request: 1

1) Keystone Database Restructure

Cost: up to \$ 4,500

After several months of conference call meetings with Keystone Systems, Inc., Talking Book Library's database vendor, to discuss identification of potential causes and remedies for lost subject and series codes in catalogue holdings, I submit these findings and a Trust Expenditure Request.

We were unable to pinpoint the exact cause of lost data due to several factors including timeliness of discovery, depth of holdings involved (nearly 5,000), a previous KLAS database upgrade and time limitations of in-house database backups.

We propose a Keystone Database Restructure to accomplish two things:

- 1) A one-time fix for the lost subject code data affecting nearly 5,000 holdings.
- 2) An on-going database restructuring program, developed by Keystone Systems, Inc., to secure and cross-reference NLS subject code headings with local subject code headings for all new MARC record downloads to our catalogue. This will improve efficiency for completion of MARC records, offer on-going consistency with NLS subject code headings, increase circulation of holdings and ultimately reduce staff time.

Keystone Systems, Inc. has projected 30 hours of work at \$150/hour for a total of \$4,500 to accomplish this.

Total Request:

Cost: Up to \$4,500.