SUGGESTIONS FOR A PROPOSAL
LIBRARY DATA PROCESSING

1. The emphasis should be on _doing_ something; not studying the problem. Funding agencies might well be tired of paying for studies by now.

2. We should propose an integrated approach to all of the library's operations, since this represents the greatest economy in data preparation. That is, the same set of punched cards, for example, may be used for many different functions once they are punched.

   However, we must propose that this integrated approach be implemented gradually. This permits solving problems a few at a time, instead of having the entire operation suddenly collapse.

3. We should expect the University to contribute the same amount of money to operate the library as it does at present. Any Savings resulting from mechanization of current operations should be applied toward the expansion of services.

4. We should expect grant/contract funds to cover development costs and costs of expanded services. At end of the grant/contract period, the University must evaluate the worth and cost of the additional services and decide whether they should be supported in full or part.

5. Information retrieval costs which are related to a specific research contract, or done at the request of outside agencies, must be paid for by these contracts or agencies.