

# Agenda Report

**TO:** THE CITY COUNCIL

**DATE:** December 13, 1999

**FROM:** CITY MANAGER

**SUBJECT:** AUTHORIZATION TO INCREASE PURCHASE ORDER CONTRACT NUMBER 7060 WITH OCLC (ONLINE COMPUTER LIBRARY CENTER) FOR LIBRARY CATALOGING SERVICES TO AN AMOUNT \$49,500

**RECOMMENDATION:**

It is recommended that the City Council: I) authorize the Purchasing Administrator to increase purchase order contract number 7060 with OCLC by \$25,813 for a new not to exceed amount of \$49,500, for library cataloging services; II) authorize the Purchasing Administrator to issue future purchase order contracts to OCLC for up to five additional years and in amounts not to exceed \$50,000 per fiscal year. Competitive bidding is not required pursuant to City Charter Section 1002[F], contracts for professional or unique services.

It is further recommended that the City Council grant this purchase order contract and any future purchase order contracts an exemption from the competitive selection process of the Affirmative Action in Contracting Ordinance pursuant to Section 4.09.060[C][1], contracts for which the City's best interests are served.

**BACKGROUND:**

OCLC (Online Computer Library Center) is a nonprofit computer and research organization whose network and services link more than 30,000 libraries in 65 countries. OCLC services include helping libraries catalog library materials by providing access to world's largest and most comprehensive bibliographic database.

The Information Services Department, commonly referred to as the Library, has used OCLC as its primary cataloging resource since 1976. The Library catalogs more than 35,000 items annually. The extensive OCLC database is also used by the Library to locate and borrow books and materials that are not in the Pasadena Library Collection but are held by other Libraries. The Library borrows approximately 1,000 items annually for its patrons via OCLC.

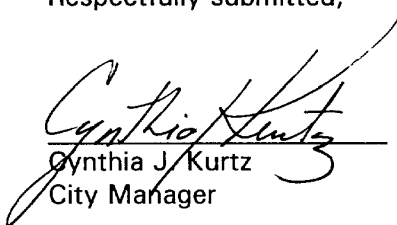
With the emphasis on rebuilding the Library's collection over the past few years, the amount of services provided by OCLC to the Library and its patrons has steadily increased, thus increasing the cost of the service. In order to maintain these services for the remainder of the fiscal year, staff is requesting that the City Council approve an increase of \$25,813 to the current purchase order contract.

While there may be other organizations that could provide similar services, none offers the level of services available through OCLC. The depth and breadth of OCLC's database best suits the needs of a public library. OCLC currently has over 40 million bibliographic records and complete access to the Library of Congress Authority File. The other major Library cataloging service provider also has a database of bibliographic records but because it is geared to the academic world, most of the bibliographic records needed by the Library are not available through this service. As a result, the Library would have to perform labor intensive original cataloging on the Library's Advance System, which would have an adverse impact on providing material to the public in a timely and cost effective manner. Given that there is no other services currently available which meets the needs of the Library and public as well as OCLC, staff is requesting authorization to issue future purchase order contracts for up to five additional fiscal years.

**FISCAL IMPACT:**

\$49,500 is available in the Department of Information Services FY 2000 Budget (Account 603000, Information Access).

Respectfully submitted,

  
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