

3.11 AUTOMATION

What needs to be done to maintain the automation system?

The system must be maintained by:

- paying for yearly updates to the software,
- continuing to purchase and process materials with bar codes and MARC cataloging records for adding to the automated system,
- maintaining the integrity of the catalog records,
- maintaining the computer equipment,
- backing up the data on a daily/weekly basis,
- performing yearly maintenance like setting the automation calendar to the school calendar each fall, and using the system to monitor and prepare reports of library circulation and usage.

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