

### 3.11 AUTOMATION

Time Allocated to Accomplish:

How long will this take? This will depend on the current state of your library and on the amount of money which can be allocated to the task. Even if you have no computers and none of your books are processed, you have no card catalog, and you have no budget for automation, your library can be fully automated within five years.

Automating the cataloging and circulation of a library collection should be a first priority for every library which is not already cataloged. While this may be somewhat time-consuming in the beginning, it will ultimately be a timesaver. Automated library management systems shorten clerical functions like ordering, overdue, circulation, creating bibliographies, inventory, and record-keeping.

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