

**REPORT TO: NEIGHBOURHOOD RESOURCES AND DEVELOPMENT COMMITTEE
11 June 2001**

REPORT ON: SPECIALISED DIGITISATION EQUIPMENT

REPORT BY: DIRECTOR OF NEIGHBOURHOOD RESOURCES AND DEVELOPMENT

REPORT NO: 369-2001

1.0 PURPOSE OF REPORT

1.1 This report details a quotation received for the purchase of Specialised Digitisation equipment (Solar M1 Colour Photo Scanner) and requests a decision on acceptance thereof.

2.0 RECOMMENDATIONS

It is recommended that:

2.1 Approval is recommended for the acceptance of the quotation submitted by Solar Microfilm Equipment Ltd. in the amount of £8,124.

3.0 FINANCIAL IMPLICATIONS

3.1 The expenditure of £8,124 can be contained within Neighbourhood Resources and Development Department's Capital Planned Maintenance Allocation 2001/02 and it is anticipated that additional income of approximately £2000 per annum will result from the purchase of this equipment.

4.0 LOCAL AGENDA 21 IMPLICATIONS

4.1 Resources are used efficiently and waste minimised.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 None

6.0 BACKGROUND

6.1 Report No.249/2001 approved at the Best Value Sub Committee meeting on 26 April 2001 identified various continuous Improvement Proposals including the installation of an in-house digitisation suite in the Central Library in order to enhance Services to Library users and other Council Departments and contribute to recommendations made by the People's Network and the National Grid for Learning.

7.0 CONSULTATION

7.1 The Directors of Finance and Support Services have been consulted in the preparation of this report.

8.0 BACKGROUND PAPERS

8.1 No background papers as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than containing confidential or exempt information) were relied on to any material extent in preparing the above report.

Director of Neighbourhood Resources and Development

Date.....

1 June 2001