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ECONOMIC COMMISSION FOR LATIN AMERICA  
Office for the Caribbean  
CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE

CARIBBEAN INFORMATION SYSTEM  
JAMAICA NATIONAL INFORMATION  
SYSTEM SOCIO-ECONOMIC  
INFORMATION NETWORK (SECIN)

Workshop on Indexing and Abstracting  
National Planning Agency

9 - 13 February 1981  
Kingston, Jamaica



Convened by the Caribbean Development and Co-operation Committee Secretariat (CDCC), United Nations Economic Commission for Latin America, Office for the Caribbean, with the sponsorship of the National Planning Agency and the National Council on Libraries, Archives and Documentation Centres (NACOLADS).



**UNITED NATIONS**

ECONOMIC COMMISSION FOR LATIN AMERICA Office for the Caribbean



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Jamaica has been a participant in the Caribbean Information System since its inception and has been represented at the regional meetings and workshops related to the development of the system. The National Planning Agency, the focal point of the Socio-economic Information Network (SECIN) had been selected to serve also as the national focal point of the Caribbean Information System.

The Librarian of the National Planning Agency as Technical Co-ordinator of the Socio-economic Information Network (SECIN) has begun co-ordination activities which include the preparation of an abstracting and indexing journal covering the socio-economic information produced in Jamaica. As there was a consequent need for training of the librarians in the socio-economic network in the theory and techniques of indexing and abstracting, the National Planning Agency requested the Library and Information Training Officer of the Caribbean Information System to hold a workshop on indexing and abstracting, for the librarians of SECIN.

The workshop was therefore organized by the National Planning Agency and by the National Council on Libraries, Archives and Documentation Centres (NACOLADS). It was formally opened by the Director of the Macroeconomics Division, Mr. Ambrose Da Costa with a message from NACOLADS presented by Ms. Sheila Lampart, the Executive-Secretary.

Mr. Da Costa in his opening address said that there was now increased appreciation of the value of information by the user community. There were also increasing demands on the technical personnel by the political directorate, and this was now causing the role of the librarians in dissemination of information to be more vital. Access to relevant information on local and international developments was therefore essential and the skills of abstracting and indexing would assist in providing briefing on the information available.

He also charged the Systems to develop programmes of User Education which would facilitate more meaningful requests for information. Such a programme, he said, became more essential when one took into consideration the time constraints and the cost of investment in information systems.

The two sections of the development community could therefore work as partners in progress, as the abstracting journal of the SECIN Network would provide more relevant information with an improved current awareness service especially in material which was not widely disseminated. Ms. Pearl Gammon, Chief of the Social Affairs Unit agreed on the urgency of information needs by the NPA staff and other technical personnel. The information produced by the Ministries and Departments she said, was an important aid in decision-making.

Ms. Hannah Francis, Technical Co-ordinator of SECIN expressed the hope that the workshop would encourage the co-ordination of the network and facilitate the production of the SECIN Abstracting Journal.

Mrs. Sheila Lampart, representing NACOLADS saw this as the first of a series of workshops which would be repeated in the other sectoral networks. She hoped that these participants would be able to pass on techniques to other librarians. She encouraged the participants to look perceptively at developments during the workshop as they would be pioneers in the development of the technical aspects of the network.

#### THE PARTICIPANTS

The workshop was principally for the processing of socio-economic information and the participants invited were the librarians of organizations producing such information. They were principally from Government Ministries and Departments, Statutory Bodies, the Public Library Services and the University of the West Indies.

A breakdown of their occupational responsibility shows:

- 9 Special librarians
- 2 University librarians (Faculty libraries)
- 2 National/Public librarians
- 2 Library assistants

All participants are involved in the acquisition and processing of locally produced information as part of their normal duties and are expected to contribute regularly to the Systems.

At the opening session, participants were asked to detail their expectations. These in summary were a desire to learn about:

- the techniques of abstracting and indexing of specialized material in printed and audio-visual form,
- the international standards for indexing and abstracting,
- the range of locally-produced material available in Jamaica,
- The structure and function of the Caribbean Information System,

In most cases, this was with a view to providing improved services to their particular user community.

#### RESOURCE PERSONNEL

The workshop was conducted by the Library and Information Training Officer of the Caribbean Information System with a guest lecture on Computerized Information Systems by Ms. Daphne Douglas, Senior Lecturer of the University of the West Indies, Department of Library Studies.

#### THE PROGRAMME

The programme was structured to give participants an overview of the Caribbean Information System, its structure and function and the possibilities for participation by the related organizations in Jamaica. The theoretical and practical aspects of indexing and abstracting were treated and links made with the automated developments in technical processes and plans which can be made for computerization in the future. There was a session for discussion of Vols. I and II of CARISPLAN Abstracts and the remainder of the week consisted of practical work in indexing and abstracting documents produced in the organizations of the network.

EVALUATION

Participants were asked to complete a questionnaire on:

1. their backgrounds
2. their expectations
3. their understanding of the topics treated
4. their opinions on the organization and content of the workshop.

Answers were received from twelve participants. Their expectations have been summarized above and the other answers given below.

Participants' understanding of the Topics:

- the structure of the national focal points of the Caribbean Information System;

	%
Excellent	23
Good	54
Fair	23
Poor	

- CARISPLAN Abstracts:

	%
Excellent	15
Good	70
Fair	15
Poor	

- CARBIB Data Base;

	%
Excellent	8
Good	46
Fair	38
Poor	8

-	How to catalogue documents using the CDC Bibliographic Record Card (BRC):	<u>%</u>
	Excellent	47
	Good	38
	Fair	15
	Poor	
-	How to index documents using the CDC Indexing Manual:	<u>%</u>
	Excellent	15
	Good	69
	Fair	15
	Poor	
-	How to abstract documents using the CDC Abstracting Manual:	<u>%</u>
	Excellent	23
	Good	54
	Fair	23
	Poor	
-	The value of abstracting and indexing tools:	<u>%</u>
	Excellent	30.7
	Good	61.5
	Fair	8
	Poor	
-	Future implementation of Computerized Systems:	<u>%</u>
	Excellent	31
	Good	23
	Fair	46
	Poor	

- My country's responsibilities for participating in the Caribbean Information System:

	<u>%</u>
Excellent	39
Good	46
Fair	15
Poor	

100% of the participants reported that the organization and presentation of the sessions was satisfactory and that the working tools were relevant to their needs.

- The coverage of the topics treated was considered to be:

Excellent by 46% of the participants  
and Good by 54%.

- The number of practical indexing and abstracting sessions was considered to be:

Adequate by 62%  
Too long by 15% and  
Too short by 23%

- 76% of the participants responded that the structure of the practical (indexing and abstracting sessions) was effective to satisfy their particular library situation while 23% reported that they were uncertain.

- The working tools were reported to be adequate by 86% and not enough by 16% and there was an explanatory comment that the OECD Macrothesaurus which was used was too general for some of the specialized areas served by the system.

- The group discussions were considered to be adequate in number by 92% and 85% reported that the workshop helped them to learn from other participants.

- Of the general programme 46% responded that there were no other topics which they would have wished to see included while 46% gave no response. 8% indicated that there were other possible topics but did not specify what they were.

- General comments at the end of the evaluation questionnaire showed that participants considered the workshop to be a useful and informative exercise providing a good learning environment and there were suggestions that a follow-up workshop be held.
- One participant suggested that the abstracting and indexing sessions could be integrated with the lecture sessions.

#### ~ FOLLOW-UP ACTION AND FUTURE PARTICIPATION

As participants had been engaged in indexing and abstracting of their organizations documents for inclusion in CARISPLAN, a follow-up session was held on February 20 to consider questions from the participants on the particular documents which they had processed for input into the System.

As a result of the workshop, participants displayed greater awareness of:

- The sources of locally produced documents.
- The type of material produced in Jamaica.
- The contribution of indexing and abstracting to reference services.

#### CARISPLAN Abstracts

During the group discussions on CARISPLAN Abstracts, suggestions were put forward and every attempt will be made to incorporate them into the next issue.

The individual indexes should be printed on coloured paper for easier use.

The numbering of pages should be in the centre:

- the price of the document should be indicated on each entry.
- a list of publishers, with their addresses should be included in each issue of CARISPLAN Abstracts.

- the two-column format with smaller type was suggested.
- all contributing libraries should be put on the mailing list for CARISPLAN Abstracts.

#### FUTURE PARTICIPATION IN CARISPLAN ENTRIES TO CARISPLAN

The libraries of the Socio-economic Information Network (SECIN) will continue to submit entries through the National Planning Agency.

#### Services

The first service will be receipt of the CARISPLAN Abstracts which they will receive automatically and document delivery of copies of the required unpublished material entered in CARISPLAN.

Other services of technical assistance training or reference can be requested as required.

#### Information in Thesauri

Some participants required copies of the OECD Macrothesaurus. These are from:

The Jamaican Library Service,  
The Kingston and St. Andrew Parish Library,  
The University of the West Indies, School of  
Education Library,  
The National Library of Jamaica,  
The Department of Statistics,

These will be supplied by the System as soon as possible; in the interim the Co-ordinator of SECIN will redistribute those already held within the network to ensure that contributing libraries can have access to copies.

There were also requests for information on specialized thesauri and this will be distributed from time to time by the Caribbean Documentation Centre.

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LIST OF PARTICIPANTS

<u>AGENCY FOR PUBLIC INFORMATION</u>	Ms. Valerie Simpson Librarian 58 H.W.T. Rd. (10) Kingston
<u>UNIVERSITY OF THE WEST INDIES</u> <u>CARIBBEAN FOOD AND NUTRITION</u> <u>INSTITUTE</u>	Ms. Yvonne Campbell Librarian Mona Kingston 7
<u>'CHECKERS'</u>	Ms. C.P. Fray Cedar Valley St. Thomas Kingston
<u>GRACE KENNEDY LIMITED</u>	Ms. L. Morris Librarian 64 Harbour Street Kingston
<u>JAMAICA BROADCASTING CORPORATION</u>	Ms. G. Shirley Librarian South Odean Avenue Kingston 10
<u>JAMAICA LIBRARY SERVICE HEADQUARTERS</u>	Mr. Mohan Kulkaine Tom Redcam Avenue Kingston 5
<u>JAMAICA TELEPHONE COMPANY</u>	Ms. Anne-Marie Mahadeo Librarian 47 H.W.T. Rd. (5) Kingston
<u>KINGSTON AND ST. ANDREW PARISH</u> <u>LIBRARY</u>	Ms. G. Burke Tom Redcam Avenue Kingston 5

MINISTRY OF INDUSTRY AND COMMERCE

Ms. Joy Russell  
Librarian  
Kingston

NATIONAL LIBRARY OF JAMAICA

Ms. Arlene Davis  
Assistant Librarian  
East Street  
Kingston

NATIONAL PLANNING AGENCY

Ms. Hannah Francis  
Librarian  
Barbados Avenue  
Kingston 5

Ms. P. Farquharson  
Librarian

DEPARTMENT OF STATISTICS

Ms. Pam Blake  
Librarian  
23 1/2 Charles Street  
Kingston

UNIVERSITY OF THE WEST INDIES  
INSTITUTE OF SOCIAL AND ECONOMIC  
RESEARCH

Ms. Norma Davis  
Librarian  
Mona  
Kingston 7

UNIVERSITY OF THE WEST INDIES  
SCHOOL OF EDUCATION

Ms. Amy Robertson  
Librarian  
Mona  
Kingston 7

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PROGRAMME

Monday, 9th February 1981

8.30 - 9.00 Registration of Participants

9.00 - 10.30 OPENING SESSION

Chairman:

Mr. Lincoln McIntosh  
National Planning Agency

Opening Address:

Mr. Ambrose Da Costa  
Director  
Macroeconomics Division  
National Planning Agency

Message from the National  
Council on Libraries,  
Archives and Documentation  
Centres (NACOLADS):

Ms. Sheila Lampart  
Executive Secretary  
(NACOLADS)

Introduction to the Workshop:

Ms. Hannah Francis  
Technical Information  
Officer  
National Planning Agency

Participants introduction of  
themselves and indication of  
their expectations

10.30 - 10.45

BREAK

10.45 - 12.00

The Caribbean Information  
System

Ms. Fay Durrant  
Library and Information  
Training Officer  
ECLA

- < Its objective
- < Relationship with other  
information activities:
  - a) Regional
  - b) Extra-regional
- < Participation at the national  
level
- < National focal points < their  
responsibilities
- < Contributing libraries

- The participation of Jamaica
- Services of the Caribbean Information System:
  - Present
  - Projected
- Products of the system:
  - CARISPLAN Abstracts

12.00 - 1.30

LUNCH

1.30 - 3.00

Computerized Information Systems

Ms. Daphne Douglas  
Senior Lecturer  
UWI, Dept. of Library  
Studies  
Mona

- Potential for the Caribbean
- Planning for computerization
- Organization and structure of computer files
- Relation of file organization to other aspects of an Information Retrieval System:
  1. Processing of input
  2. Output and services
- The data bases of the Caribbean Information System

3.00 - 3.15

BREAK

3.15 - 4.30

Indexing and Abstracting

Ms. Fay Durrant

Indexing

- Objectives and value
- Vocabulary control
- Type of indexing for CARISPLAN
- Thesauri their development and use
- The OECD Macrothesaurus - Its compilation and structure

Abstracting

- Objectives and value
- Types of abstracts
- Types of abstracts for CARISPLAN
- Indexing and abstracting for the data base

Tuesday, 10th February 1981

- 9.00 - 10.15 - The Bibliographic Record Card Ms. Fay Durrant  
for processing input for  
CARISPLAN  
- Rationale for the fields  
- Relationship with the Anglo-  
American Cataloguing Rules II  
- Preparation of sample entry  
- The Jamaica Development Plan  
1978-1982 will be used as the  
sample for the introduction to  
preparation of entries including  
abstracting and indexing
- 10.15 - 10.30 BREAK
- 10.30 - 12.00 - Detailed subject analysis of the  
Jamaica Development Plan 1978-  
1982  
- Selection of concepts  
- Selection of descriptors from  
OECD Macrothesaurus
- 12.00 - 1.30 LUNCH
- 1.30 - 4.30 - Preparation of abstracts for  
individual chapters of the  
Jamaica Development Plan  
1978-1982  
- Examination of CARISPLAN Abstracts  
Vols. I and II  
- Its use in libraries in the  
region  
1. as a reference tool  
2. as an aid in acquisition

Wednesday, 11th February 1981

- 9.00 - 10.15 - Indexing and abstracting of  
documents  
- Participants will work in groups  
on the indexing and abstracting of  
five documents relating to Jamaica  
- There will be general discussion on  
the record produced for each document
- 10.15 - 10.30 BREAK

- 10.30 - 12.00 - Indexing and abstracting of documents (Cont'd)
- 12.00 - 1.30 LUNCH
- 1.30 - 4.30 - Indexing and abstracting of documents (Cont'd)

Thursday, 12th February 1981

- 9.00 - 12.00 - Indexing and abstracting of documents for input into the Caribbean Information System
  - Participants are asked to bring to the workshop ten documents produced by their organization. These will be used for indexing and abstracting and finally for input into the System
- 12.00 - 1.30 LUNCH
- 1.30 - 4.30 - Indexing and abstracting of documents (Cont'd)

Friday, 13th February 1981

- 9.00 - 3.30 - Indexing and abstracting of documents (Cont'd)
- 3.30 - 4.30 - Summary and evaluation

Friday, 20th February 1981

- 2.30 - 4.00 - Discussion of entries prepared by participants
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ACRONYMS FOR  
CONTRIBUTING INSTITUTIONS IN JAMAICA

1. JM TRT Thorbourn, Ross and Thorbourn.
  2. JM CIMR Caribbean Institute for Mental Retardation.
  3. JM NPA National Planning Agency.
  4. JM MIC Ministry of Industry and Commerce.
  5. JM API Agency for Public Information.
  6. JM GK Grace Kennedy Limited.
  7. JM JTC Jamaica Telephone Company.
  8. JM UWISE University of the West Indies;  
School of Education.
  9. JM DoS Department of Statistics.
  10. JM JLSHQ Jamaica Library Service Headquarters.
  11. JM KSAPL Kingston and St. Andrew Parish Library.
  12. JM JBC Jamaica Broadcasting Corporation.
  13. JM NLJ National Library of Jamaica.
  14. CFNI Caribbean Food and Nutrition Institute.
  15. JM UWI ISER U.W.I., Institute of Social and  
Economic Research (Mona).
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