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ECONOMIC COMMISSION FOR LATIN AMERICA
 Subregional Headquarters for the Caribbean
 CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE
 Workshop on Indexing and Abstracting Techniques
 for Effective Participation in the Caribbean
 Information System
 Paramaribo, Suriname
 8-13 November 1982



REPORT OF THE WORKSHOP ON
 INDEXING AND ABSTRACTING TECHNIQUES
 FOR EFFECTIVE PARTICIPATION IN
 THE CARIBBEAN INFORMATION SYSTEM

(8-13 November 1982
 Paramaribo, Suriname)



UNITED NATIONS

ECONOMIC COMMISSION FOR LATIN AMERICA Office for the Caribbean

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REPORT OF THE WORKSHOP ON
INDEXING AND ABSTRACTING TECHNIQUES
FOR EFFECTIVE PARTICIPATION IN
THE CARIBBEAN INFORMATION SYSTEM

Suriname's participation in the Caribbean Information System began with the contacts between Surinamese officials and personnel from CEPAL (ECLA) at the fourth session of the Caribbean Development and Co-operation Committee which was held in Paramaribo in March 1979.

As there was a request from the Suriname Government for an advisory mission, and an indication of interest in participating in the System, an initial mission was undertaken by the Library and Information Training Officer in August 1979 to:

- (a) evaluate the existing information resources for providing information to the planning community;
- (b) assist in preparation of the work programme of the national focal point;
- (c) discuss problems encountered in the collection and organization of the documents and in the dissemination of information to the planners and policy-making community and to make recommendations for improvement;
- (d) begin promotion of the use of information by the economic and social planning community.

In accordance with the decision of the governments comprising the CDCC, the Stichting Planbureau Suriname, as the agency mainly responsible for planning and economic development, was considered as the appropriate national focal point for the Caribbean Information System.

Discussions were held with the Director and Assistant Director of Planning and the existing library and information facilities in the Planbureau and in various organizations were examined.

The libraries of the Stichting Planbureau Suriname and the Bureau of Regional Affairs held material which could be used to provide information services. The collections it seemed would have benefited from integration and the services could have been upgraded by the appointment of a librarian to supervise the existing staff and to provide more specialized services.

In 1980, the library of the Stichting Planbureau was amalgamated with the library of the Bureau of Regional Affairs. This library then had responsibility for service to the users of the Planbureau which had an extended responsibility for planning.

In December 1980 two representatives of Suriname Ms. Carla Lont, Archivist in charge of the Documentation Centre of the Ministerie van Onderwija and Wetenschappen (MINOW), and Ms. Joan Miranda who then had responsibility for the library of the Stichting Planbureau, attended the two-week workshop on Techniques for Effective Participation in the Caribbean Information System which was held at the Caribbean Documentation Centre in Port-of-Spain from 24 November to 5 December.

This workshop provided an organization to the Caribbean Information System, examined specific aspects of information services and provided practical sessions in indexing and abstracting, and in preparing programmes for special services to users.

From this workshop, it was expected that participants would be able to participate fully in the System in terms of:

- (a) Preparation of input
- (b) Use of the services
- (c) Improved services to users

As a follow-up to this workshop, the representatives of Suriname worked towards improving the information services of the Planbureau which could serve as the national focal point.

A librarian was appointed to the Planbureau in 1981. As this greatly improved the possibilities of participation, the Project Co-ordinator of the System, Ms. Wilma Primus undertook a mission to Suriname in September 1981.

As a result of the mission, the Caribbean Documentation Centre was requested to conduct a workshop which would provide the impetus for participation of the organizations producing socio-economic information in the Caribbean Information System.

The workshop was organized and co-ordinated by the Planbureau in co-ordination with the Ministerie van Onderwija and Wetenschappen which normally has responsibility for training. Preparatory work was carried out by a co-ordinating committee of librarians and archivists, headed initially by the Director of Administration of the Planbureau, and subsequently by the librarian of the Planbureau.

THE OPENING SESSION

This was chaired by the Librarian of the Stichting Planbureau Mrs. Lettys Pollack, who welcomed the mission of CEPAL/CDC and anticipated the participation of Suriname in the Caribbean Information System.

The Director of the Planbureau Ir. Winston Caldeira, described Suriname as being very interested in integration with the Caribbean. He said that Suriname had had the advantage of being able to buy capital goods but recognized the need for access to technology and for more creative development.

The input of information specialists he saw as vital to the activities of policy-makers. The collection of information was important, but as unused information is virtually wasted, the dissemination of information which is held is equally important.

Ir. Caldeira also pointed out that the co-operation of information specialists and other technical personnel was also necessary, as each group needed the support of the other.

Policy-makers and planners often know in theory the value of information but sometimes fail in practice to use this resource. The co-operation with the information specialists can permit a greater knowledge of users' needs by the information specialist, as well as more effective dissemination of information.

The Planbureau as the national focal point of the Caribbean Information System, had been seeking solutions to problems which were possibly common to other countries in the region. The participation in CARISPLAN would enable Suriname to share the experiences of the other neighbouring countries and to reduce some of the duplication of effort known to exist in the region.

Ms. Fay Durrant, Library and Information Training Officer of the Caribbean Information System, who conducted the workshop with the assistance of Ms. Catherine Shepherd, explained that the Caribbean Information System had been established at the request of the Caribbean Development and Co-operation Committee and its sub-committee of Caribbean planning officials. In the two years of its operation the system had focused on collecting records of documents produced in the region, processing these for a data base which could provide an information resource for the region, and disseminating this information to users. She said that the information service is provided mainly through CARISPLAN Abstracts which is distributed to libraries and individuals in Suriname.

A major part of the activity of the workshop is expected to be preparation of bibliographic records for the CARISPLAN data base, using the standardized techniques of the System, and it was expected that the entries prepared in the workshop would be the beginning of Suriname's input to CARISPLAN.

Mrs. Lettys Pollack described Suriname's participation in the Caribbean Information System to date, and said that she expected that the workshop would provide training in the techniques as well as in the services of the System. She saw such participation as being potentially beneficial to Suriname and hoped that this would develop effectively.

Dr. Wim Udenhout, Adviser on International Affairs to the Minister of Education, spoke on behalf of the Minister who was unavoidably absent. He congratulated the Planbureau on their efforts in organizing the workshop. He also pledged the support of the Ministry of Education which had an interest in training programmes. Lack of information, he noted, had caused problems at all levels and the situation in the region was no different.

Dr. Udenhout reflected on the fact that access was still not available throughout Suriname to the information available in the country, but cautioned that pessimism should not be encouraged. He also proposed that access to the information produced in the region could help to prevent mistakes and duplication and could stimulate appropriate action.

Dr. Udenhout pledged the support of the Ministry of Education, Arts and Science in the gathering, processing and dissemination of relevant information with the appropriate bodies, and officially declared the workshop open.

THE PARTICIPANTS

The participants were librarians, library para-professionals and record managers involved in providing information to government officials and to researchers. A breakdown of their job responsibilities shows:

- 13 librarians from Government Ministries, Departments or Corporations, Public librarians, University librarians
- 1 Library Assistant
- 3 Record managers from the central archives and from the Government Ministries and Departments.

OBSERVERS

Several other librarians and archivists including the members of the co-ordinating committee, participated at their convenience.

PARTICIPANTS' EXPECTATIONS

Participants were asked in the first working session to state briefly their expectations of the workshop and the ways in which they expected to be able to apply the techniques acquired during these sessions.

In summary, their expectations were:

- A better understanding of the Caribbean Information System and its benefits for Suriname.
- Learning techniques which would enable participation. These were specifically listed as: standardized bibliographic description, indexing and abstracting.

- Learning about aspects of Computerized Bibliographic Information Systems.

It was expected that the techniques learnt could be applied in the following ways:

- Contributions to CARISPLAN Abstracts.
- Indexing and abstracting of important parts of their collections.
- Providing information services to users through the Caribbean Information System, CARISPLAN Abstracts, the Current Awareness Bulletin and other related Services.

As a result of the workshop, most participants expected that there would be increased:

- communication and co-operation with other Caribbean countries,
- exchange of information in the region,
- communication and co-operation between the information specialists on a national level,
- access to the locally produced material,
- speed of retrieval of the material known to be held in the libraries of government organizations in Suriname.

THE RESOURCE PERSONNEL

The Resource Personnel were the Library and Information Training Officer of the Caribbean Information System - Planning, Ms. Fay Durrant and Ms. Catherine Shepherd, Indexer of the Caribbean Information System. Voluntary assistance was given by Ms. Ine Tsai Meu Chong, Librarian of the Universiteit van Suriname in the reviewing of bibliographic records prepared by participants.

THE PROGRAMME

This attempted to provide participants with an introduction to the Caribbean Information System, its structure, design and its functions as a computerized information system, the preparation of bibliographic record cards, the techniques of indexing and abstracting, and the services which can be provided from the Caribbean Information System.

After indexing and abstracting sample documents for which sample abstracts had been prepared, participants worked on preparing entries for the documents produced by their own organizations. These will be input into the CARISPLAN data base.

LANGUAGE

The Workshop was conducted in English and the working documents which were distributed were also in English.

The language to be used in the preparation of the Bibliographic Record Cards was discussed in the various sessions, and it was agreed that the entries for:

Bibliographic Description

Personal and Corporate authors should be in their official (Dutch) form, according to the Anglo-American Cataloguing Rules II (1978). The remainder of the entry would be according to the examples given in the CARISPLAN Manual for Use of the Bibliographic Record Card (English version).

Indexing

This would be done according to the English version of the OECD Macrothesaurus until the Macrothesaurus is available in Dutch.

Abstracting

To facilitate the users in Suriname, the abstracts would be prepared in Dutch initially, and translated by the indexer/abstractors into English to ensure use by the other users in the region.

It is expected therefore that each entry prepared by Suriname will have two abstracts - one in English and one in Dutch.

EVALUATION

After the last working session, participants were requested to complete two evaluation questionnaires.

The first tested their understanding of all the topics treated in the workshop. The results were:

92%	1 participant
79%	1 participant
68%	1 participant
65%	2 participants
60%	1 participant
58%	1 participant
45%	2 participants
38%	2 participants
36%	2 participants
30%	1 participant
29%	1 participant
26%	1 participant
21%	1 participant
	<hr/>
	17 participants
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82% of the participants had not completed the questionnaire in the one hour which had been allocated.

The second questionnaire covered:

- (a) Their backgrounds
- (b) Expectations from the workshop
- (c) Their understanding of the topics covered
- (d) Their opinions on the content and organization of the workshop.

A. Their backgrounds

- 13 librarians $\sqrt{12}$ (1,2,3 certificates from Schools in the Netherlands) 1 MLS.
- 3 record managers (of government departments).
- 1 library assistant (of a special library).

- B.
- 7 with previous training in indexing and abstracting (2 with no extensive training).
 - 10 with no previous training.

- C. 100% of the participants had their expectations almost satisfied.

Answers received on the following topics were:

D. Their understanding of the topics:

- The structure of the national focal points of the Caribbean Information System:

	%
Good	66
Fair	34

- CARISPLAN Abstracts:

Good	83
Fair	17

- CARBIB data base structure and function:

Good	50
Fair	25
Poor	25

- How to catalogue documents using the CDC Bibliographic Record Card:

Excellent	8
Good	75
Fair	17

- How to index documents using the CDC Indexing Manual:

	%
Excellent	17
Good	75
Fair	8

- How to abstract documents using the CDC Abstracting Manual:

Good	50
Fair	50

- The value of indexing and abstracting tools:

Excellent	15
Good	70
Fair	15

- Future implementation of computerized systems:

Excellent	8
Good	38
Fair	38
Poor	8
No response	8

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

Good	84
Fair	8
No response	8

E. - The organization and presentation of the sessions was considered to be:

Satisfactory by	92
Fair by	8

- F. - The coverage of the topics treated was considered to be excellent by 15%, adequate by 77% and not detailed enough by 8%.
- G. - The number of practical (indexing and abstracting) sessions was considered to be adequate by 15% and too few by 85%.
- H. - The structure of the practical indexing and abstracting sessions was considered by 69% to be effective to satisfy the particular library situation of 69% and not sufficiently effective by 31%.
- I. - 100% of the participants reported that the working tools provided were enough.
- J. - The working tools provided were reported by 85% to be relevant to their needs but 8% considered that the OECD Macrothesaurus could not adequately describe the information held by their libraries. 7% gave no response.
- K. - 38% of the participants considered the number of group discussions to be adequate, and 62% reported these to be not enough.
- L. - 54% considered that the content of the group discussions helped them to learn from other participants while 46% gave no response.
- M. - 15% of the participants recorded other topics which they thought should also have been considered in the workshop. These were:
 - (a) More in depth lectures on indexing, especially in relation to use in the participants' libraries.
 - (b) The CARBIB data base.
 - (c) Future implementation of computerized information systems.
 - (d) Development of national information systems.
 - (e) Developments in the Caribbean.

N. - General comments

- (a) Participants expressed the views that one week was too short to enable participants to gain full competence in abstracting and indexing techniques, and that there should therefore be follow-up workshops on the same topics.
- (b) That there should have been more group discussions, especially on the application of the techniques in the participants' libraries.
- (c) The information flow at the national level should have been discussed.

RESULTS AND RECOMMENDATIONS
FOR FOLLOW-UP ACTION

During the workshop participants had sat in four groups and each group presented a report in the last session. As result of the workshop, participants said that they became more aware of:

- (a) The structure of the Caribbean Information System
 - the type of information held
 - the services provided
 - the techniques of input
- (b) The information available from locally produced documents. The contents of these documents and their value to users in the government service.

There had not previously been input from Suriname but it is expected that the bibliographic records prepared in the workshop would be input into the CARBIB data base. Co-ordination would be done by the Stichting Planbureau Suriname which serves as the National Focal Point.

The librarian of the Stichting Planbureau Suriname had been invited for an attachment to the Caribbean Documentation Centre and would be expected to begin a two-week period in early December.

In the last session of the workshop, some aspects of Suriname's participation were discussed, and there was general agreement that:

- There would be a follow-up meeting to which participants would bring the final versions of the bibliographic records which had been prepared in the workshop.
- A committee made up of a group of the participants would review the entries prepared.
- The final form of the codes of the participating libraries would be established for future use in CARISPLAN.
- As some of the organizations which produce relevant material do not have libraries, it was agreed that the Stichting Planbureau should serve as the depository for such materials and should prepare bibliographic records for these documents.

The workshop had been conducted in English, and participants had prepared abstracts in English for all documents. For the future participation of Suriname it was agreed that:

- The official (Dutch) form of the Corporate Author would be used on the bibliographic records
- Abstracts for CARISPLAN will be prepared in Dutch with English translations, as it was considered that the use of the two languages would facilitate the use of the abstracting service by a larger group of users.

It was also suggested that:

- The use of CARISPLAN Abstracts would be greatly increased if there was speedier output after the entries had been prepared on the bibliographic records.

- In relation to the format, the use of the printed journal would be facilitated if the subject index appeared as the first sequence of CARISPLAN Abstracts

Librarians who had used CARISPLAN Abstracts reported that while the service provided was valuable, the time lag between the request for the document and the actual receipt was too long. It was therefore suggested that:

- There should be some arrangement for speedier document delivery of material sent from the Caribbean Documentation Centre to Suriname.

CLOSING SESSION

Ms. Pollack as chairman reflected on the workshop and the follow-up action which would be undertaken by the Stichting Planbureau. She said that the workshop had provided, not only impetus to participate in CARISPLAN but also impetus for more serious consideration of the material produced in the country, and for greater co-ordination of the libraries of organizations producing this type of information.

Ms. Durrant said that the workshop had been significantly successful and congratulated the participants, their language ability and their patience in being willing to work for the week in English.

In identifying the particular results of the workshops, Ms. Durrant said that the follow-up planned by the Stichting Planbureau as the National Focal Point would be co-ordinated with that of the Caribbean Documentation Centre. The Librarian of the Stichting Planbureau as co-ordinator would spend a two-week attachment at the Caribbean Documentation Centre in early December at which time the entries from Suriname could be input into the data base, and some of the services requested by Suriname could be undertaken.

She said, however, that one of the problems faced by the librarians who attended was lack of access to the materials produced in their organizations and she recommended greater effort on the part of the librarians to ensure that this information could be input into the national information system and also into the regional one.

Ms. Irais Sankatsingh, who spoke on behalf of the participants, thanked the co-ordinating team for their efforts in arranging the workshop, and the Planbureau for having begun co-ordination of this aspect of the national information system. She said, however, that follow-up was suggested by all participants to ensure co-ordination at the level of the national and regional systems.

Mr. Cornj Cannott, who spoke on behalf of the co-ordinating group thanked the course directors and the Planbureau for having assisted in making the workshop possible, and hoped for continued co-operation and participation in the future.

Ir. Winston Caldeira thanked the Co-ordinating Committee, Mr. Sam Polanen, Director of Administration of the Planbureau and the other staff of the Planbureau who had made the workshop possible. He considered that the workshop had been significant in achieving co-operation among Caribbean countries, as a means of reducing the problems which had existed in the exchange of information in the region. He said that this co-operation in information would cover some of the areas in which talks might not be held, and saw the follow-up meeting of participants as a practical means of continuing the co-ordination and co-operation at the national and regional levels.

The Minister of Education and Science, Hon. Harold Rusland said that he thought that there was an increasing awareness of the importance of information to the country. He said, however, that the type of training provided here would certainly increase this awareness and improve the operation of the national information system.

He said that it was therefore necessary for the participants to put into practice immediately the techniques which they had learnt to ensure Suriname's participation in CARISPLAN.

He also expected that Suriname would continue to benefit by gaining access to information on the Caribbean - information necessary for the development of Suriname.

The Minister thanked the participants for having worked so well during the week. He said that he was pleased that the co-operation with the Planbureau had been so successful and that the Planbureau as national focal point was working toward putting information on the right level.

The Minister thanked everyone who had been involved in the organization and declared the workshop closed.

The Minister then presented certificates to the participants.

LIST OF PARTICIPANTS

WORKSHOP ON TECHNIQUES FOR EFFECTIVE PARTICIPATION
IN THE CARIBBEAN INFORMATION SYSTEM -
PLANNING (CARISPLAN)

8-12 November 1982

SURINAME

SRUVSUNDP	UN/OAS/UNESCO Depository Library	Louise Ensberg Librarian Onafhandelijkheldshotel Kleine Waterstraat 10-12 Paramaribo
SREB	Energie Bureau	Judith Ferrier Librarian Madeliefjestraat 34-36 Paramaribo
SRUVS	Universiteit van Suriname	Anne-Marie Guicherit Librarian Leysweg - Distrikt Suriname
SRBIS	Bauxiet Instituut Suriname	Alison Gunther Librarian Waterkant 6 Paramaribo
SRINDEX	Centrum voot Industrie Ontwikkeling en Exportbevordering	Carmen Ibrahim Documentalist Rust and Vredestraat 79-81 Paramaribo
SRTHI	Ministrie van Transport, Handel and Industrie	Erwin Muntslag Registrar Fort Zeelandia Gebouw 1790 Paramaribo

SRGMD	Ministerie van Natuurlijke Hulpbronnen and Energie	Olga van't Noordende Librarian Kleine Waterstraat 2-6 Paramaribo
SRTELESUR	Telecommunicatiebedrijf Suriname	Ike Ormskerk Librarian Anton Dragtenweg - Distrikt Suriname
SRAOB	Algemeen Onderwijs Bibliotheek	Selia van Russel Librarian Margrietstraat 1 Zorg en Hoop Paramaribo
SRUVS	Universiteit van Suriname	Carmen Sahtoe Librarian Leysweg - Distrikt Suriname
SRMD/WLA	(Ministerie van Openbare Werken, Telecommunicatie and Bouwnijverheid) Meteologische dienst/Waterloopkundige Afdeling	Irais Sankatsingh Librarian P. O. Box 2273 Duisburg - Distrikt Suriname
SRLAD	'slands Archief	Vivian Sedney Librarian Gravenstraat 27 Paramaribo
SRMINOW	Ministerie van Onderwijs and Wetensckappen	Herman Telgt Archivist Verlengd Molenpad 117-119 Paramaribo
SRIIR	Bibliotheek Instituut voor Internationaal recht en Internationaal Betrekkingen	Ann Tjin A Djie Librarian Kleine Waterstraat 10-12 Paramaribo
SRLAD	'slands Archief	Erwin Vos Archivist Gravenstraat 27 Paramaribo

SRDBH	Dienst Buitenlandse Handel	W. Westenburg Anton Dragtenweg 79 Distrikt Suriname
SRINDEX	Centrum voor Industrie Ontwikkeling en Exportbevordering	Alma Wolthuys Librarian Rust and Vredestraat 79-81 Paramaribo

CO-ORDINATING COMMITTEE

SRSPS	Stichting Planbureau Suriname	Letty's Pollack Librarian Dr. S. Redmondstraat 118 Paramaribo
SRCCS	Cultureel Centrum Suriname	Carmen Carrilho Librarian Gravenstraat 112-114 Paramaribo
SR	Staatsarchief	C.P. Carrot Archivist Doekhieweg 18A Distrikt Suriname
SRMINOW	Ministerie van Onderwijs and Wetenschappen	Carla Lont Archivist Verlengd Molenpad 117-119 Paramaribo
SROVS	Universiteit van Suriname	Ine Tsai Meu Chong Leysweg - Distrikt Suriname

SECRETARIES

SRSPS	Stichting Planbureau Suriname	- Francis Gillard - Marie Hongerbron - Helen Huisden - Jerrel Koster
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COURSE DIRECTORS

CDC

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Catherine Shepherd
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PROGRAMME

Monday 8 November

- 08.30-09.00 Registration of participants
- 09.00-10.00 OPENING SESSION
- Chairman's opening remarks - Mrs. Lettys Pollack
Librarian - Stichting Planbureau Suriname
- Introduction to the Workshop and to the Caribbean
Information System - Ms. Fay Durrant, Library and
Information Training Officer, United Nations
Economic Commission for Latin America
- The participation of Suriname - Ms. Pollack
- Guest Speakers - Ir. Winston Caldeira, Director
Stichting Planbureau Suriname
- Dr. Wim Udenhout, Head of Foreign
Relations, Ministry of Education.
- 10.00-10.15 B R E A K
- 10.15-10.30 Participants to introduce themselves and
indicate their expectations
- 10.30-12.00 The Caribbean Information System - Ms. Fay Durrant
- Its objectives
 - Relationship with other information activities
 - (a) Regional
 - (b) Extraregional
 - Participation at the national level
 - Responsibilities of national focal points
and contributing libraries
 - Suriname's participation
 - Existing and projected services of the
Caribbean Information System
 - Products of the System
- 12.00-13.00 L U N C H

- 13.00-14.00 Computerized Bibliographic Information Systems
- Potential for the Caribbean
 - Planning for computerization
 - organization and structure of computer files
 - relation of file organization to:
 - (a) Processing of input
 - (b) Output and services
 - The data bases of the Caribbean Information System.
- 14.00-14.50 The Bibliographic Record Card of CARISPLAN
- (Ms. Fay Durrant)
- Rationale for the fields
 - Relationship with AACR II -
- The practical sessions of the workshop will be conducted by Ms. Fay Durrant and Ms. Catherine Shepherd.
- Preparation of a sample entry using the CARISPLAN: Manual for the use of the Bibliographic Record Card
- Preparation in groups of ten sample entries:
- Participants are requested to prepare entries for 10 of their organizations' documents. Any queries will be discussed on Tuesday morning 07.30-07.45
- 14.50-15.00 Summary
- Tuesday 9 November
- 07.30-07.45 Discussion of entries prepared on Monday
- (Ms. Fay Durrant). These were checked during the workshop by Ms. Shepherd.
- 07.45-08.45 Abstracting Services
- Objectives and value
 - Abstracting services
 - Types of extracts
 - Abstracting for CARISPLAN (using the CARISPLAN Abstracting Manual)
- 08.45-11.00 Subject analysis of sample documents (two documents)

- 11.00-11.30 L U N C H
- 11.30-13.00 Subject analysis of sample documents and preparation of abstracts (two documents)
- 13.00-13.50 Participants will work in groups on the subject analysis of five sample documents and the preparation of abstracts (two documents)
Preparation of abstracts of sample documents (four documents)
Abstracts will be discussed on Wednesday (07.30-07.45)
- 13.50-14.00 Summary

Wednesday 10 November

- 07.30-07.45 Discussion of abstracts
- 07.45-11.00 Preparation of abstracts of documents produced by participants' organizations (two documents)
- 11.00-11.30 L U N C H
- 11.30-14.00 Preparation of abstracts (continued - four documents)
- 14.00-15.00 Preparation of abstracts (continued - four documents)
- 15.00-15.30 Summary

Thursday 11 November

- 07.30-08.00 Discussion of abstracts
- 08.00-09.15 Indexing (Ms. Fay Durrant)
- Objectives and value - examples
 - Vocabulary control - examples
 - Post co-ordinate indexing
 - Thesauri: their development and use
 - Use in retrieval
 - OECD Macrothesaurus: its compilation and structure
 - Type of indexing for CARISPLAN (using the CARISPLAN: Manual of Indexing Procedures)

09.15-11.15 Selection of concepts and indexing terms for sample documents

11.15-11.30 Discussion of principles of selection

11.30-21.00 L U N C H

12.00-13.30 Indexing of sample documents (continued - five documents)

13.30-15.00 Indexing of sample documents (continued - five documents)

15.00-15.30 Summary

Friday 12 November

07.30-09.00 Indexing of documents produced by participants' organizations (three documents)

09.00-10.30 Indexing of documents produced by participants' organizations

10.30-11.00 Summary of indexing

11.00-11.30 L U N C H

11.30-12.30 Participants will be required to answer 32 questions on the Caribbean Information System

12.30-13.00 Summary and discussion of questions

13.00-14.30 Discussion of CARISPLAN Abstracts and its uses:
- as a reference tool
- as an aid in acquisition
Evaluation questionnaire (to be handed in at the Closing Session).

Saturday 13 November

09.00-13.00 CLOSING SESSION
Chairman's opening remarks (Ms. Lettys Pollack)
Conclusions of the workshop (Ms. Fay Durrant)
(Ir. Winston Caldeira)
(Hon. Harold Rusland,
Minister of Education
and Science)

Distribution of Certificates by the Minister.

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