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UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION
 ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN
 Subregional Headquarters for the Caribbean

REPORT OF THE REGIONAL WORKSHOP ON
 MICROCOMPUTERS IN LIBRARY
 AND INFORMATION MANAGEMENT

Port of Spain, Trinidad and Tobago
 8-19 September 1986



Organized jointly by the United Nations Economic Commission for Latin America and the Caribbean (UNECLAC) Subregional Headquarters for the Caribbean, and the University of the West Indies Library, St. Augustine campus, under the sponsorship of the International Development Research Centre (IDRC) of Canada and the United Nations Educational, Scientific and Cultural Organization (UNESCO).



UNITED NATIONS
 ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN
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BACKGROUND

1. The Regional Workshop on Microcomputers in Library and Information Management was designed to complement two on-going projects being developed by the Economic Commission for Latin America and the Caribbean (ECLAC) and the University of the West Indies (UWI) respectively and to train information specialists within the framework of the Caribbean Scientific and Technological Information Network (CARSTIN).

2. The Caribbean Information Network - a project administered by ECLAC and funded largely by the International Development Research Centre (IDRC) of Canada - was designed to strengthen the Caribbean Information System for Social and Economic Planning (CARISPLAN) and develop other sectors in the Caribbean Information System (CIS). As part of the thrust to develop computer-assisted systems in the network, IDRC provided the co-ordinating unit, the Caribbean Documentation Centre (CDC), with a Hewlett-Packard minicomputer and peripherals as well as an IBM PC-AT microcomputer and the MINISIS software package in mid-1985. IDRC also provided funding for a regional workshop on microcomputers to demonstrate to information specialists working in the sectoral focal points of the Caribbean Information System the use of microcomputers in the storage and retrieval of information.

3. The University of the West Indies (UWI) library at St. Augustine is a recipient of funds through UNESCO's Integrated Library Information Systems (ILIS) project to develop library, information

and data services to address the varied needs of a range of information users in the English-speaking Caribbean.

4. CARSTIN is being developed in response to a request of Caribbean Ministers responsible for Science and Technology, who in considering the main deficiencies of the Science and Technology information sector in the Caribbean directed specific recommendations to Caribbean states. Within the framework of CARSTIN, UNESCO contracted ECLAC to organize a training workshop in the use of microcomputers in library and information management for CARSTIN focal point librarians.

OBJECTIVES

5. The workshop was intended to provide participants with:

- (a) a recognition of the importance of the application of microcomputers in library and information management;
- (b) an understanding of the design of databases, and of the capabilities and applications of microcomputers in library and information management systems;
- (c) an awareness of relevant norms, standards and guidelines;
- (d) practical experience in the use of software packages, specifically CDS/ISIS (mini-micro version);
- (e) identification of criteria appropriate to the evaluation of microcomputer hardware and software; and
- (f) an introduction to the MINISIS software, and products available through the computer facilities installed at the CDC.

ORGANIZATION

6. The workshop was organized under the auspices of ECLAC and the UWI Library, St. Augustine campus, while funding was jointly provided by IDRC and UNESCO. Sessions were held at the Holiday Inn, Port of Spain, during the period 8-19 September 1986; and a demonstration of the computer facilities at CDC was given on Thursday, 18 September 1986.

7. A copy of the programme is attached as Annex I.

PARTICIPANTS

8. Librarians and information specialists from the following countries of the Caribbean Development and Co-operation Committee attended:

Aruba, Barbados, Belize, Guyana, Haiti, Jamaica, the Netherlands Antilles, Saint Vincent and the Grenadines, and Trinidad and Tobago.

9. Members of staff from the following Caribbean regional institutions took part:

Caribbean Community (CARICOM) Secretariat, Caribbean Network of Educational Innovation for Development (CARNEID), Eastern Caribbean Central Bank (ECCB), Organisation of Eastern Caribbean States (OECS) Antigua, University of the West Indies (UWI) - Cave Hill, Mona and St. Augustine campuses and ECLAC.

10. The list of participants is attached as Annex II.

OPENING CEREMONY

11. The opening ceremony, attended by a cross section of information personnel, was chaired by the Minister of Information, the Hon. Mrs. Muriel Green.

12. Wilma Primus, Project Co-ordinator of the Caribbean Information System, pinpointed the gradual removal of the constraints which have dogged information processing in libraries and sketched the use of microcomputers in regional systems in the Caribbean. She appealed to librarians to use the technology to share their professional expertise through regional electronic messaging systems, to provide advisory services and to validate information sources and the information itself in collaboration, not only with other librarians, but with other sectors of the information industry.

13. Dr. Dennis Irvine, UNESCO Subregional Adviser in Science and Technology, on behalf of his organization expressed pleasure in being associated with what was perceived as an important and timely workshop. He outlined UNESCO's activities, through the General Information Programme, in developing software packages for microcomputer-based systems that could be adapted easily to different makes of computers and made available free of charge to developing countries. One such package, CDS/ISIS, (mini-micro version), represented a major UNESCO contribution to informatics in developing countries and formed the basis for training the participants at the workshop.

14. Senator the Hon. G.A. Jacelon, Minister in the Ministry of Finance and Planning, guest speaker, stated that the effects of technological developments which are generated principally in industrial countries, impinged on the style and method of decision-making processes globally. Packaging and presentation of accurate information in the least possible time to aid these processes can only be realized through a combination of technology, telecommunications and skilled, trained personnel. The increasing importance of the role of librarians as intellectual focal points which support managers, researchers and executives, demanded that greater attention be paid to information management training. Given such a framework, the workshop was of importance to the region, especially in keeping specialists abreast of the rapid developments in technology. He declared the workshop formally open.

15. Mr. Clyde Applewhite, Director of ECLAC Subregional Headquarters for the Caribbean brought the session to a close.

**SUMMARY OF STATUS REPORTS ON USE OF COMPUTERS
IN LIBRARIES BY PARTICIPANTS**

Aruba

16. Computer activity in libraries is non-existent. Staff have not received specialized training nor is there access to computers. The present economic recession has negative implications for progress in this area.

Barbados

17. Computerization at the National Library Service began in 1982 with assistance from the IDRC in the form of equipment and human resources. The production of catalogue cards was first managed through the computer facilities at the Caribbean Development Bank. However, catalogue cards and worksheets are now produced through an in-house system based on an IBM PC and INMAGIC software with good results. Some of the drawbacks, however, are:

- (i) INMAGIC lacks an 'IF/THEN' feature;
- (ii) author and title indexes of the National Bibliography cannot be merged applying the present software.

18. All orders are processed by Lotus 1-2-3; searching of overseas databases is conducted. Future plans include use of a DEC VAX in the National Computing system, and computerization of circulation and a union list of serials.

Belize

19. Microcomputers have not yet been introduced in libraries although they are scattered throughout government ministries. However, encouraging signs exist that their use in facilitating access to information by planners is recognized.

Guyana

20. In government libraries, even existing limited access to microcomputers is not exploited as library staff are either untrained in computer skills or fail to recognize the potential to be derived.

A UNESCO consultant will be engaged to advise on information services and on-line systems are foreseen in 1987 despite a lack of financial support and an unreliable power supply.

21. Both the Ministry of Education and the University of Guyana Library plan to integrate computers into their systems shortly.

Haiti

22. A survey conducted in June 1986 revealed that although sixty libraries have microcomputers, only three utilize them. Restructuring foresees the use of microcomputers under the aegis of a co-ordinating centre by September 1987. The future lies in consultation on computer use at the national and regional levels.

Jamaica

23. Among the libraries presently operating with computerized systems are the Petroleum Corporation of Jamaica, Jamaica Bauxite Institute, Ministry of Mining and Energy, Alcan (Jamaica) Ltd., Caribbean Food and Nutrition Institute, Jamaica National Export Corporation, and the College of Arts, Science and Technology. Despite the presence of microcomputers at the Planning Institute of Jamaica, none are located in the library which uses a word processor to produce its abstracting bulletin. The National Library of Jamaica prepares entries for a union list of serials on a microcomputer and the diskettes are sent to the National Computing Centre for processing. The Jamaica Library Service has been involved in a pilot project offering a community information service. In general,

constraints are due to a lack of funding and computer expertise as well as problems arising from an uneven power supply. On the other hand, automation courses at the Department of Library Studies, UWI are open to practising librarians; advice is available from the Automation Project Team of the National Library of Jamaica.

Netherlands Antilles

24. Removal of the public library to a new building as well as the introduction of microcomputers is imminent. The federal government is offering computer courses to heads of departments.

Saint Vincent and the Grenadines

25. The Department of Libraries, Archives and Documentation Services is moving towards automation. The Documentation Centre at the Ministry of Planning has gained funding to computerize some of its functions.

Trinidad and Tobago

26. Several units in the Special Libraries Network, including the Ministries of Agriculture, Energy and Natural Resources, Finance and Planning, and the Management Development Centre (MDC), use microcomputers. The Central Bank library expects to receive a terminal which will be attached to an IBM mainframe. Experimentation has been taking place with various software packages: dBase II and III, INMAGIC and a locally-designed software package, LIBRIS. The Ministry of Energy and MDC use LIBRIS for selective dissemination of

information. The former intends to switch to CDS/ISIS, to network with energy information units in Trinidad and Tobago and to expand regionally. The Ministry of Finance and Planning uses CDS/ISIS for a serials database and for data entry of CARISPLAN records; participating centres in the local CARISPLAN network plan to forward material to maintain a national database of socio-economic material. The Institute of Marine Affairs hopes to establish a bibliographic data base on the Micro VAX II computer which will be installed at the end of 1986. Participation in a regional marine science information network and searching of local and overseas databases are envisaged.

27. The Caribbean Industrial Research Institute through its Information Analysis Programme provides technical information for industry. A DEC VAX was acquired in 1984; terminals were installed in the Information Unit in 1985. Identification of suitable software proved a problem.

28. The CDS/ISIS version for the VAX, scheduled for release shortly, will be installed.

29. Access to overseas databases has been accomplished since the late 1970s via a dumb terminal. With a DEC Rainbow microcomputer, a variety of tasks - circulation control, maintenance of a file of Trinidad and Tobago patents and of in-house CARIRI reports, and word processing - are handled by dBase III, SERFIS and Datatrieve.

Caribbean Community (CARICOM) Secretariat

30. Equipment includes three IBM microcomputers. A consultant's system study recommended the introduction of computer literacy programmes to staff.

31. Specialized databases are being established in health, shipping, trade and agriculture. The emphasis is currently placed on a trade information network where with the assistance of IDRC and ITC, profiles on trade statistics, companies and products as well as files on trade opportunities, bibliographic references and suppliers of trade information services are being created.

32. WordStar is used to key data for the CARICOM bibliography.

Caribbean Network of Educational Innovation
for Development (CARNEID)

33. CARNEID expects to use its WANG to create a directory of Caribbean educators and to organize its bibliographical records.

Eastern Caribbean Central Bank (ECCB)

34. The Research Department, of which the Documentation Centre is part, has installed an IBM PC microcomputer.

Organisation of Eastern Caribbean States (OECS)

35. The Documentation Centre has access to an IBM PC.

University of the West Indies (Mona)

36. The publication Medical Caribbeana and the Union list of serials of the Mona campus libraries are both supported on the campus

Computing Centre's IBM mainframe. It is likely that CDS/ISIS will be used for the indexing of West Indian material.

37. The Documentation Centre of the Institute of Social and Economic Research uses SWTPC equipment.

University of the West Indies (St. Augustine)

38. An integrated system is planned for library functions. The present hardware includes an Altos 586 and several IBM microcomputers, which accommodates circulation control, an inventory of the Reserved Book Collection, the indexing of West Indian material and searching the overseas databases.

39. The library has access to an electronic mail system COZY, based at the University of Guelph.

40. The library has been designated as a test site for the application of CD-ROM by the Commonwealth Agricultural Bureau.

University of the West Indies (Cave Hill)

41. The Faculty of Law library uses a CMC network (20 Mb disk storage), an Apple MacIntosh, two dot matrix printers, WordStar and InfoStar for the production of catalogue cards and the West Indian Legislation Project indexes, word processing and for access to the LEXIS database.

42. The main library employs their microcomputer to search external databases and the OCLC bibliographic utility.

Caribbean Documentation Centre

43. The major accomplishments since the installation of MINISIS have been:

- transfer of machine-readable records previously held on the computers at ECLAC Headquarters in Santiago, Chile;

- the in-house production of CARISPLAN Abstracts (with supplementary editing by PrintMerge to camera-ready stage);

- the complete preparation of the Current Awareness Bulletin at CDC;

- on-line access to the CARISPLAN database by external users;

- pilot link with the national focal point in Trinidad and Tobago to exchange data via different media - diskettes and the local telecommunications system.

44. Teething problems of the computerized system at CDC arose from an over-extended power supply system in the building in which CDC is located and delayed delivery of a 404 Mb disk drive to expand capacity of the original 55 Mb drive installed.

45. Creation of authority files, editing and cleaning up older records to make earlier entries uniform with current practice, are some of the goals being pursued at present.

LECTURE/PRACTICAL SESSIONS

Microcomputers for library applications

46. The main topics covered were:

- (a) basic characteristics of a microcomputer system;

(b) current trends in microcomputer technology;

(c) elementary concepts of database design and database management;

(d) norms and standards with particular reference to the constraints against compatibility;

(e) identification of criteria for the evaluation of hardware and software.

47. Two group exercises (see Annex III) were set, the first of which yielded some interesting results as one group presented a detailed blueprint of the procedures for selecting a suitable microcomputer and software to assist a documentation unit whose head was in immediate need of such planning information.

48. The second exercise sought procedures for the identification of suitable data elements for CARISPLAN participating centres. The existing elements in the Bibliographic Record Card proved to be, on the whole, satisfactory; participants suggested several additional fields, e.g., price and classification number.

49. Resource material for the exercises consisted of copies of articles and journals on microcomputing and folders of recent newspaper clippings.

50. At this point, 14 IBM-compatible microcomputers were installed. With the exception of two machines, each microcomputer was shared by two persons.

Tutorial on MS/DOS

51. A wide-ranging series of helpful, precautionary hints were interposed within this introduction to the operating system.

52. This session proved to be extremely beneficial to the group since the majority had limited or no experience with DOS.

CDS/ISIS (mini-micro version) system

53. The lecture and practical sessions devoted to CDS/ISIS were spread over several days.

54. The initial lecture on CDS/ISIS gave an overview of the system, making reference to related matters such as the overhead absorbed by indexes and problems peculiar to bibliographic files.

55. Instructions pertinent to ISISDEF, especially those on the Field Definition Table and Worksheet creation were first presented using examples drawn from the CDS 'Samples' database. Teams later worked at their own pace creating a database derived from a subset of the CARISPLAN Field Definition Table.

56. ISISINV program, the Field Select Table and the 'T' option (Search Data Dictionary) in the Search and Data Entry module were grouped for the discussion on inversion.

57. The salient points of the Print Formatting Language, search language and ISISPRT programs were explained.

58. Presentations on ISISUTL and ISISXCH programs completed the CDS/ISIS sessions.

59. The presence of at least two resource persons for all practical sessions (including MS/DOS) greatly facilitated the progress by participants.

Telecommunications

60. Basic concepts in telecommunications technology were introduced. Local and Wide Area Networks were compared as vehicles for data transfer and standards promoted by CCITT in data transmission were also discussed. At a practical level, procedures for opening a subscription to the telephone company's public packet-switched network (Datanett) and with TEXTEL were explained in detail. A step-by-step guide to accessing an on-line database was given.

61. TEXTEL at present links Trinidad only with those countries for which a demand had been expressed but has plans to facilitate incoming traffic to permit access to local databases such as CARISPLAN.

Workshop experience in database creation using CDS/ISIS

62. The participants' reactions were relayed through two rapporteurs. The comments are collocated under subheadings for ease of reference.

(a) Organization

- small number of persons per machine allowed each individual the opportunity to interact with programs;
- resource persons were extremely helpful and patient;

(b) Documentation

- lack of an index to the manual hampered use, especially since information on particular components was dispersed. However, instructions when located were explicit and clear;

- logical organization of the Reference Manual was at times difficult to follow;

- exercises might be incorporated into the Reference Manual, perhaps following explanatory text;

- exercises were very helpful; several potential changes (e.g., mode options) were suggested on the Print Formatting Language to clarify the differences in printed output;

(c) System programs

- completion of all four stages in creating a database through ISISDEF were viewed as a problem;

- worksheet creation could place an inexperienced user in a loop, especially when placing fields towards the foot of the screen;

- insertion of HELP messages, setting of default values and the possibility of a variety of data entry worksheets for special purposes were features which found favour;

- suggestion that a warning message alert users that data might be overwritten if producing output for PRINT.LST or WSLIST.LST;

(d) User programs

- search language - reserved alphabetic characters have potential to create ambiguity in the formulation of search statements;

(e) Equipment

- downtime and slow speed of some machines ran counter to the productivity of several groups;

(f) General

- the absence of an arithmetic function may lessen its impact in applying CDS/ISIS to an accounting system for acquisitions;

- the Print Formatting Language was perceived as an area of difficulty;

- participants felt that they could have benefitted from a longer period of instruction;

- a novice, without the benefit of a training workshop, might encounter problems in getting a database operational.

63. Beyond a consensus that CDS/ISIS appeared to be adequate for the purpose of extending capabilities in smaller-sized units, participants remarked that their limited experience precluded comments being as specific as they would have wished.

64. Finally, all participants felt that they could attempt to establish a database, given the experience gained at the workshop. Nonetheless they remained diffident about their ability to succeed. The workshop represented a decisive step towards computerization of library and documentation units. The need for further workshops was voiced.

FORMALITIES REGARDING ACQUISITION OF CDS/ISIS SOFTWARE

65. ECLAC indicated to participants the hardware specifications issued by UNESCO to run CDS/ISIS. The terms under which an institution may become a licensee were explained. Participants were informed that the CDC had recently received permission from UNESCO to act as a distributor of the software. Individual applications should be forwarded to UNESCO, Paris, but CDC, ECLAC, would issue diskettes, reference manuals and other documentation as well as provide training.

DEMONSTRATION OF MINISIS

66. Participants were taken on group tours of the computer facilities at the Caribbean Documentation Centre. Sample searches were conducted on the CARISPLAN database through MINISIS using both QUERY and a menu-driven program, MENUDIS. The latter is available to external users who interrogate the database.

67. Simultaneously, at the Holiday Inn, a sample database created at UNESCO using CDS/ISIS was demonstrated. This comprehensive database illustrates the integration of several library applications - referral file of research projects, personnel and institutions, a union list of serials, an acquisitions file and bibliographic references.

EVALUATION OF WORKSHOP

68. The majority (68%) of the respondents to the questionnaire either had no prior computer-related experience or else had attended short courses only. Approximately 14% had pursued courses at university and the remainder (18%) had acquired experience on-the-job.

69. In general, organization and presentation of the sessions were found to be satisfactory as the predominant response indicated a good or excellent understanding of each topic covered with two exceptions - general aspects of systems analysis and the CDS/ISIS Print Formatting Language.

70. However, 55% of the participants stated their preference for additional time for practical sessions on CDS/ISIS and MS/DOS.

71. Working tools were sufficient in quantity but the poor performance of one make of computers had adverse effects on the users' progress. The Haitian participant would have benefitted from the French version of the manual; however, an interpreter was present at all times.

72. The group exercises (days 1-3) helped 71% of the participants to clarify the content of the lecture sessions. One qualification concerned the formulation of the questions which with more precision may have elicited responses more pertinent to the desired purpose.

SCREENING OF DOCUMENTARY

73. The documentary is the first of two on the Caribbean Information System with a focus on CARISPLAN. This twenty-minute film is designed as a training medium for newcomers to the CARISPLAN network. It is intended as a preview to accompany more detailed presentations by lecturers.

74. Comments were invited from the audience as members of the production team were present.

75. The general opinion was that, despite the original orientation of the film to a specific target group, it could be shown to the general public.

CLOSING SESSION

76. The regional workshop was clearly a necessary stage in the development of the Caribbean Information System. Participants were encouraged to implement the package as soon as possible after returning to their countries. Those whose documentation centres did not yet have access to a microcomputer, were urged to include a request for the provision of equipment in their upcoming budget.

77. Certificates of participation were presented by the Deputy Director of the UNECLAC Subregional Headquarters for the Caribbean, Port of Spain.

78. After expressing appreciation to IDRC, UNESCO and UWI, St. Augustine, the Deputy Director declared the workshop closed.

Annex I

PROVISIONAL PROGRAMME*

* The Provisional Programme was previously issued as document LC/CAR/G.185 and CDCC/MLIM/86/1/Rev.1 dated 4 September 1986.

Monday, 8 September

Morning

- 8.30 - 9.30 Registration
- 9.30 - 10.30 Opening session
- 10.30 - 11.00 COFFEE BREAK
- 11.00 - 12.30 Presentation of status reports by participants on microcomputer applications in library and information management

Each participant should present a brief statement on the current status of microcomputer applications in library and information units within their country. Plans for future development as well as problems encountered should be included. Regional institutions are also expected to make a brief presentation on their programmes. The Caribbean Documentation Centre of ECLAC will close this item with an update on its activities. [5-7 minutes each]

- 12.30 - 2.00 LUNCH

Afternoon

- 2.00 - 3.00 Presentation of status reports (cont'd)
- 3.00 - 3.15 COFFEE BREAK
- 3.15 - 5.00 Overview of trends in microcomputer development for general use and library functions

Review of microcomputer applications in library-related functions and the impact on information handling in general, including:

- continued improvement in hardware capabilities
 - general aspects of systems analysis
 - software development for library functions
 - cost implications
 - future outlook, e.g., storage technology, utilizing optical discs, etc.
- Fay Durrant

Tuesday, 9 September

Morning

9.00 - 10.00 Major features of microcomputer technology

A general introduction to the basic characteristics of a microcomputer system. Among the elements to be described will be memory, operating systems, disk drives, storage, etc., as well as peripherals (printers, modems). Support through vendors, documentation and training software will also be addressed - Fay Durrant

10.00 - 10.30 COFFEE BREAK

10.30 - 12.30 Data base management systems

The functions and data structures employed to achieve results will be outlined to give participants some background into relationships within DBMS - Fay Durrant

12.30 - 2.00 LUNCH

Afternoon

2.00 - 5.00 Design of data bases

Determination of information needs and requirements for both bibliographic and non-bibliographic data bases. Design and development of integrated systems (data bases integration and functions integration, e.g. integrating referral data bases into a master bibliographic file and providing for acquisitions management and union catalogue of serials) - Fay Durrant

Wednesday, 10 September

Morning

9.30 - 10.30 Criteria for the evaluation of hardware and software

The identification of appropriate criteria against which to select and/or evaluate both equipment and programs - Fay Durrant

10.30 - 11.00 COFFEE BREAK

11.00 - 12.30 Tutorial on MS/DOS
Intended to brief participants on the more common
commands and features of the operating system
- David Beckles

12.30 - 2.00 LUNCH

Afternoon CDS/ISIS (mini-micro version)

2.00 - 5.00 A combination of lectures and hands-on sessions should
afford participants the opportunity of acquiring
reasonable familiarity and confidence in using CDS/ISIS

CDS/ISIS data base: system overview; data base
structure; CDS/ISIS file system - David Beckles

Thursday, 11 September

Morning

9.00 - 10.30 CDS/ISIS data base (cont'd)

10.30 - 11.00 COFFEE BREAK

11.00 - 12.30 CDS/ISIS Data Base Tables - Field Definition Table and
Field Select Table - Audrey Chambers

12.30 - 2.00 LUNCH

Afternoon

2.00 - 5.00 CDS/ISIS System Program I: ISISDEF - Audrey Chambers

Friday, 12 September

Morning

9.00 - 10.30 CDS/ISIS System Program I: ISISDEF (cont'd)

10.30 - 11.00 COFFEE BREAK

11.00 - 12.30 CDS/ISIS System Program I: ISISDEF (cont'd)

12.30 - 2.00 LUNCH

Afternoon

2.00 - 5.00 CDS/ISIS User Program I: ISIS Program - record creation
and editing - Audrey Chambers

Monday, 15 September

Morning

9.00 - 10.30 CDS/ISIS User Program II: ISISINV Program
- Herold Gopaul

10.30 - 11.00 COFFEE BREAK

11.00 - 12.30 CDS/ISIS User Program II: ISISINV Program (cont'd)

12.30 - 2.00 LUNCH

Afternoon

2.00 - 5.00 CDS/ISIS Print Formatting Language - Audrey Chambers

Tuesday, 16 September

Morning

9.00 - 10.30 CDS/ISIS Print Formatting Language (cont'd)

12.30 - 2.00 LUNCH

Afternoon

2.00 - 5.00 CDS/ISIS User Program I: ISIS Program - search language
- Audrey Chambers

Wednesday, 17 September

Morning

- 9.00 - 12.30 (a) CDS/ISIS System Program II: ISISUTL Program
- David Beckles
(b) CDS/ISIS System Program III: ISISXCH Program
- David Beckles

12.30 - 2.00 LUNCH

Afternoon

- 2.00 - 5.00 CDS/ISIS User Program III: ISISPRT Program
- Audrey Chambers

Thursday, 18 September

Morning

- 9.00 - 10.30 Telecommunications and Networking
- TEXTEL representative
- 10.30 - 11.00 COFFEE BREAK
- 11.00 - 12.30 Brief presentation by participants on workshop
experience in data base creation
- 12.30 - 2.00 LUNCH

Afternoon

- 2.00 - 5.00 MINISIS demonstration at Caribbean Documentation Centre

Friday, 19 September

Morning

9.00 - 10.30 Evaluation of workshop
10.30 - 11.00 COFFEE BREAK
11.00 - 12.30 Screening of videotape on the Caribbean Information System
12.30 - 2.00 LUNCH
2.00 - 3.00 Closing session

* * * * *

Resource persons, CDS/ISIS sessions

Dale Alexander	Jennifer Joseph
Pamela Benson	Clarence Moe

Annex II

List of Participants

ARUBA
Ms. Alice Van Romondt
Director/Librarian
Aruba National Library
George Madurostraat No. 13
Oranjestad

Tel: (201-599-8) 21540/25489

BARBADOS
Ms. Marcia Nurse
Senior Librarian
Barbados National Library Service
Culloden Farm
Culloden Road
St. Michael

Tel: 429-5716/5724

BELIZE
Mr. Charles Gibson
Government Archivist
Belize Archives Department
26-28 Unity Boulevard
Belmopan

Tel: 08-2247

CURACAO
Ms. Meredith Cecilia
Librarian
National Library
Johan van Walbeeckplein 13
Pietermaai

Tel: (09-599-9) 611582/612840

GUYANA
Ms. Jean Craigwell
Subject Divisional Librarian,
Science and Technology
University of Guyana
P.O. Box 101110
Georgetown

Tel: 02-54841

HAITI

Mr. Agousse Telfort
Bibliothecaire-Documentaliste
Commissaria! National a la Promotion Nationale
et a l'Administration Publique (CNAPNA)
Palais des Ministeres
rue Ugr-Guilloux
Port-au-Prince

Tel: 011-509-1 20700

JAMAICA

Ms. Arlene Ononaiwu
Chief Librarian
Planning Institute of Jamaica
39-41 Barbados Avenue
Kingston 5

Tel: 926-1480 -8/1765 -6

**SAINT VINCENT AND
THE GRENADINES**

Ms. Pearl Herbert
Librarian/Documentalist
Documentation Centre
Ministry of Finance & Planning
Kingstown

Tel: 71750/61111, Ext. 379

**TRINIDAD AND
TOBAGO**

Ms. Nirupa Oudit
Head (Ag.)
Information Analysis Programme
Commercial Development Division
CARIRI
c/o Tunapuna P.O.
Tunapuna

Tel: 663-4170 -1

Alternate

Ms. Stella Edwards
Documentalist
Information Analysis Programme

Ms. June Stewart
Librarian II
Central Bank of Trinidad & Tobago
Central Bank Building
Eric Williams Plaza
St. Vincent Street
Port-of-Spain

Tel: 625-4835, Ext. 2444/2449

Ms. Maritza Hee Houg
Librarian
Ministry of Food Production, Marine
Exploitation & the Environment
Central Experiment Station Library
Via Arima P.O.
Genteno

Tel: 646-4334 -7

Ms. Avril E. Reid
Librarian I
Ministry of Finance & the Economy
Customs & Excise Division
Eric Williams Finance Building
Eric Williams Plaza
Independence Square
Port-of-Spain

Tel: 627-9700 /9625/9695, Ext. 2022

Ms. Jennifer Joseph
Librarian II
Ministry of Finance & the Economy
Library
6th Floor, Eric Williams Finance Building
Eric Williams Plaza
Independence Square
Port-of-Spain

Tel: 627-9700 /9692/9695, Ext. 2021

Ms. Tessa Ottley
Librarian
Institute of Marine Affairs
P.O. Box 3160
Carenage P.O.

Tel: 634-4292

Ms. Joyce Williams
Librarian
Trinidad & Tobago Management Development Centre
2nd Floor, Salvatori Building
Port-of-Spain

Tel: 623-1961 -3/ 4951 -3

Ms. Carol Ford
Librarian
Trinidad and Tobago Supreme Court Law Library
3rd Floor, Hall of Justice
Knox Street
Port-of-Spain

Tel: 623-7969 /6911

II. UNIVERSITY OF THE WEST INDIES

BARBADOS

Mr. Alan Moss
Acquisitions Librarian
Main Library
UWI - Cave Hill
P.O. Box 64
Bridgetown

Tel: 425-1100 /1310, Ext. 235

JAMAICA

Ms. Janet McCallum
Librarian II
Medical Library
UWI - Mona
Kingston 7

Tel: 927-1661

TRINIDAD AND TOBAGO

Ms. Lutishoor Salisbury
Librarian III
Main Library
UWI - St. Augustine

Tel: 663-1364 /9, Ext. 3413

Ms. Sherma Quamina
Librarian III
Main Library
UWI - St. Augustine

III. REGIONAL ORGANIZATIONS

CARNEID

Ms. Nancy St. John
Documentalist
CARNEID Co-ordinating Centre
Two Mile Hill
St. Michael
BARBADOS

Tel: 427-4770 /1

EASTERN CARIBBEAN CENTRAL BANK (ECCB)

Ms. Alison Phills
Library Assistant
P.O. Box 89
Basseterre
SAINT CHRISTOPHER-NEVIS

Tel: 465-2537 /4108

OECS

Ms. Rita Payne
Administrative Assistant
Registry and Documentation Centre
High Street
St. John's
ANTIGUA

CARICOM

Ms. Maureen Newton
Documentalist
3rd Floor, Bank of Guyana Building
Avenue of the Republic
Georgetown
GUYANA

Tel: 02- 69280 -9/57758

IV. RESOURCE PERSONS

Ms. Fay Durrant
Consultant
412 Republic Park
Providence P.O.
GUYANA

Dr. David Beckles
Main Library
UWI
St. Augustine

Tel: 663-1346

Mr. Herold Gopaul
CARIRI
UWI
St. Augustine

Tel: 662-7161 -4

V. ECLAC Subregional Headquarters for the Caribbean

Ms. Wilma Primus
Project Co-ordinator
Caribbean Information System

Ms. Audrey Chambers
Library Systems Analyst

Ms. Judith Modeste
Indexing Supervisor

Ms. Rachael Whiteman-Greene
Student
Department of Library Studies
UWI
(on fieldwork attachment at
Caribbean Documentation Centre)

Ms. Safia Khan
Secretary

Annex III

GROUP EXERCISES FOR PRESENTATION ON
WEDNESDAY, 10 SEPTEMBER 1986

Presentation should be by a member or members of the group for 10-15 minutes

Part 1

Describe your procedures for the selection of the most suitable microcomputer for a given library, identifying hardware components - brands, models, storage mechanisms, mechanisms for dealing with power fluctuations, possible communication with other libraries, within or outside the country and any other requirements of the library.

The selection should be based on specifications for:

- users needs: staff and library users
- performance features
- speed
- ability to run application programs required
- data storage requirements
- space availability
- servicing available
- development plans for the library and related organizations.

Part 2

Describe your procedures for the identification of suitable data elements for the bibliographic data base for a CARISPLAN focal point or participating centre.

Identify the data elements for a record for monographic items.

Identify the data elements for a record for serial titles.

Some sources available on loan from S. Khan, CDC Secretary:

LOTUS: Computing for managers and professionals

May, June, July, August 1986

Personal Computing

November 1985, February, March, May, August, September 1986

New York Times Supplement - A Guide to the Personal Computer

1 June 1986

Folder of newspaper clippings, and newspaper articles.

