

ECLAC/NALIS WINISIS Training Workshop
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Port of Spain, Trinidad & Tobago

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**REPORT OF THE ECLAC/NALIS WINISIS TRAINING WORKSHOP
AND
SUMMARY OF PRESENTATIONS**

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1. Introduction

The Caribbean Documentation Centre of the Economic Commission for Latin America and the Caribbean (ECLAC) in collaboration with the National Library and Information System Authority of Trinidad and Tobago (NALIS) conducted a workshop on WINISIS from 1-5 December 2003 at the new National Library complex in Port of Spain. The workshop was arranged in response to requests from several countries and organizations in the subregion for assistance in this regard. The workshop was funded by ECLAC with substantial "in kind" assistance from NALIS.

WINISIS is the Windows version of CDS ISIS, the bibliographic data management programme developed by the United Nations Educational, Scientific and Cultural Organization (UNESCO) for use in libraries. ECLAC had mounted several training programmes on the DOS version of this programme during the 1980s and 1990s, until the skills became widely available throughout the Caribbean subregion. However, the evolution to the Windows version coinciding with a new generation of librarians and library technicians made this training intervention necessary at this time.

The National Library and Information System Authority of Trinidad and Tobago agreed to collaborate by hosting the workshop and providing the necessary equipment and human resources for the training. Mrs. Lucia Phillips of NALIS conducted the workshop with the assistance of Ms. Marguerite Ann Moore and Ms. Sally Montserin.

Thirty persons participated, 11 from overseas, eight of whom were sponsored by ECLAC. Overseas participants came from Anguilla, Barbados, Dominica, Guyana, Nevis, Saint Vincent and the Grenadines and Suriname. ECLAC also sponsored one participant from Tobago. The Caribbean Tourism Organization (CTO) and the Sir Arthur Lewis Institute of Social and Economic Studies of the University of the West Indies were also represented. The local office of the International Labour Organisation (ILO) and the Caribbean Epidemiology Centre (CAREC) were also represented at all sessions. Librarians from the United Nations Information Centre (UNIC) and the Pan American Health Organization (PAHO) were present at some sessions. Other participants, and this group constituted the majority, were drawn from various libraries within the NALIS system. A list of participants is appended.

2. Opening

At the brief opening ceremony, Ms. Sandra John, Chief, Caribbean Documentation Centre, welcomed participants on behalf of the ECLAC Subregional Headquarters for the Caribbean, explaining ECLAC's involvement in the training initiative which had made it possible for so many persons to attend from overseas. She welcomed these participants to Trinidad and Tobago and expressed her delight at seeing so many persons present who had not previously benefited from similar training opportunities. She thanked NALIS for so graciously agreeing to host and conduct the workshop and expressed the hope that there would soon be more opportunities for further collaboration.

Mr. Eric Baron, Human Resource Manager, NALIS, welcomed all participants to the workshop, and welcomed the overseas participants to Trinidad and Tobago. He pointed out the importance of workshops such as these and praised ECLAC for the initiative, and described it as one with which NALIS was very happy to be associated. He wished participants a fruitful and productive week.

Finally, Ms Lucia Phillip, Training Facilitator, made her own welcoming remarks and introduced the subject of the workshop.

3. Content of the workshop

The workshop explored all major aspects of the WINISIS programme following a logical sequence - beginning with installation, and proceeding to database creation and replication, data entry, data inversion, printing and sorting, and the use of the print formatting language.

In each case, the concepts were explained and step-by-step instructions given. The participants were then allowed time to experiment with and complete each function, with guidance and further explanations provided by the team of facilitators.

On the afternoon of the fourth day the workshop, the venue shifted to the ECLAC conference room where the Chief, Caribbean Documentation Centre, made a presentation on the Caribbean Digital Library (CDL). The genesis, purpose, structure, and content of the CDL were explained and participants were guided through the data entry and retrieval process and urged to contribute towards the further enhancement of this useful facility.

The presentation was followed by a discussion and, later, the participants had an opportunity to have practical hands-on interface with the CDL.

On the final day of the WINISIS workshop participants were treated to a tour of the impressive facilities at the new National Library in Port of Spain. Later, back in the Training Room they were introduced to some other integrated library management software packages which participants might want to consider in the future as an alternative or a supplement to WINISIS.

A programme and the main presentations are appended to this report. Each participant was given a copy of the WINISIS programme on CD including the accompanying procedure manuals.

4. Expectations and results

At the start of the workshop participants were requested to state in writing, their expectations of the one-week programme. The following synthesis of the responses received suggest that there were expectations which were very definite, clear, and in some cases, quite ambitious:

Participants indicated that they expected to:

- Learn how to create and define data bases
- Gain some understanding of the programming language
- Learn how to do data entry using the MARC format
- Learn how to retrieve data from a WINISIS database
- Learn how to import and export data in order to share databases with other libraries and information centres
- Understand the connection between WINISIS and cataloguing and indexing
- Get experience in trouble shooting the more problematic areas of WINISIS
- Learn how to transfer data from a CDS ISIS (Dos Version) database to WINISIS
- Hear about the latest development and improvements in the WINISIS programme
- Get a working knowledge of the programme
- Refresh existing knowledge of the Isis programme
- Solve compatibility issues
- Get a copy of the latest version of the programme
- Develop/improve the working relationship with other librarians in the region
- Explore the possibility of importing cataloguing from other sources such as OCLC
- Be competent enough to put what was learned into practice in their own libraries
- Be competent enough to teach others much of what was learned at the workshop

The responses collected during the evaluation exercise indicated that the workshop did not disappoint and, in fact, in most cases the expectations were fully met.

5. Evaluation

Fifteen of the 30 participants attending the workshop submitted completed evaluation forms. Their responses revealed a high level of satisfaction with the manner in which the workshop was conducted and with the quality of the tuition and the learning experience as a whole.

Most respondents indicated in the evaluation that these expectations had been met fully. The following specific areas were covered during the workshop:

- Installation of the programme
- Data entry
- Searching a WINISIS database
- Data inversion
- Creating (defining) a database
- Printing and sorting
- The print formatting language
- Importing and exporting data

In all areas, participants indicated that the topics were adequately dealt with. A lot of time was devoted to the Print Formatting Language, potentially the most complicated aspect of the WINISIS programme. This decision appeared to have paid off since no one identified this area as problematic.

There was also widespread satisfaction with the trainer and her facilitators. Some persons held the view that there should have been at least two more facilitators to adequately take care of all the queries.

The other constraint identified, had to do with inadequate space and too few computers, a situation, which arose because of the overwhelming response to the workshop, particularly at the local level. The training room had to be hastily rearranged to accommodate a 50% increase in the participation originally projected. Participants who identified this as a shortcoming were full of praise for other aspects of the experience. The following comment, from one participant, captures the essence of most responses:

"The workshop was very, very informative. Though a very technical programme, the presentation given on WINISIS was very well done, (very patiently done!)"

Some participants expressed the view that the programme should have been longer and that a manual should have been provided. An excellent handout was provided, and a manual formed part of the CD that was given to participants at the end of the workshop.

Participants were high in their praise of the visit to the ECLAC offices and the presentation on the Caribbean Digital Library.

Also during the week a visit to the Main Library of the University of the West Indies was facilitated for those participants who made the request. A special tour was arranged for the small group. Those who made the trip were very impressed with the UWI Library and particularly fascinated by the visit to the Dr. Eric Williams Memorial Collection.

6. Follow-up

The enthusiasm with which this programme was received was indeed very gratifying. The initial suggested size of 16 participants or thereabouts eventually swelled to 30, and even then, several persons had to be turned away with the promise that a second programme would be scheduled soon. It was as clear an indication as one could wish that ECLAC was on the right track in facilitating a training opportunity such as this.

It is the recommendation of the Caribbean Documentation Centre that another WINISIS workshop should be scheduled for 2004 in order to accommodate those countries and organizations that were unable to be represented at this session.

Other areas where training is needed should be identified and appropriate initiatives pursued. Web Site management for digital document dissemination is an area that immediately springs to mind.

ECLAC had become less active in the area of library personnel training since so much had been done in this area during the 1980s and early- to mid-1990s that there was the feeling that the saturation point had been reached. Now however, there is a new generation of librarians who have to learn how to use new tools to cope with the new challenges created by the rapidly emerging technology and the thrust in the direction of a global information society.

ECLAC must continue to respond.

Annex 1**LIST OF PARTICIPANTS**

No.	PARTICIPANTS NAME/TITLE	INSTITUTION/ADDRESS	PHONE/E-MAIL
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