

E/CEPAL/CDCC/74

1 July 1981

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



WORKSHOP TO PROVIDE AN INTRODUCTION TO  
BASIC TECHNIQUES FOR LIBRARY ORGANIZATION  
AND SERVICES

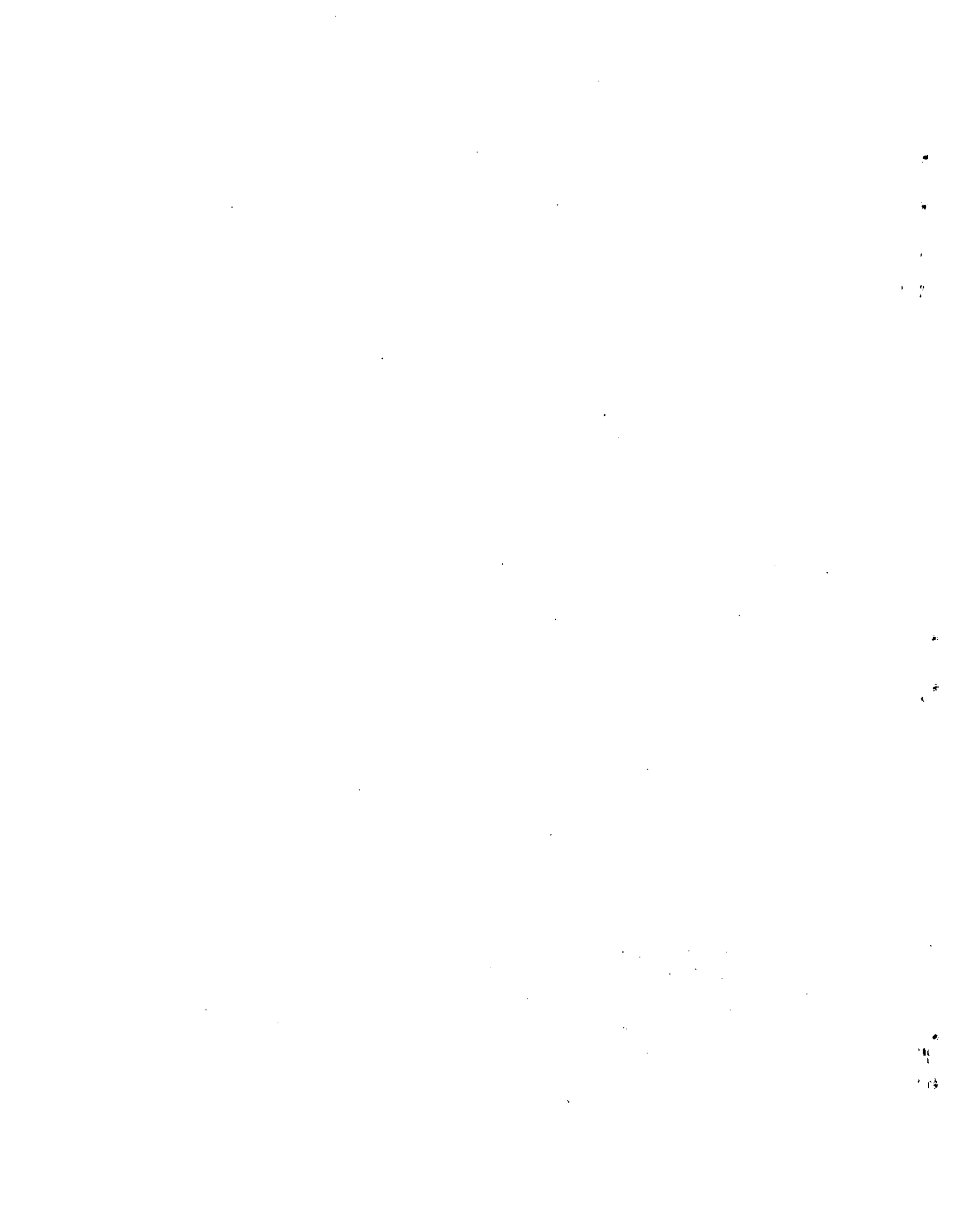
Kingstown, ST. VINCENT  
15 - 26 June 1981

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 St. Vincent Central Planning Unit and St. Vincent Public Library, and the International Development Research Centre (IDRC).



**UNITED NATIONS**

ECONOMIC COMMISSION FOR LATIN AMERICA Office for the Caribbean



Workshop to provide an introduction to  
Basic Techniques for Library Organization  
and services

Kingstown, ST. VINCENT  
15 -26 June 1981

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The opening session was attended by Representatives of some Ministries and Departments, including the Training Division which had assisted in arrangements for the Workshop, the Ministry of Health, the Central Planning Unit, the School of Nursing and the Department of Labour and Representatives of the media.

In her opening remarks Mrs. L. Small welcomed the guests, and the participants, and gave some background information on the organized collections existing in St. Vincent. She informed the meeting of St. Vincent's participation in the Caribbean Information System and its potential benefits to the country. She had participated she said, in the Workshop organized by the ECLA Office for the Caribbean and resulting from this she had been encouraged to establish a national focal point which would serve the information needs of Government officials in St. Vincent, and to train personnel for working in co-operation with their Central Government library. She reported that she was pleased that an important development had been the establishment of a Central Government library in the Ministry of Finance, with the nucleus of a collection, and recently approved position of Government librarian.

The Participants were asked to introduce themselves and to state their expectations of the Workshop.

Their expectations in summary were to learn of : sources of relevant material for their organizations especially material relating to St. Vincent methods of organization of collections, especially of some recently acquired collections of documents and methods of providing greater access to information and improved services to users.

The opening address was delivered by Mr. Medford Scott, Financial Secretary. Mr. Scott said that he appreciated the need for a centre for a Public Library , which would organize the collections and documents already held in the various Ministries and Departments. He recognized the constraints of space for the newly established Government Library but the central location he considered to be a great advantage to future use.

With the focal point established, he said it was time for co-ordination of the various collections within the government service.

He explained also that since Independence the Government of St. Vincent had become a member of various international organisations and that the relevant departments were now receiving large numbers of documents from these organizations. The organization of these collections was vital to their use and he expected that the establishment of organized units within Government Departments would provide this.

The Financial Secretary complemented Mrs. Small on her untiring efforts to establish a national focal point and Central Government Library, and expressed the hope that this Workshop would provide the basis for the development of these collections.

Mrs. Herbert, Assistant Librarian of the St. Vincent Public Library thanked the Financial Secretary for his opening address, the ECLA representatives for having come to conduct the Workshop and the invited guests for having attended the opening. She wished the participants every success in their activities during the Workshop and subsequently in their work in information services in the future.

Monday 15th June

Ms. Fay Durrant, Library and Information Training Officer introduced participants to the function of library and information services, their relationship with the environment - the environments of government libraries, the stages of the information transfer cycle:

Collection

Storage and recording

Processing

Dissemination to users

and the active function of the special library - which has to provide information for active use.

The functions of library co-operation, and the structure of library and information networks were also examined, with examples of CARISPLAN, AGRIS and the INIS as decentralized information networks which provide information for technical personnel in Government agencies and organizations.

Mrs. Lorna Small, Chief Librarian of the St. Vincent Public Library provided the participants with background information on the information resources in St. Vincent and presented proposals for the development of a network of libraries within the Government Ministries and the departments.

Beginning with the Public Library, she examined the various established collections, their administration, book votes.

The policy of the Public Library was to provide island coverage and it presently has 16 service points, as well as a bookmobile service.

The present location of the Kingstown Public library though centrally located is proving to be inadequate.

Although there was provision for the purchase of books, and equipment there was still scope for gifts to supplement this.

Mrs. Small described the various library services provided, with emphasis on the specialized services, anticipating users needs

and in general provision of up-to-date or current information, for example providing background reading for the CXC Examinations.

The Public Library she said has a policy of collecting all locally produced information which might be available:

- (1) Government Publications
- (2) Other local publications
- (3) and material produced overseas relating to St. Vincent.

Assistance is also given to other ministries or departments for the establishment of Special Collections.

In a review of the other areas, Mrs. Small described the library of the Teachers College and the Collections of the Ministries and Departments.

All departments had local studies and reports, which needed to be organized to provide information to policy-makers, planners and other government personnel. Initial emphasis should be on the locally produced information, organization of the collections for use with upgrading of the physical facilities.

#### The National Focal Point

Mrs. Small told participants that a central library was in the process of being established in the Ministry of Finance and that this would be staffed by a librarian and a library assistant.

This would have a core collection of general reference material as well as:

- (1) locally produced or related material
- (2) background reading related to the activities of the personnel in the government service.

Mrs. Small further explained the other areas in which development of library services were expected - an integrated network of units co-ordinated by the national library.

Tuesday 16 June

Mr. Cecil Williams, Assistant Secretary (Economic Planning), in the Central Planning Unit analysed the organization and structure of the government service, and the responsibilities of each Ministry and Department.

Using an organisation chart for reference, Mr. Williams described the St. Vincent Government Structure as being similar to that of the stages of the Eastern Caribbean and with the Government's policy carried out by Ministers and the Public Service.

He detailed the responsibilities of the Ministries and their related departments with the design and the development of projects being the responsibility of the Central Planning Unit.

In answer to questions about his information needs, Mr. Williams described his method of collecting information for a study of the transport facilities for school children which he had completed in November of 1980.

He said that no previous study on that topic had been located, and that statistical data on the movements of school children, the costs of transport and the operating costs of buses and taxis, had to be collected by questionnaires, by personal visits from the records of the Ministry of Education.

Such data has been included in the final report of the survey and copies have been deposited in the Public Library as well as the Central Planning Unit.

His present information needs were in relation to preparation of a fisheries project for the supply of four fibre-glass boats to be equipped with inboard engines, generators for refrigeration of fish and ecosounders for tracing shoals.

He identified needs for access to similar projects from other countries, and information on costs and availability of equipment and spare parts.

He also identified a difficulty in collecting data in some areas particularly personal incomes and expenditures, which consequently reduced the effectiveness of project planning.

With reference to the government organization structure analysed by Mr. Williams, Ms. Durrant explained the special relationship between the user and librarian in a special library, means of identification of users and methods of identifying the information needs of these users.

Ms. Sue Appleby explained the value of user profiles to a special library, and participants worked in groups on the preparation of sample profiles.

It is expected that participants will be able to include user profiles as one of the services to their organizations.



Wednesday 17 June

ACQUISITION

Participants were given guidance on the relationship between users needs and the type of material to be acquired, sources of relevant information which included the conventional sources and the sources of locally produced and related material.

Procedures for acquiring material from conventional sources and from local sources were outlined as well as the procedures for acquisition of material within government departments.

Participants were given samples of forms which can be used to carry out these procedures.

These sessions were conducted by Ms. Susan Appleby, Mrs Pearl Herbert and Ms. Fay Durrant, and included:

1. Initially with material already held in the Ministry or Dept. with emphasis on Ministries/Departments' publications, the Governments Printer's publications
2. Other material which can be obtained from other national, regional or international organisations.

Thursday 18 June

The standardization of several areas of library and information services was discussed, and its reflections in the library's records were further defined.

Participants were then introduced to descriptive cataloguing using the BRC Cards and the Manual of the Caribbean Information System, and worked in groups on the preparation of bibliographic description of a selected documents relating to St. Vincent.

These sessions were conducted by Ms. Fay Durrant and Ms. Susan Appleby.

The BRC Cards will be used to record the holdings for input into CARISPLAN.

Friday 19 June

In the session on the arrangement of a library to facilitate use, there was a review of the various types of material which could be used for providing information in the organizations represented by the participants.

The importance of subject organizations in relation to provision of information was stressed and the Summary of the Dewey Decimal Classification, 18th edition was used as the basis for preliminary exercises in subject classification.

- Classification of collections by DDC Summary

Dissemination of information to the library's main users was related to the preparation of user profiles, and the type of information users were known to need. The participants were asked to define the main subject areas known to be of interest to their organization in standardized format.

Participants will prepare current awareness bulletins of the new material received in their organization and will disseminate them to users.

Monday 22 June

Participants worked in detail on the classification of material held by their organizations; work was done in groups of 3, each supervised by a librarian. The three summaries of the DDC were used as the main tool with the view that in future participants would be able to organize the material held by their organizations in general subject order and therefore able to provide a basic service.

In most cases the summaries were adequate except in the case of the Dept. of Tourism where the expanded schedules had to be used to provide more detailed coverage.

Tuesday 23 June

The relationship between the special library and the governing organization was discussed. Participants were asked to identify the objectives of their organizations, and the relationship between the organization's objectives and the objectives of the libraries:

The possible areas of relationship between the special library of the government departments and other information services were also considered in terms of services which can be provided by these units and services which can be given.

Action Plan

- (a) Definition of library's objectives in relation to those of the organization.
- (b) Familiarization with the holdings of other libraries or units.
  - (1) Reference tools
  - (2) Subject areas

Participants began preparation of a plan of action for their activities on their return to their organizations.

Wednesday 24 June

Care and maintenance of library materials

A visit to the Government printers provided an introduction to the services available from this Department. Subsequently there was a brief discussion on the factors which could enhance the care of library materials and the factors which would influence binding policies.

Future arrangements for having material bound by the government printer will be co-ordinated by the government librarian as the National Focal Point. In the interim, the public library will co-ordinate the arrangements.

Thursday 25 June

Participants were introduced to the functioning of a reference service by a general review and exercises using some of the collection of the Extra Mural Centre library.

These were general questions covering a wide range of topics to provide guidance in the use of reference books and in the location of information from more specialized sources.

Samples of the questions are included at Annex III.

Friday 26 June

Participants had already been introduced to CARISPLAN Abstracts, they were given a brief background to the range of Abstracting services and work on exercises locating information on specific topics in Vol 3 of Carisplan Abstracts.

Participation in the Caribbean Information System

Participants requested material from CARISPLAN Abstracts, and from the CDC Awareness bulletin which was likely to be relevant to their collections.

Much of this material was regionally produced but related to their countries.

They will continue to do so.

Input into the Caribbean Information System

The participants will collect material produced by their organizations and record it on BRC Cards.

Copies of these documents will be sent to the Caribbean Documentation Centre for entry in CARISPLAN Abstracts until the appointment of the Government librarian who will be responsible for preparing the full entries for these documents.

The closing session was chaired by Mr. Cameron King, Resident Tutor of the Extra Mural Centre, and attended by Representatives of some of the Ministries and Departments. Mr. King welcomed the development of such a system of information which would provide access to locally produced and related information. He described as an important means of ensuring that the Third World can make progress, and begin to bridge the gap with the rich countries.

Mr. Cecil Williams of the Central Planning Unit, who had been a resource person during the Workshop, spoke of the value of the proposed network of government libraries and encouraged participants to keep in mind the value of the information produced and held by their organisations, and that with the achievement of independence and the increase in areas of activity of the government placed greater demands on information services and required access to more vital areas of information that had been the case earlier.

He extended the need for information services to include the demands placed by increasing specialization on information services. This he said would be the case in St. Vincent and also in Montserrat. Mr. Williams also recommended CARISPLAN as a useful tool in providing information recognizing that there would be many users and potential users of this service.

Ms. Fay Durrant, Library and Information Training Officer, of the Caribbean Information System, who had conducted the Workshop, described its activities and encouraged the representatives of the Ministries and Departments to become involved in the System, both as users, and also by assisting the participants in establishing and developing the information units within their departments.

Participants, she said had worked on a Plan of Action, for the development of information units within their Ministry or department. This would initially require:

1. Report and presentation of plan of action to the Permanent Secretary or Head of Department.
2. Collection into a unified system all books, documents, etc. held by the various sections of the organization.

3. The organization of publications by subject classification.
4. Recording subjects which are of interest to the users and potential users, initially with emphasis on members of the organization.
5. Current awareness services - providing for the principal users a list of new material received over a given period.
6. Listing by author or title each publication in the unit.
7. Providing reference services as required.

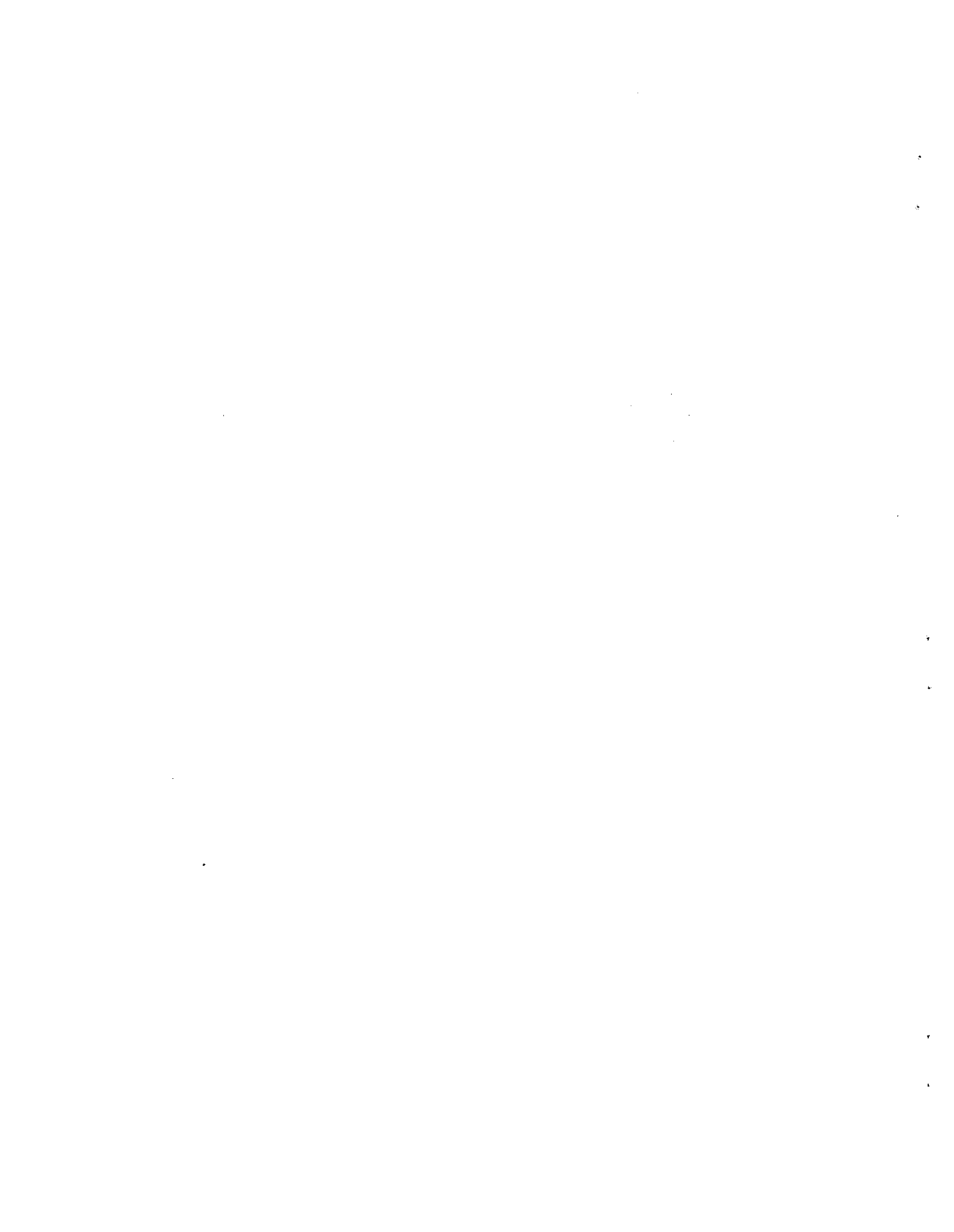
The subsequent developments which will be made in the development of these centres will be co-ordinated by the Government librarian, Ministry of Finance who it is expected will be appointed shortly.

The Participants had nominated three of their members to speak on their behalf. Mrs. Marcia Charles of the Registry outlined the areas of the course in which they had gained new knowledge significantly, the type of services which a special library could and should provide to its users, and that the relationship with the structure of the government had made it even more vital.

Ms. Clydella Chambers, Library Assistant of the St. Vincent Public Library with some years experience expressed her interest in the new areas of special librarianship about which she had learnt in the course.

Ms. Janet Woods of the Department of Tourism thanked the organizers of the Workshop, the directors of the course and the heads of departments who had made their attendance possible. She said that she had developed an interest in the area of information services which had previously been new to her and hoped that they would be able to put into practice what they had learnt at the Workshop.

Mr. King in his closing remarks said that he was pleased that there had been a plan of action prepared as a result of the Workshop, and that he had confidence that the results of the Workshop would indeed be seen.





WORKSHOP TO PROVIDE AN INTRODUCTION TO BASIC  
TECHNIQUES FOR LIBRARY ORGANIZATION AND  
SERVICES

Kingstown, St. Vincent  
University of the West Indies  
Extra-Mural Centre

Monday June 15 - Friday June 26

PARTICIPANTS

- |                              |  |
|------------------------------|--|
| 1. MINISTRY OF EDUCATION     | Dianne Murphy<br>Records Clerk.                          |
| 2. MINISTRY OF HEALTH        | Gayle Friday<br>Records Clerk                            |
| 3. SCHOOL OF NURSING         | Sister Helen Richards                                    |
| 4. DEPARTMENT OF TOURISM     | Janet Woods<br>Executive Secretary                       |
| 5. LABOUR DEPARTMENT         | Merle Bayley<br>Library Assistant                        |
| 6. MINISTRY OF FINANCE       | Esther Adams<br>Records Clerk                            |
| 7. MINISTRY OF LEGAL AFFAIRS | Lorna Cato<br>Typist                                     |
| 8. PUBLIC LIBRARY            | Joan Joseph<br>Library Assistant                         |
| 9. PUBLIC LIBRARY            | Allison Phills<br>Library Assistant                      |
| 10. MONTSERRAT               | Clydella Chambers<br>Library Assistant<br>Public Library |
| 11. THE REGISTRY             | Marcia Charles<br>Records Clerk                          |

ANNEX II

PROGRAMME

MONDAY, 15 June 1981

8.45 - 9.00	Registration	
9.00 - 10.30	Opening Session	
	Opening Remarks	Ms. Lorna Small Chief Librarian St. Vincent Public Library
	Introduction to the Work- shop and the Caribbean Information System	Ms. Fay Durrant Library and Information Training Officer Caribbean Information System
	Opening Address	Mr. Medford Scott Financial Secretary
	Participants Introduction of themselves and their expectations of the Work- shop.	
	Vote of thanks	Ms. Pearl Herbert Assistant Librarian St. Vincent Public Library

10.30 - 10.45

BREAK

10.45 - 12.00

SESSION II

The objectives of libraries  
and information services:

- The relationship between  
information and development
- The development of libraries
- Library and Information net-  
works
- The Caribbean Information  
System (CARISPLAN) as an info- Ms. Fay Durrant  
mation network

12.30 - 2.00

LUNCH

SESSION III

2.00 - 4.00

Information resources in St. Vincent

Proposals for the National Focal Point and the development of a network of libraries.

Ms. Lorna Small

EVALUATION QUESTIONNAIRE

At the end of each day participants will be asked to complete an evaluation questionnaire on the topics treated during the day's sessions. This questionnaire may be completed at home and will be reviewed between 8.45 and 9.15 on the following day.

TUESDAY, 16 June 1981

SESSION IV

9.15 - 10.30

The organization and structure of the government of St. Vincent. The responsibilities of the Ministries and Central Planning Unit Departments

Mr. Cecil Williams

SESSION V

10.30 - 12.00

The users of libraries and information services. Users of special libraries. The users' information needs.

Ms. Fay Durrant

12.00 - 1.30

LUNCH

SESSION VI

1.30 - 4.00

User profiles and their value in a special library

Preparation of user profiles

Exercises in the preparation of user profiles

Ms. Susan Appleby  
Documentalist/  
Librarian, ECLA

WEDNESDAY 17 June 1981

ACQUISITION

Journals, newspapers, organisational publications

SESSION VII

9.15 - 10.00 Identification of material relevant to the library's collection, based on users' present and projected needs Ms. Fay Durrant

10.00 - 10.15 BREAK

SESSION VIII

10.15 - 12.00 Sources of relevant material  
The administrative files and records of the organization  
Participants will be asked to speak briefly about their organizations Ms. Fay Durrant

12.00 - 1.30 LUNCH

SESSION IX

1.30 - 2.45 Acquisition procedures Ms. Susan Appleby

2.45 - 4.00 Acquisition procedures in Government Ministries and Departments Ms. Pearl Herbert

Acquisition of locally produced material

THURSDAY 18 June 1981

SESSION X

9.15 - 12.00 The importance of standardization Ms. Fay Durrant

The library's records Ms. Susan Appleby

Establishing entries

Descriptive cataloguing using sample cards

12.00 - 1.30 LUNCH

SESSION XI

1.30 - 4.00 Participants will work in groups preparing sample entries relating to St. Vincent Ms Fay Durrant  
Ms. Susan Appleby

FRIDAY 19 June 1981

9.15 - 12.00 Arrangement of a library to facilitate use:  
- Types of material  
- Organization of collections  
- Exercises in subject classification using DEWEY Decimal Classification 18th ed. - Summary

12.00 - 1.30 LUNCH

SESSION XIII

1.30 - 4.00 Dissemination of information to the library's main users Ms. Fay Durrant  
  
Current awareness services and Selective Dissemination of Information Ms. Susan Appleby  
  
Preparation of Current Awareness Bulletins  
Group exercises

MONDAY 22 June 1981

SESSION XIV

9.15 - 12.00 Introduction to classification. Ms. Fay Durrant  
Participants will work in groups on the classification of sample documents using DEWEY Decimal Classification Summary

12.00 - 1.30 LUNCH

1.30 - 4.00 Participants will work in groups on the classification of sample documents using the DEWEY Decimal Classification Summary Ms. Lorna Small  
Ms. Pearl Herbert  
Ms. Margaret Williams  
Ms. Fay Durrant

TUESDAY 23 June 1981

SESSION XVI

9.15 -12.00 The special library's relations with the organization: Ms. Fay Durrant  
- The organizations objectives  
Participants to speak briefly  
- The library's objectives  
The library's activities  
- The library's relations with other other organizations

- The library's relations with other libraries:

- a) within St. Vincent Ms. Lorna Small
- b) overseas Ms. Fay Durrant

12.00 - 1.30

LUNCH

SESSION XVII

1.30 - 4.00

Publicity of the library's services and activities:

Ms. Fay Durrant

- Guides to the library. Exercise in preparation of publicity material

Group work

Circulation policies, procedures within the network

Ms. Pearl Herbert

WEDNESDAY 24 June 1981

SESSION XVIII

9.15 - 12.00

Care and maintenance of library material:

Binding policies

Binding records

Exercises in minor repairs

Demonstration tour of Government printing Office

12.00 - 1.00

LUNCH

SESSION XIX

1.30 - 4.00

Exercises in groups in the preparation of cataloguing entries

Ms. Fay Durrant  
Ms. Lorna Small

THURSDAY 25 June 1981

SESSION XX

9.15 - 12.00

Exercises in reference services using general reference books of the Extra Mural Centre Library

Ms. Fay Durrant

12.00 - 1.30

LUNCH

1.30 - 4.00

Exercises in reference services using general reference books of the Extra Mural Centre Library

Ms. Fay Durrant

FRIDAY 26 June 1981

SESSION XXII

1.30 - 4.00 Summary and evaluation

4.00 - 5.00 CLOSING SESSION

Chairman: Mr. C. King  
Resident Tutor  
Extra Mural Centre

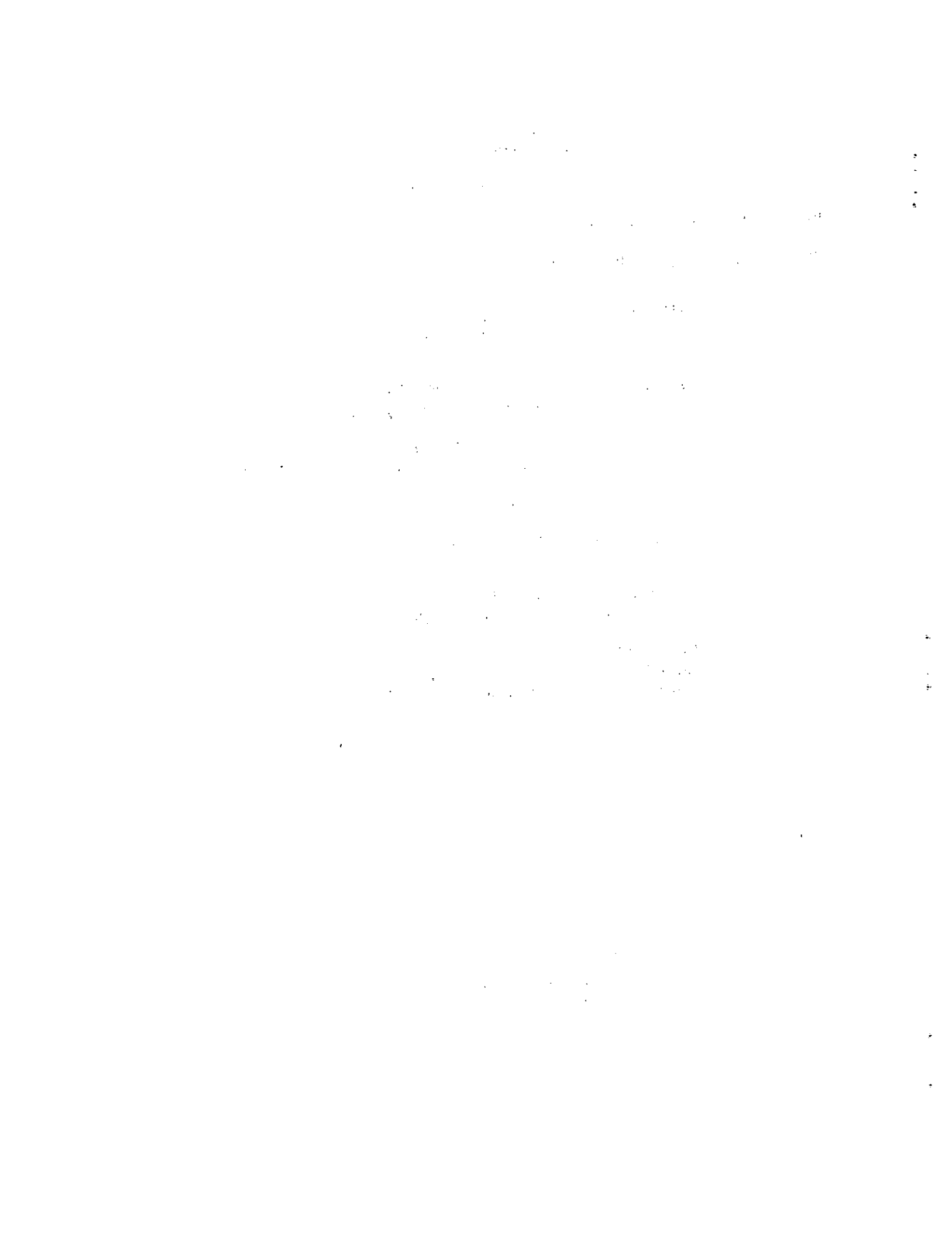
Speakers: Mr. Cecil Williams  
Central Planning Unit

Ms. Fay Durrant  
Library and Information Training  
Officer  
ECLA

Participants: Ms. Marcia Charles  
Registry

Representatives: Clydella Chambers  
Montserrat Public Library

Vote of thanks  
on behalf of Ms. Janet Woods  
representatives: Department of Tourism





ANNEX III

Your government is contemplating revision of salaries for the Public Servants of the State. The Financial Secretary therefore wishes to consult salary scales for any other Caribbean territories. Can you help him?

The Development Corporation is prepared to do a small business survey and wishes to see examples of any completed surveys on the Caribbean in the last 5 years.

A businessman is considering investing in St. Vincent and wishes to have any official information on tax holidays offered to investors.

Any guide to the laws on social welfare in Jamaica.

A critique of the 'Puerto Rican' model.

An analysis of the Party System in St. Vincent.

Any documents discussing regional efforts to tackle the energy dilemma.

A proposal for an environmental strategy for the LDC's.

Any information available on the type of aid available from the British Government to the Commonwealth Caribbean.

A recent review of health services in St. Vincent.

Any mechanisms for controlling technology transfer.

The relationship between tourism and employment.

The multiplier effects of tourism in the Eastern Caribbean.

A list of people with different skills in St. Vincent.

Any plans for development of library and information services in Jamaica.

Harbour facilities in Montserrat.

Food requirements in the Caribbean.

Any information on the activities and functions of CARICOM.

The role and structure of the CDB.

The legal status of CARICOM.

Effects of environmental policies in the Caribbean.

A user requires a list of any current documents on protein foods in the Caribbean. Give references which you consider to contain relevant information.

ANNEX III (cont'd)

Can you inform one of your users of the size of Holiday Village. A Holiday complex in Barbados.

Give references to any documents which can provide information on the monetary and exchange rate policies of the ECCA Countries.

The Manager of the Agrolab has requested information on the storage and handling of fruits and vegetables. What information can you provide?

Can you provide a document which outlines the industrial incentives offered by the St. Vincent Government.

A construction engineer who is contemplating migration to Trinidad would like to find out what prospects there are for employment there. Can you locate a document that might help him?

An engineer wishes to have an assessment of the water quality in Barbados. Give any references to documents which do this according to WHO standards.

Barbados now has a metered system for their water. Is there a report which gives background to this?

The Central Planning Unit needs an example of a market study for a ceramics industry as an aid in preparation of projects. Can you help them?

The Central Planning Unit is undertaking a study of the housing situation in your country. Can you indicate the format of any similar studies?

The Central Planning Unit needs an example of a market study for a ceramics industry as an aid in preparation of projects. Can you help them?

The Central Planning Unit is undertaking a study of the housing situation in your country. Can you indicate the format of any similar studies?

EVALUATION QUESTIONNAIRE

MONDAY 15 June 1981

The objectives of libraries and Information services

1. State the main objective of libraries and information services.
2. How does library co-operation facilitate this?
3. Describe a network of library and information services
4. Give three examples of such networks
5. What should be the policy of a special library?
6. State three important functions which could be used to carry out this policy.
7. How can the libraries and other information resources already in your country help in providing information to government officials?
8. How do you expect that the National Focal Point in your country will function?

EVALUATION QUESTIONNAIRE

TUESDAY 16 June 1981

The users of government libraries and information services - Their needs

1. State the responsibilities of your organization.
2. Who would be the principal users of a library in your organization.
3. How would you identify your users information needs.
4. Describe a user profile.
5. How would you prepare one?
6. Why are user profiles necessary in the special library?
7. What is meant by matching the terms used in the user profile to those used in the document profile?

EVALUATION QUESTIONNAIRE

WEDNESDAY 17 June 1981

ACQUISITION

1. What criteria would you use for selecting material for a library or information centre in your organization?
2. Name four sources of material relevant to your organization's information needs.
3. Describe briefly the important features in the acquisition process.
4. What records or tools would you acquire or compile for acquisition of documents from your government?
5. Name three other sources of publications about your country.
6. What is the coverage of CARINDEX: Social sciences?
7. What is the main drawback of using trade literature for book selection?

FRIDAY 19 June 1981

THE ARRANGEMENT OF LIBRARIES TO FACILITATE USE - DISSEMINATION OF INFORMATION

1. Name the types of material found in a library.
2. How does a systematic organization of this material facilitate use?
3. What is a classification scheme?
4. Briefly describe the DEWEY Decimal Classification Scheme?
5. How would you use a Classification Scheme to aid in retrieval?
6. How would you disseminate information in your organization?
7. Describe the preparation of a current awareness bulletin.
8. What are necessary components of an entry?
9. What is the purpose of a current awareness bulletin?
10. What is Selective Dissemination of Information?
11. Do you think this is useful in a special library? If so, why?

EVALUATION QUESTIONNAIRE

TUESDAY 23 June 1981

THE SPECIAL LIBRARY'S RELATIONS WITH  
ITS ORGANIZATION

1. What are the objectives of your organization?
2. How can a special library help to achieve them?
3. Name some of the facilities or services of other libraries which you could use.
4. How would you publicize the services of a special library within your organization?
5. Name the records which you would prepare for the circulation system.
6. How would they help in providing service?

WEDNESDAY 24 June 1981

CARE AND MAINTENANCE OF LIBRARY MATERIALS

1. How do you determine the type of material requiring binding?
2. Name some factors which can enhance the care of library materials.

THURSDAY 25 June 1981

REFERENCE SERVICES

1. Why are reference services more important in a special library?
2. Name some major reference aids which might be useful to your library.
3. How can CARISPLAN Abstracts help in the reference services of a library within your government?

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MINISTERIES + MAJOR DEPARTMENTS - RESPONSIBILITIES

PRIME MINISTER (1)

