

LADES/
PROY.
REG.
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24



CEPAL

COMISION ECONOMICA PARA
AMERICA LATINA

CENTRO LATINOAMERICANO DE DOCUMENTACION
ECONOMICA Y SOCIAL

CLADES

CLADES/PROY.REG./DIR./24

DIRECTORY OF DEVELOPMENT INFORMATION UNITS

JAMAICA



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ELIMINADO DE
CLADES / CEPAL

Santiago, Chile, 1978

DIRECTORY OF DEVELOPMENT INFORMATION UNITS

JAMAICA

Prepared by CEPAL/Clades
with the assistance of the
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of the
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Santiago, Chile, 1978

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INTRODUCTION

The Latin American Centre for Economic and Social Documentation (CLADES) of the Economic Commission for Latin America (CEPAL) embarked in January 1976 on a group of activities connected with the execution of a project entitled "Inventory of Socio Economic Information Units in Latin America and the Caribbean" under the sponsorship of the International Development Research Centre (IDRC) of Canada. The main objective of this project was to evaluate the services providing information and documentation for development existing in the region in order to promote the rationalization of their resources and foster a wider exchange of information.

The first task undertaken by CLADES was to design a questionnaire requesting information on the following points: names and addresses of libraries and information and documentation centres concerned with economic and social matters; administrative dependence of these libraries and centres; their human and financial resources; activities aimed to promote the services provided by these units; size of their collections; and other technical activities undertaken. Subsequently, this information was organized as a basis for the preparation of a diagnosis and the compilation of a directory of the units included in the inventory in countries of the region.

In order to carry out such a project efficiently, CLADES enlisted the collaboration and support of the national or sectorial information institutions in the various countries. Particularly noteworthy in the case of Jamaica the support of the National Council on Libraries, Archives and Documentation Services of the Office of the Prime Minister, whose participation in the organization of the work made it possible to obtain the large number of answers.

This directory, which was prepared on the basis of a set of relevant data contained in the answers to the questionnaire and processed by means of ISIS (Integrated Set of Information Systems), is essentially regarded as a working instrument designed to guide the search for data both by information specialists and by users in general as a basis for:

- Identifying the universe of information units for development from different angles: institutional, geographic, etc.;
- Reporting on the priority subjects contained in their collections and the physical location of such collections;

/- Reporting

- Reporting on access to specialized information services and the days and hours in which the Unit is opened to the public
- Disseminating information on the services furnished by each unit to the development community: planners with decision-making responsibilities, academic personnel, students and public in general and
- Supplying information about the publications produced by such units for real or potential users.

In addition, this instrument is expected to have other positive effects such as:

- (a) Facilitating closer liason and contact between information units with related interests, thus permitting an effective exchange of information;
- (b) Helping as far as possible to rationalize the centres' and libraries' own activities in this field; and
- (c) Paving the way for the strengthening or establishment of future sectoral and/or national information networks for development.

The information contained in the directory is mainly based on 1976 data, but has been up-dated to 1977.

In order to limit the scope of the inventory to a manageable number of information units for the national counterpart institutions and the small CLADES research team, some basic working definitions were adopted for the concepts "information unit" and "economic and social field".

a. Information unit: This term has been used in the restricted sense of "information and documentation services which include only libraries and documentation centres possessing organized collections and sufficient human resources to enable them to offer information and documentation services. It excludes institutional files, statistical data banks, school libraries and privately-owned libraries. Generally speaking, public libraries, except national libraries or those acting as such, have been excluded.

/b. Economic

b. Economic and social field: Refers to the subject content of the information units' collections. This includes economic and social disciplines such as: economics, sociology and law; interdisciplinary areas of development such as public health, environment and planning; units specializing in technology (as in agriculture, engineering, medicine) whose collections also usually contain information on economic and social disciplines and interdisciplinary areas of development. It excludes information units with collections specializing in exact and natural sciences (astronomy, mathematics) and general human sciences (theology, philosophy).

These restrictions of the concepts of "information unit" and "economic and social field" confine the inventory to a group of units whose role, though fundamental in development decision-making processes, is limited in that it does not cover all the requirements of such processes. This group of units would be on the periphery of the demand for information from executives, research specialists and their advisers and assistants, but it provides a point of departure for future research designed to embrace all the information most directly linked with decision-making.

INSTRUCTIONS FOR USE OF THE DIRECTORY

The document comprises the body or basic information of the directory in which the descriptive data on the information units are given, and the indexes which facilitate the retrieval of information.

The data presented in the directory have been taken textually from the answers to the questionnaires submitted to the institutions, with some corrections introduced by the national counterpart institution.

It should be noted that the units are presented on separate sheets, one for each library or centre. If a unit has no information available on a particular field, this is not given in the printed text, and if it lacks a particular service, the word "NONE" is inserted.

The basic information has been organized in five broad sections:

- A. Identification of unit (N^o 1 to 11)
- B. Collection (N^o 12 to 17)

/C. Services

- C. Services (N^o 18 to 21)
- D. Personnel and equipment (N^o 22 and 23)
- E. Observations

An example is given in the next page of the descriptive data for each unit, which has been numbered for the sake of clarity.

I. Basic Information in the Directory

A. Identification of unit

1. ISIS control number: the number assigned to each unit for its location and retrieval in the data base.
2. Name of institutions: Name of the organization which the information unit belongs to or serves. The information units are registered directly in their own name if they are independent or the name of the unit is sufficiently well known, as in the case of national libraries.
3. Name of information unit: Its descriptive or commemorative designation is given here, e.g., the Dag Hammarskjöld Library. Otherwise, the appropriate generic name is used: library, documentation centre, information centre, etc.
4. Address: Permanent address of the information unit. In some cases this may be different from the address of the institution to which it belongs, which is not given in this directory.
5. Geographical location: Place, city or region in which the unit is located.
6. Postal address: The postal address follows the form used in the country concerned: P.C. Box, apartado postal, casilla, etc.
7. Telephone (s): The unit's area code, telephone number and extensions.
8. Cable address: The abbreviation of the cable address is given.
9. Telex: Telex number of the institution or unit.

/10. Hours

- 1) 00088 2) University of the West Indies (Cave Hill Campus)
Faculty of Law Library
- 4) Address Cave Hill Campus
 - 5) City Cave Hill
 - 6) P.O. Box P.O. Box 64
 - 7) Telephone 02191 Ext. 232
 - 8) Cable UNIVADOS
 - 9) Telex None
- 10) Schedule Monday-Friday 9:00 am to 10:00 pm
Saturday-Sunday 9:00am to 5:00 pm
- 11) Estab. Date 1921
- 12) Collection 30,000 Volumes
- 13) Periodicals 400 Titles
- 14) Main Subjects 1 - Law
2 - Government
3 - Sociology
- 15) Cataloguing System Books: Angloamerican Rules
Unconventional documents: Own
- 16) Storage and Retrieval Subject Headings: Library of Congress, MAYS
- 17) Special Materials Microforms
- 18) Services Provided Circulation
Information and Consultation
Reference
Photocopying (Paid)
Selective Dissemination of information
(Internal)
- 19) Coop. Activities Reproduction
Interlibrary loans
- 20) Exchange Exchange with Materials produced by the unit
Bibliographies
- 21) Publications Bulletins of recent acquisition
- 22) Personnel Librarians 004
Administratives 008
- 23) Equipment Photocopier, card duplicator

10. Hours of attention: Here the hours of attention to the public have been divided into week-days and Saturdays and Sundays, with a distinction between the morning and afternoon timetables.

11. Date of Establishment: Year in which the information unit was officially or unofficially established.

B. Collection

12. Size of collection: Number of volumes of books and non-conventional documents, which are normally estimates and not necessarily exact statistical figures.

13. Collection of periodical publications: Number of titles of journals existing in the unit, whether or not they are still being received. The data on this section should be used with caution, since the answers of some units indicated the total number of copies in their collection of periodical publications instead of the number of titles making up the collection.

14. Main subjects: The six most important subjects of the collection are given in decreasing order of importance according to the percentage they represent of the total collection.

In this connexion, the following list of subjects and disciplines in the socio-economic field was attached to the questionnaire:

Agriculture	History
Anthropology	Housing
Commerce	Industry
Economics	Information and Documentation
Economic Policy and Planning	Integration
Education	International Relations
Education Science	International Trade
Energy	Labour
Enterprises	Law
Environment	Management Science
Finance	Mass Communication Media
Forecasting	National Security
Geography	Natural Resources
Government	Nutrition

/Political Geography

Political Geography	Social Policy
Political Science	Social Security
Population	Social Welfare
Psychology	Sociology
Public Administration	Statistics
Public Finance	Tourism
Public Health	Transport
Public Works	Urbanism
Science Policy	

15. Cataloguing system: Set of rules and procedures used by the units for the description of bibliographical material, either books or non-conventional documents (name of author, title and date of publication, etc).

16. System of analysis: Set of working instruments (classifications, subject headings, thesauri, uniterm, etc.) used by the units to describe the content of the various types of bibliographical material.

17. Special materials: Information is provided on collections of maps, slides, discs, magnetic tapes, etc.

C. Services

18. Public services: The various services to which the users have access. If the services are used exclusively by the staff members of the unit, the word "internal" is written in brackets.

EXAMPLE: LOCAL LOANS (INTERNAL)

In the case of services which have to be paid for, the word "paid" is written in brackets.

EXAMPLE: PHOTOCOPIES (PAID)

The following services have been considered in this directory: circulation, local loans, references, bibliographies on request, translations, selective dissemination of information, and photocopies.

19. Co-operative activities: Activities carried out by the unit in co-ordination with other similar or related units with the object of rationalizing the

/lizing the

lizing the use of human and bibliographical resources and improving the quality and coverage of the services. These activities can be: co-operative acquisitions (purchase, exchange, gifts), preparation of collective catalogues, co-operative cataloguing, inter-library loans, reprography, etc.

20. Exchange of publications: Type of publications used by the unit for exchange purposes. These can be publications of the unit itself or of the institution to which it is responsible, or discarded material.

21. Publications of the unit: It is indicated here whether the unit publishes lists or bulletins of new acquisitions, bibliographies, translations, summary bulletins or reviews, periodical publications, etc., with the name and frequency of publication.

D. Personnel and equipment

22. Personnel: Number of librarians, other professionals and administrative personnel normally working in the unit, and of personnel on a half-time basis, if any.

23. Equipment: The various equipment to which the unit has access. When the equipment is hired outside the unit, the term "hired outside" is written in brackets.

EXAMPLE: COMPUTER (HIRED OUTSIDE)

E. Observations

These are normally some indications given by the units in order to clarify or complement their answers.

II. Indexes

The following indexes have been prepared for the purpose of locating the information contained in the national directory:

1. General index of institutions: Presents in alphabetical order the names of the institutions to which the units covered by the survey are administratively responsible.

/2. Classification

2. Classification of institutions: Groups the institutions to which the units covered by the survey are administratively responsible, according to the nature of the institutions (ministries, international organizations, universities, etc.).

3. Geographical Index: Gives the place, city or region where the units are physically located.

4. Index of main subject matters included in the collection: Presents in alphabetical order the main subjects included in the collections of the information units.

5. Index of services offered to the public in general: Indicates the types of services provided by the units.

Although only these five indexes have been prepared so far for the directory, other indexes -e.g., of abbreviations, names of directors of units, training, users' training, etc. - may be obtained from the data base, at the users' request.

DIRECTORY

00509 Ministry of Industry and Commerce
Jamaica Industrial Development Corporation (JIDC)
Library

Address: 4 Klinchester Road
City: Kingston
P.O. Box: P.O.Box 505
Telephone: 63131-8
Cable: INDECO

Schedule: Monday-Friday 8:30 AM-4:30 PM
Estab. Date: 1955

Collection	7,000 Volumes
Periodicals	500 Titles
Main Subjects	1 - Industry 2 - Nutrition 3 - Management Science 4 - Government
Cataloguing System	Books: ALA, Library Association
Storage and Retrieval	Classification: U.D.C.
Special Materials	Maps, News Clippings
Services Provided	Circulation (Internal) Reference Bibliographies on Request Selective Dissemination of Information Photocopying (Paid)
Coop. Activities	Interlibrary Loans (Country)
Exchange	None
Publications	Bulletins of Recent Acquisitions (Irregularly)
Personnel	Administratives 002
Equipment	Photocopier

00510 Ministry of Finance and Planning
Town Planning Department
Library

Address: 2 Manhattan Road
City: Kingston
Telephone: 92-67531-3

Schedule: Monday-Friday 8:30 AM-5:00 PM
Estab. Date: 1973

Collection 1,300 Volumes
Periodicals 46 Titles

Main Subjects
1 - Economic Policy and Planning
2 - Housing
3 - Natural Resources
4 - Architecture
5 - Transport

Cataloguing System
Books: British Standards
Unconventional Documents: Own

Storage and Retrieval: Classification: U.D.C.

Special Materials Slides

Services Provided
Circulation (Internal)
Local Loans
Reference
Bibliographies on Request (Internal)
Selective Dissemination of Information
Photocopying (Internal)

Coop. Activities Interlibrary Loans (City)

Exchange None

Publications
Bulletins of Recent Acquisitions (Monthly)
Abstracts (Irregularly)

Personnel Administratives 001

Equipment Photocopier, Reproduction Equipment

00511 Ministry of Justice
Attorney General's Department
Library

Address: 19-83 Barry Street
City: Kingston
P.O.Box: P.O. Box 456
Telephone: 92-26140-7

Schedule: Monday-Friday 8:30 AM-5:00 PM
Estab.Date: 1964

Collection 3,000 Volumes
Periodicals Without Information

Main Subjects 1 - Law

Cataloguing System Books: Angloamericans
Unconventional Documents: Angloamericans

Storage and Retrieval Subject Headings: Moy's Scheme for Law Books
Classification: Moy's Scheme for Law Books

Services Provided Circulation (Internal)
Local Loans
Reference
Selective Dissemination of Information (Internal)
Photocopying

Coop. Activities Interlibrary Loans (City)

Exchange None

Publications Bulletins of Recent Acquisitions (Irregularly)
Current Contents (Irregularly)

Personnel Librarians 001
Administratives 002

Equipment Photocopier, Reproduction Equipment

Observations The Unit was just reactivated in July 1976
when a Librarian was employed for the first
time and it is in reorganization

00512 Ministry of Mining and Natural Resources
Library

City: Kingston
P.O. Box: P.O. Box 495
Telephone: 92-69170-9

Schedule: Monday-Friday 8:30 AM-5:00 PM
Estab.Date: 1974

Collection 3,000 Volumes
Periodicals 120 Titles

Main Subjects 1 - Natural Resources
2 - Energy
3 - Economics

Cataloguing System Books: Angloamericans
Unconventional Documents: Angloamericans

Storage and Retrieval Classification: U.D.C.
Subject Headings: Library of Congress

Special Materials Microforms, Maps, Records, Tapes, Cassettes

Services Provided Circulation
Local Loans
Reference
Bibliographies on Request
Translations (Internal)
Selective Dissemination of Information
Photocopying (Paid)

Coop. Activities Interlibrary Loans (City)

Exchange None

Publications Bulletins of Recent Acquisitions (Bimonthly)
Bibliographies (Three-monthly)

Personnel Librarians 002
Administratives 002

Equipment Photocopier, Card Duplicator (Hired Outside),
Reproduction Equipment

00513 Ministry of Mining and Natural Resources
Natural Resources Conservation Department (NRCD)
Data Branch

Address: 11 Musgrave Ave,
City: Kingston
P.O.Box: P.O.Box 367
Telephone: 92-74600-2

Schedule: Monday-Friday 8:30 AM-5:00 PM
Estab.Date 1976

Collection 2,000 Volumes
Periodicals 134 Titles

Main Subjects 1 - Environment
2 - Ecology
3 - Natural Resources
4 - Law

Cataloguing System Books: Angloamericans
Unconventional Documents: Angloamericans

Storage and Retrieval Subject Headings: Library of Congress

Special Materials Microforms, Maps, Slides, Aerial Photographs

Services Provided Circulation (Internal)
Local Loans
Reference
Bibliographies on Request
Selective Dissemination of Information (Internal)
Photocopying

Coop.Activities Interlibrary Loans (City)

Exchange None

Publications None

Personnel Librarians 001
Administratives 001

Equipment Photocopier, Reproduction Equipment

00514 Jamaica Bauxite Institute (JBI)
Library

Address: 15 Caledonia Avenue
City: Kingston
P.O.Box: P.O.Box 359
Telephone: 92-69210-5
Cable: JAMBAUX

Schedule: Monday-Friday 8:30 AM-5:00 PM
Estab. Date: 1976

Collection 600 Volumes
Periodicals 200 Titles

Main Subjects
1 - Industry
2 - Commerce
3 - Mining
4 - Economics
5 - Statistics

Cataloguing System Books: Angloamericans
Unconventional Documents: Angloamericans

Storage and Retrieval Classification: U.D.C.
Thesauri of Engineering and Scientific Terms
Subject Headings: Own

Services Provided Circulation
Local Loans (Internal)
Reference
Bibliographies on Request (Internal)
Selective Dissemination of Information
Photocopying (Paid)

Coop.Activities Cooperative Acquisitions (Country)
Union Catalogue of Books, (Country, Other
Countries)
Union Catalogue of Unconventional Documents
(Country, Other Countries)
Union Catalogue of Special Materials (Country,
Other Countries)
Union Catalogue of Periodicals (Country, Other
Countries)
Interlibrary Loans (Country, Other Countries)
Selective Dissemination of Information (Country)
Reproduction (Country, Other Countries)

/Exchange

Exchange	Exchange with Materials Produced by the Entity
Publications	Bulletins of Recent Acquisitions (Irregularly)
Personnel	Librarians 001 Administratives 001
Equipment	Photocopier, Reproduction Equipment (Hired Outside), Microform Reader (Hired Outside)

00515 Scientific Research Council (SRC)
Technical Information Section

City: Kingston
P.O.Box: P.O.Box 350
Telephone: 92-79931-2
Cable: SCIENTIST

Schedule: Monday-Friday 8:30 AM-4:30 PM
Estab. Date: 1961

Collection 9.000 Volumes
Periodicals 1.300 Titles

Main Subjects
1 - Natural Resources
2 - Nutrition
3 - Mining
4 - Industry
5 - Energy
6 - Scientific Policy

Cataloguing System
Books: Angloamericans
Unconventional Documents: Angloamericans

Storage and Retrieval
Classification: U.D.C.
Thesauri

Special Materials
Microforms

Services Provided
Circulation
Local Loans
Reference
Bibliographies on Request
Selective Dissemination of Information
Photocopying (Paid)

Coop. Activities
Cooperative Acquisitions (Country)
Union Catalogue of Books (Country)
Union Catalogue of Unconventional Documents
(Country)
Union Catalogue of Special Materials (Country)
Union Catalogue of Periodicals (Country)
Interlibrary Loans (Country)

Exchange None

/Publications

Publications	Bulletins of Recent Acquisitions (Bimonthly) Bibliographies (Irregularly) Journal of the Scientific Research Council (Semi-annual) SRC Technical Paper (Irregularly) SRC Annual Report
Personnel	Librarians 001 Other Professionals 001 Administratives 003
Equipment	Photocopier, Card Duplicator, Reproduction Equipment, Microform Reader

00516 Ministry of Mining and Natural Resources
Mines and Geology Division
Library

City: Hope Gardens
Telephone: 77636-9

Schedule: Monday-Friday 8:30 AM-5:00 PM
Estab. Date: 1950

Collection	Without Information
Periodicals	70 Titles
Main Subjects	1 - Geology 2 - Mining
Cataloguing System	Without Information
Storage and Retrieval	Classification: U.D.C. Subject Headings: Library of Congress
Special Materials	Maps
Services Provided	Circulation (Internal) Local Loans (Internal) Reference Bibliographies on Request Photocopying (Paid)
Coop. Activities	Cooperative Acquisitions (City) Interlibrary Loans (L.A. and the Caribbean)
Exchange	None
Publications	Bulletins of Recent Acquisitions Bibliographies (Irregularly)
Personnel	Librarians 001 Administratives 002
Equipment	Photocopier

/00517

00517 Ministry of Works
Directorate of Technical Services
Library and Plan Registry

Address: 140 Maxfield Avenue
City: Kingston
Telephone: 92-63110

Schedule: Monday-Friday 8:30 AM-5:00 PM
Estab. Date: 1967

Collection 400 Volumes
Periodicals 40 Titles

Main Subjects 1 - Engineering
2 - Architecture

Cataloguing System Books: Own

Storage and Retrieval Classification: Dewey

Services Provided Circulation (Internal)
Local Loans (Internal)
Reference (Internal)
Bibliographies on Request (Internal)
Selective Dissemination of Information (Internal)

Coop. Activities None

Exchange None

Publications None

Personnel Administratives 002

Equipment Photocopier

00518 Myers Fletcher & Gordon, Manton & Hart
Library

Address: 21 East Street "Park Place"
City: Kingston
P.O. Box: P.O. Box 162
Telephone: 92-25860, Ext. 268
Cable: MYERFLETCH
Telex: MYERTEX 2461

Schedule: Without Information
Estab. Date: 1970

Collection 8,000 Volumes
Periodicals 10 Titles

Main Subjects 1 - Law

Cataloguing System Books: Angloamericans
Unconventional Documents: Angloamericans

Storage and Retrieval Classification: Dewey
Subject Headings: Moy's Scheme for Law Books

Special Materials Legal Precedents

Services Provided Circulation (Internal)
Local Loans (Internal)
Reference (Internal)
Bibliographies on Request (Internal)
Translations (Internal)
Selective Dissemination of Information (Internal)
Photocopying (Internal)

Coop. Activities Union Catalogue of Books (City)
Union Catalogue of Unconventional Documents (City)
Union Catalogue of Special Materials (City)
Union Catalogue of Periodicals (City)
Interlibrary Loans (City)
Reproduction (City)

Exchange None

Publications Bulletins of Recent Acquisitions (Monthly)
Bibliographies (Quarterly)

/Personnel

Personnel

Librarians 001
Administratives 002

Equipment

Photocopier, Reproduction Equipment, IBM MTST

00519 Gleaner Company Ltd.
Reference Department

Address: 7 North Street
City: Kingston
P.O. Box: P.O. Box 40
Telephone: 92-23400
Cable: GLEANERJA
Telex: 291-2319

Schedule: Monday-Friday 8:00 AM-10:00 PM
Saturday 8:00-12:00 AM; 5:00-9:00 PM
Sunday 5:00-9:00 PM
Estab. Date: 1949

Collection 3.000 Volumes
Periodicals 384 Titles

Main Subjects
1 - Economics
2 - International Relations
3 - Political Science
4 - Population
5 - Public Finance
6 - Education

Cataloguing System
Books: Angloamericans
Unconventional Documents: Angloamericans

Storage and Retrieval
Classification: Dewey
Subject Headings: Sears

Special Materials
Maps, Films, Photographs, Clippings

Services Provided
Circulation (Internal)
Local Loans (Internal)
Reference (Internal)
Bibliographies on Request (Internal)
Selective Dissemination of Information
Photocopying (Paid)

Coop. Activities
None

Exchange
Exchange with Discarded Material

Publications
None

Personnel
Administratives 007

Equipment
Photocopier

00520 University of the West Indies
Library

Address: Mona Campus, UWI
City: Kingston
Telephone: 92-76661, Ext. 295

Schedule: Monday-Friday 8:00 AM-10:00 PM
Saturday 8:30 AM-4:00 PM
Estab.Date: 1948

Collection 150.000 Volumes
Periodicals 5.000 Titles

Main Subjects
1 - Culture
2 - Education
3 - Information and Documentation
4 - Economic Policy and Planning

Cataloguing System Books: Library of Congress, Angloamericans
Unconventional Documents: Library of Congress,
Angloamericans

Storage and Retrieval Subject Headings: Library of Congress

Special Materials Microforms, Maps, Manuscripts

Services Provided
Circulation
Information and Consultation
Reference
Bibliographies on Request
Photocopying (Paid)

Coop. Activities Cooperative Acquisitions (L.A. and the Caribbean)
Interlibrary Loans (Country, L.A. and the
Caribbean and the Rest of the World)

Exchange Exchange with Materials Produced by the Unit
by the Entity and Discarded Material

Publications Bibliographies (Irregularly)
Annual Report
Guide to the Library

Personnel Librarians 019
Administratives 057

Equipment Photocopier (Hired Outside), Card Duplicator,
Reproduction Equipment, Microform Reader

00521 United Nations Development Programme (UNDP)
Library

Address: 1 Lady Musgrave Road
City: Kingston
Telephone: 92-65500
Cables: UNDEVPRO
Telex: 2245

Schedule: Monday-Friday 8:30 AM-4:30 PM
Estab. Date 1977

Collection 1.500 Volumes
Periodicals 95 Titles

Main Subjects
1 - Agriculture
2 - Population
3 - International Relations
4 - Education
5 - Industry
6 - International Trade

Cataloguing System None

Storage and Retrieval Classification: United Nations

Special Materials Films, Records, Tapes, Photographs, Posters,
Brochures

Services Provided
Circulation (Internal)
Information and Consultation
Reference (Internal)
Bibliographies on Request (Internal)
Selective Dissemination of Information (Internal)
Photocopying (Paid)

Coop. Activities Interlibrary Loans (City)

Exchange None

Publications Film Catalogue

Personnel Librarians 001

Equipment Photocopier, Reproduction Equipment

00522 Agency for Public Information
Library

Address: 58A Half Way Tree Road
City: Kingston
P.O. Box: P.O. Box 2222, Kingston 10
Telephone: 92-63140

Schedule: Monday-Friday 8:30 AM-4:00 PM
Estab. Date: 1959

Collection 69.500 Volumes
Periodicals 120 Titles

Main Subjects 1 - Government
2 - History
3 - Sociology
4 - Political Science

Cataloguing System Books: Angloamericans
Unconventional Documents: Angloamericans

Storage and Retrieval Classification: Dewey
Subject Headings: Library of Congress, Sears

Special Materials Films, Slides, Records, Cassettes, Radiotapes,
Photographs

Services Provided Circulation (Internal)
Local Loans (Internal)
Reference
Bibliographies on Request (Internal)
Selective Dissemination of Information (Internal)
Photocopying (Paid)

Coop. Activities Interlibrary Loans (City)

Exchange None

Publications Bulletins of Recent Acquisitions (Monthly)

Personnel Librarians 002
Administratives 012

Equipment Photocopier, Reproduction Equipment

Observations The Unit's Collection is mainly Audiovisual

00523 ALCAN Jamaica Limited
 Central Engineering Group
 Technical Information Centre

Address: Kirkvine Works
City: Kirkvine
Telephone: 962-3141-4

Schedule: Monday-Friday 8:00 AM-4:30 PM
Estab. Date: 1967

Collection 14,270 Volumes
Periodicals 270 Titles

Main Subjects 1 - Engineering
 2 - Management Science
 3 - Agriculture

Cataloguing System Books: Angloamericans
 Unconventional Documents: Own

Storage and Retrieval Classification: U.D.C.
 Subject Headings: ALCAN Subject Headings for
 Technical Files

Special Materials Maps, Computer Material

Services Provided Circulation (Internal)
 Local Loans (Internal)
 Reference (Internal)
 Bibliographies on Request (Internal)
 Translations (Internal)
 Photocopying (Internal)

Coop. Activities Interlibrary Loans (Region)
 Translations (Other Countries)
 Reproduction (Country, Other Countries)

Exchange None

Publications Bulletins of Recent Acquisitions (Semi-annual)
 Bibliographies (Annually)

Personnel Librarians 001
 Administratives 001

Equipment Photocopier, Card Duplicator, Reproduction
 Equipment, Microform Reader, Key Puncher,
 Computer

00524 Caribbean Food and Nutrition Institute
Library

City: Kingston
P.O. Box: P.O. Box 140
Telephone: 92-78338
Cable: CAJANUS

Schedule: Monday-Friday 8:00 AM-4:30 PM
Estab. Date: 1968

Collection 3.000 Volumes
Periodicals 60 Titles

Main Subjects
1 - Nutrition
2 - Agriculture
3 - Public Health
4 - Medicine
5 - Population

Cataloguing System Books: Angloamericans
Unconventional Documents: Angloamericans

Storage and Retrieval Subject Headings: Library of Congress, Sears

Special Materials Maps, Films, Slides, Records, Tapes, Cassettes,
Graphic Material, Photographs

Services Provided Circulation (Internal)
Local Loans
Reference
Bibliographies on Request
Selective Dissemination of Information
Photocopying

Coop. Activities Interlibrary Loans (City)
Reproduction (L.A. and the Caribbean)

Exchange Exchange with Materials Produced by the Entity
and Discarded Material

Publications Bulletins of Recent Acquisitions (Quarterly)
Bibliographies (Irregularly)
Periodic Press Releases (Irregularly)

Personnel Librarians 001

Equipment Photocopier, Card Duplicator, Reproduction
Equipment, Computer (Hired Outside), Audiovisual

00525 Jamaica Broadcasting Corporation
Reference Library

Address: 5-9 South Odean Ave.
City: Kingston
P.O.Box: P.O. Box 100, Kingston 10
Telephone: 926-5620
Cable: JARAD, Jamaica

Schedule: Monday-Friday 8:15 AM-1:30 PM
Estab.Date: 1974

Collection 450 Volumes
Periodicals 30 Titles

Main Subjects 1 - Mass Communication
2 - Sociology
3 - History
4 - Geography
5 - Engineering

Cataloguing System Books: Angloamericans
Unconventional Documents: Own

Storage and Retrieval Classification: U.D.C.

Special Materials Maps, Films, Records, Tapes, Photographs

Services Provided Circulation (Internal)
Local Loans (Internal)
Reference (Internal)

Coop. Activities Interlibrary Loans (City)

Exchange None

Publications Bulletins of Recent Acquisitions (Irregularly)

Personnel Librarians 001
Administratives 004

00526 Jamaica Bureau of Standards
Library

Address: 6-8 Winchester Road
City: Kingston
P.O.Box: P.O. Box 113
Telephone: 92-63140
Cable: STANBUREAU

Schedule: Monday-Friday 8:30 AM-4:30 PM
Estab. Date: 1970

Collection Without Information
Periodicals 90 Titles

Main Subjects
1 - Food Science
2 - Engineering
3 - Chemistry
4 - Microbiology
5 - Metallurgy

Cataloguing System Books: Angloamericans

Storage and Retrieval Classification: U.D.C.
Subject Headings: Own

Services Provided Circulation (Internal)
Local Loans
Reference
Bibliographies on Request
Selective Dissemination of Information (Internal)
Photocopying (Paid)

Coop. Activities Interlibrary Loans (City)

Exchange Exchange with Materials Produced by the Unit and
by the Entity

Publications Bulletins of Recent Acquisitions (Quarterly)

Personnel Librarians 001
Administratives 002

Equipment Photocopier, Reproduction Equipment

00527 Ministry of Agriculture
Data Bank and Evaluation Division
Library

City: Kingston
P.O.Box: P.O. Box 480, Kingston 6
Telephone: 79823, Ext. 11

Schedule: Monday-Friday 8:30 AM-5:00 PM
Estab. Date: 1879

Collection	15,000 Volumes
Periodicals	1,550 Titles
Main Subjects	1 - Agriculture 2 - Economics 3 - Soil Science 4 - Management Science
Cataloguing System	Books: Angloamericans Unconventional Documents: Angloamericans
Storage and Retrieval	Classification: U.D.C. Subject Headings: USDA
Special Materials	Maps
Services Provided	Circulation Information and Consultation Reference Bibliographies on Request Translations (Paid) Selective Dissemination of Information Photocopying (Paid)
Coop. Activities	None
Exchange	None
Publications	Bulletins of Recent Acquisitions (Monthly) Bibliographies (Three-monthly)
Personnel	Librarians 002 Administratives 010
Equipment	Photocopier

00528 Ministry of Education
Jamaica Library Service

Address: 2 Tom Redcam Drive
City: Kingston
P.O. Box: P.O. Box 58
Telephone: 92-63310

Schedule: Monday-Friday 9:00 AM-7:00 PM
Saturday 9:00 AM-5:00 PM
Estab. Date: 1948

Collection 342.200 Volumes
Periodicals 250 Titles

Main Subjects Without Information

Cataloguing System Books: Angloamericans
Unconventional Documents: Angloamericans

Storage and Retrieval Classification: Dewey

Special Materials Maps, Films, Slides, Records, Tapes, Cassettes,
Filmstrips

Services Provided Circulation
Local Loans
Reference
Bibliographies on Request
Translations
Selective Dissemination of Information
Photocopying (Paid)
Exhibitions (Paid)

Coop. Activities Interlibrary Loans (Country, Other Countries)

Exchange None

Publications Bulletins of Recent Acquisitions (Irregularly)
Bibliographies (Irregularly)

Personnel Librarians 089
Other Professionals 006
Administratives 649

/Equipment

Equipment

Photocopier, Card Duplicator, Reproduction
Equipment, Flexowriter, Multilith

Observations

Member of ACURIL (Association of Caribbean
University and Research Libraries); this
Service has 13 Parish libraries

00529 Ministry of Justice
Supreme Court
Library

Address: King Street, Public Building East
City: Kingston
P.O.Box: P.O. Box 491
Telephone: 92-28300

Schedule: Monday-Friday 8:30 AM-6:00 PM
Saturday 8:30 AM-12:30 PM
Estab. Date: 1879

Collection 20.000 Volumes
Periodicals 35 Titles

Main Subjects 1 - Law

Cataloguing System Books: Angloamericans
Unconventional Documents: Angloamericans

Storage and Retrieval Classification: Moy's Scheme for Law Books
Subject Headings: Moy's Scheme for Law Books

Services Provided Circulation (Internal)
Local Loans (Internal)
Reference
Photocopying (Paid)

Coop. Activities Union Catalogue of Books (City)
Union Catalogue of Unconventional Documents (City)
Union Catalogue of Periodicals (City)
Interlibrary Loans (Country)

Exchange None

Publications Bulletins of Recent Acquisitions (Quarterly)
Bibliographies (Irregularly)

Personnel Librarians 002
Administratives 004

Equipment Photocopier, Reproduction Equipment

Observations Member of ACURIL (Association of Caribbean University
and Research Libraries)

00530 National Housing Trust
Library

Address: 7 Cecelio Ave.
City: Kingston
P.O. Box: P.O. Box 10000, Kingston 10
Telephone: 61642-3; 96500-2

Schedule: Monday-Friday 8:30 AM-5:00 PM
Estab. Date: 1976

Collection	15 Volumes
Periodicals	25 Titles
Main Subjects	1 - Housing 2 - Statistics
Cataloguing System	Books: Library of Congress
Storage and Retrieval	Classification: Dewey Peek-A-Boo: Books, Periodical Articles
Services Provided	Circulation (Internal) Local Loans (Internal) Reference (Internal) Bibliographies on Request (Internal) Translations (Internal) Selective Dissemination of Information (Internal) Photocopying
Coop. Activities	None
Exchange	None
Publications	Bulletins of Recent Acquisitions (Irregularly)
Personnel	Librarians 001
Equipment	Photocopier, Card Duplicator

00531 University of the West Indies
Institute of Social and Economic Research
Library

Address: Mona Campus, UWI
City: Kingston
Telephone: 92-76661, Ext. 240

Schedule: Monday-Friday 8:30 AM-5:00 PM
Saturday 8:30 AM-4:00 PM
Estab.Date: 1948

Collection 33.526 Volumes
Periodicals 800 Titles

Main Subjects
1 - Economics
2 - Sociology
3 - Statistics
4 - Political Science
5 - Population
6 - Finance

Cataloguing System Books: Library of Congress
Unconventional Documents: Library of Congress

Storage and Retrieval Classification: Library of Congress
Subject Headings: Library of Congress

Special Materials Maps

Services Provided Circulation
Local Loans
Reference
Bibliographies on Request
Photocopying (Paid)

Coop. Activities Interlibrary Loans (Region and the Caribbean)
Reproduction (Region and the Caribbean)

Exchange Exchange with Materials Produced by the Entity

Publications Bulletins of Recent Acquisitions (Quarterly)
Bibliographies (Irregularly)

/Personnel

Personnel	Librarians 002 Administratives 002
Equipment	Photocopier (Hired Outside), Reproduction Equipment, Microform Reader, Computer
Observations	Member of ACURIL (Association of Caribbean Libraries and Research Libraries)

00532 University of the West Indies
School of Education
Documentation Centre

Address: Mona Campus, UWI
City: Kingston
P.O.Box: P.O. Box 30
Telephone: 92-70769; 92-76661, Ext. 280
Cable: UNIVERS

Schedule: Monday-Friday 8:30 AM-7:00 PM
Saturday 9:00 AM-1:00 PM
Monday-Friday 8:30 AM-4:30 PM (Vacation)
Estab.Date: 1966

Collection 12,250 Volumes
Periodicals 22 Titles

Main Subjects
1 - Education
2 - Mathematics
3 - Sociology
4 - Psychology
5 - Information and Documentation

Cataloguing System
Books: Library of Congress
Unconventional Documents: Library of Congress

Storage and Retrieval
Classification: Library of Congress
Subject Headings: Library of Congress

Special Materials
Microforms, Maps, Films, Slides, Records, Tapes,
Cassettes, Charts

Services Provided
Circulation
Local Loans
Reference
Bibliographies on Request
Selective Dissemination of Information (Internal)
Photocopying (Paid)

Coop. Activities
Interlibrary Loans (Country)

Exchange
Exchange with Materials Produced by the Unit, by
the Entity and Discarded Material

/Publications

Publications	Bulletins of Recent Acquisitions (Irregularly) Bibliographies (Irregularly) Current Contents of Selected Periodicals (Bi-monthly)
Personnel	Librarians 002 Student Librarians 001 (Part-Time) Administratives 002 (Part-Time)
Equipment	Photocopier, Card Duplicator, Reproduction Equipment, Microform Reader, Adressograph

00533 University of the West Indies
Department of Library Studies
Library Laboratory

Address: Mona Campus, UWI
City: Kingston
P.O. Box: P.O. Box 181
Telephone: 92-76661, Ext. 322

Schedule: Monday-Friday 8:00 AM-10:00 PM
Saturday 9:00 AM-12:00 Noon
Estab. Date: 1972

Collection 3.000 Volumes
Periodicals 130 Titles

Main Subjects 1 - Information and Documentation
2 - Management Science

Cataloguing System Books: Angloamericans
Unconventional Documents: Angloamericans

Storage and Retrieval Classification: Library of Congress
Subject Headings: Library of Congress

Special Materials Microforms, Maps, Films, Slides, Records, Tapes,
Cassettes, Videotapes, Photographs

Services Provided Circulation
Local Loans
Reference
Bibliographies on Request (Internal)
Selective Dissemination of Information (Internal)
Photocopying (Paid)
Readers Advisory Services

Coop. Activities Interlibrary Loans

Exchange Exchange with Materials Produced by the Entity
and Discarded Material

Publications Bulletins of Recent Acquisitions (Irregularly)

Personnel Librarians 001
Administratives 001

Equipment Photocopier, Card Duplicator, Reproduction
Equipment, Microform Reader, Key Puncher,
Computer, Film Projector, Overhead Projector,
Slide Projector, Tape Recorder, Binding Machine

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Ministry of Justice
Attorney General's Department
Library

00511

Ministry of Justice
Supreme Court
Library

00529

Ministry of Mining and Natural Resources
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00512

Ministry of Mining and Natural Resources
Mines and Geology Division
Library

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Ministry of Mining and Natural Resources
Natural Resources Conservation Department (NRCD)
Data Branch

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Ministry of Works
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Technical Information Section

00515

United Nations Development Programme (UNDP)
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00521

University of the West Indies
Department of Library Studies
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CLASSIFICATION OF INSTITUTIONS

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