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A NOTE ON TRAINING IN DOCUMENTATION
AND LIBRARY SCIENCE

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A NOTE ON TRAINING IN DOCUMENTATION AND LIBRARY SCIENCE

(In connexion with CLADES and Latin America)

1. When one states that in the first few years of CLADES' existence one of its major operations would be to train staff in the acquisition and analysis of factual source material ^{1/} one realizes that a three-cornered problem has been posed, for which a solution is not easily found. It is clear however, that there should be no delay in starting the training of staff. The preparatory stage of CLADES should be utilized for this purpose and much attention be paid to this essential element in the organization of the Centre. The training would consist, inter alia, of instruction to postgraduates on specialization in social and economic documentation and on information science, and to programmers and analysts on the special information and documentation requirements of CLADES.^{2/}
2. Such a programme of training in modern documentation and library techniques should be devised and arranged - to obtain an optimum of usefulness - against the background of the needs of similar institutes in a number of Latin American countries.
3. Assuming the early availability of staff to be trained, it is obvious that such a training programme cannot be accomplished by the young Centre on its own. Outside help is urgently needed and the co-operation of other institutions or governments would have to be sought to implement the programme.
4. Moreover, as the funds for fellowships cannot be borne by the regular ECLA budget, these would have to be provided from technical assistance funds from the United Nations or from other funds, which might be provided by government-members of ECLA, institutes like the IBBD of Brazil, or otherwise. It would be most useful if two types of

^{1/} See para. 1.6 of part I of my Feasibility Study for the Establishment of a Regional Information, Documentation and Research Centre.

^{2/} See para. 7.6 of the abovementioned Report.

/fellowships could

fellowships could be made available, viz. regional fellowships for study at CLADES and nonregional fellowships for study abroad, i.e., outside Latin America, to be put at the disposal of CLADES or of the governments of the region.

5. Thus the three sides of the training problem are exposed, concerning the availability of:
 - (a) students;
 - (b) training programmes;
 - (c) funds for fellowships.
6. An additional advantage of a more uniform training of fellows would be that their intended spread over Latin America after graduation would contribute to the possibility of establishing an adequate network for the acquisition and distribution of information concerning the region.
7. In this context it should be noted, that the Economic Commission for Latin America has recently recommended ^{3/} that "Governments should help, through... the granting of... fellowships... to strengthen the CLADES regional documentation system which has been set up within ECLA".

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Last but not least, the General Conference of Unesco ^{4/} has suggested to Member States that they might consider offering fellowships and training grants to book personnel from developing countries.

8. Meanwhile an initiative has been taken in the Netherlands, which might contribute to solving this problem, at least some of its aspects. In October of this year a Course on Documentation and Library Science for overseas students of university level will start in Amsterdam, sponsored by the Royal Tropical Institute (R.T.I.) with its well-known International Centre. The annual course will be held in English and

^{3/} See Resolution 303 (XIV), concerning economic and social documentation in the 160th meeting of ECLA, 6 May 1971.

^{4/} Resolution 4.121, 9 November 1970, proclaiming 1972 International Book Year.

for that reason the first six weeks will be used for an application course for that language and its basic documentation and library terminology.

The main course will be made up of lectures and practical lessons in eighteen different subjects, which are enumerated in the Annex to this paper, para. 8, (a) and (b). It should be stressed that this programme is an experiment in itself. It will be complemented by apprenticeships at selected libraries and documentation institutes, while a study-visit will be made to Unesco, Paris. It is hoped that a study-visit could also be made to a neighbouring West-European country, through the kind intermediary of an interested foundation in that country. Before ending the course the students will be required to prepare a paper on a related subject. The course has a maximum of seven places and will take eight months in all.

9. The first among documentation centres in Holland to be taken into consideration in the context of the Course, from a Latin American point of view would doubtless be the Centro de Estudio y Documentación Latinoamericano (CEDLA) at the university of Amsterdam. It is expected that CEDLA will this year be instituted as an inter-university centre, comprising four or five universities in the Netherlands. Meanwhile the Centro is already working in close co-operation with a similar centre at St. Antony's College, Oxford. In a preliminary talk with CEDLA it became evident that more substance might be brought to a fellowship for the new Course by combining or by continuing the study at Amsterdam with practical documentation work at CEDLA, at least in the preparation of a paper.
10. In this way a fruitful combination of theory and practice, study and creative work could be found from which not only the future fellow, but also CEDLA and CLADES could profit by enlarging the possibilities of practical documentation co-operation.
11. The present meeting at ECLA would present, I think, an excellent opportunity to obtain an authoritative Latin American opinion on this possibility of providing overseas training in documentation and library science to Latin American documentalists and librarians.

Santiago, 26 September 1971

Dr. F.R.J. Verhoeven

Annex

Royal Tropical Institute

(Koninklijk Instituut voor de Tropen)

Amsterdam - The Netherlands

Outline of the Documentation and Library Science Course for overseas students of the Royal Tropical Institute at Amsterdam.

1. The purpose of the course is to provide a concise and practical training to members of the staff of universities libraries, scientific documentation centres and similar institutes. A university degree is required of the candidates for the course.
2. The course will take 8 months, starting October 1971.
3. The course will be held in English.
4. Course headquarters are at the Royal Tropical Institute, Amsterdam, which will provide the lecture room, the laboratory and living quarters. The necessary financial means will be provided by the Netherlands Government.
5. The Staff of the course consists of:
Librarian in charge - drs. A. van der Wal
Study adviser - dr. F.R.J. Verhoeven
Programme co-ordinator - drs. B. Westerkamp
Outside Teaching Staff will be added to the course as required.
6. An Advisory Board, consisting of three members, will advise the Staff.
7. Even though the course is meant to deal mainly with work in university libraries and scientific documentation centres, the essential principles of public library work and/or specialized libraries will be included in the programme.
8. The programme of the course consists of:
(a) Lectures on library science, documentation, etc.
 1. History of libraries and librarianship 8 hours
 2. Modern library and documentation development in Western-Europe 6 hours
 3. Modern library and documentation centres in the rest of the world 6 hours
 4. International library organization 16 hours

/5. Theory

5. Theory of classification	16 hours
6. Principles of cataloguing	16 hours
7. Principles of conservation and reproduction techniques	8 hours
8. Circulation, reference and audio-visual services	6 hours
9. Codes of ethics for staff and rules for users	4 hours
10. Theory of documentation and information handling	16 hours
11. Theory of bibliography	8 hours
12. External organization and international co-operation	8 hours
13. Copyright and legal deposit	3 hours
14. Principles of archives administration and records management	6 hours
15. Bookproduction, book distribution and acquisition methods	8 hours
16. Mechanization and automation	8 hours
17. Financial administration	4 hours
18. Evaluation of library and documentation services	5 hours
total	150 hours = 6 weeks

of 5 days, 5 hours of 50 minutes a day.

(b) Practical lessons in one of the libraries of the Institute, which may be combined with a preceding lecture on the same subject.

1. International library organization and administration	18 hours
2. Classification	18 hours
3. Cataloguing	18 hours
4. Conservation and reproduction techniques	8 hours
5. Circulation and audio-visual services, quick reference	8 hours
6. Documentation and information	20 hours
7. Bibliography	10 hours
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	100 hours = 4 weeks

(c) Lectures on general topics, to be chosen in consultation with the students 50 hours = 2 weeks

/(d) The

(d) The course starts with an application course in English of	6 weeks
(e) Visits to various libraries and documentation centres in the Netherlands	2 weeks
(f) Excursions to some West-European libraries and documentation centres outside the Netherlands	2 weeks
(g) Three apprenticeships, resp. to a University library, a non-university scientific library or documentation institute and a special library, of three weeks each	9 weeks
(h) The students will be required to prepare a paper of at least 1,500 words in English, on a subject of their own choice in relation to the course and in consultation with the study adviser, to be submitted before the end of the course	<u>4 weeks</u>
total	35 weeks
i.e., 8 months.	

9. On successfully completing the course the student will be presented with a certificate.

