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

CARIBBEAN INFORMATION SYSTEM  
JAMAICA NATIONAL INFORMATION SYSTEM SOCIO-ECONOMIC INFORMATION NETWORK (SECIN)  
Workshop on Indexing and Abstracting National Planning Agency  
9 - 13 February 1981  
Kingston, Jamaica

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 National Planning Agency and the National Council on Libraries, Archives and Documentation Centres (NACOLADS).
Jamaica has been a participant in the Caribbean Information System since its inception and has been represented at the regional meetings and workshops related to the development of the system. The National Planning Agency, the focal point of the Socio-economic Information Network (SECIN) had been selected to serve also as the national focal point of the Caribbean Information System.

The Librarian of the National Planning Agency as Technical Co-ordinator of the Socio-economic Information Network (SECIN) has begun co-ordination activities which include the preparation of an abstracting and indexing journal covering the socio-economic information produced in Jamaica. As there was a consequent need for training of the librarians in the socio-economic network in the theory and techniques of indexing and abstracting, the National Planning Agency requested the Library and Information Training Officer of the Caribbean Information System to hold a workshop on indexing and abstracting, for the librarians of SECIN.

The workshop was therefore organized by the National Planning Agency and by the National Council on Libraries, Archives and Documentation Centres (NACOLADS). It was formally opened by the Director of the Macroeconomics Division, Mr. Ambrose Da Costa with a message from NACOLADS presented by Ms. Sheila Lampart, the Executive-Secretary.

Mr. Da Costa in his opening address said that there was now increased appreciation of the value of information by the user community. There were also increasing demands on the technical personnel by the political directorate, and this was now causing the role of the librarians in dissemination of information to be more vital. Access to relevant information on local and international developments was therefore essential and the skills of abstracting and indexing would assist in providing briefing on the information available.
He also charged the Systems to develop programmes of User Education which would facilitate more meaningful requests for information. Such a programme, he said, became more essential when one took into consideration the time constraints and the cost of investment in information systems.

The two sections of the development community could therefore work as partners in progress, as the abstracting journal of the SEGIN Network would provide more relevant information with an improved current awareness service especially in material which was not widely disseminated. Ms. Pearl Gammon, Chief of the Social Affairs Unit agreed on the urgency of information needs by the NPA staff and other technical personnel. The information produced by the Ministries and Departments she said, was an important aid in decision-making.

Ms. Hannah Francis, Technical Co-ordinator of SECIN expressed the hope that the workshop would encourage the co-ordination of the network and facilitate the production of the SECIN Abstracting Journal.

Mrs. Sheila Lampart, representing NACOLADS, saw this as the first of a series of workshops which would be repeated in the other sectoral networks. She hoped that these participants would be able to pass on techniques to other librarians. She encouraged the participants to look perpectively at developments during the workshop as they would be pioneers in the development of the technical aspects of the network.

THE PARTICIPANTS

The workshop was principally for the processing of socio-economic information and the participants invited were the librarians of organizations producing such information. They were principally from Government Ministries and Departments, Statutory Bodies, the Public Library Services and the University of the West Indies.

A breakdown of their occupational responsibility shows:

9 Special librarians
2 University librarians (Faculty libraries)
2 National/Public librarians
2 Library assistants
All participants are involved in the acquisition and processing of locally produced information as part of their normal duties and are expected to contribute regularly to the Systems.

At the opening session, participants were asked to detail their expectations. These in summary were a desire to learn about:

- the techniques of abstracting and indexing of specialized material in printed and audio-visual form,
- the international standards for indexing and abstracting,
- the range of locally-produced material available in Jamaica,
- The structure and function of the Caribbean Information System.

In most cases, this was with a view to providing improved services to their particular user community.

RESOURCE PERSONNEL

The workshop was conducted by the Library and Information Training Officer of the Caribbean Information System with a guest lecture on Computerized Information Systems by Ms. Daphne Douglas, Senior Lecturer of the University of the West Indies, Department of Library Studies.

THE PROGRAMME

The programme was structured to give participants an overview of the Caribbean Information System, its structure and function and the possibilities for participation by the related organizations in Jamaica. The theoretical and practical aspects of indexing and abstracting were treated and links made with the automated developments in technical processes and plans which can be made for computerization in the future. There was a session for discussion of Vols. I and II of CARISPLAN Abstracts and the remainder of the week consisted of practical work in indexing and abstracting documents produced in the organizations of the network.
Participants were asked to complete a questionnaire on:

1. their backgrounds
2. their expectations
3. their understanding of the topics treated
4. their opinions on the organization and content of the workshop.

Answers were received from twelve participants. Their expectations have been summarized above and the other answers given below.

Participants' understanding of the Topics:

- the structure of the national focal points of the Caribbean Information System:

<table>
<thead>
<tr>
<th></th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>23</td>
</tr>
<tr>
<td>Good</td>
<td>54</td>
</tr>
<tr>
<td>Fair</td>
<td>23</td>
</tr>
<tr>
<td>Poor</td>
<td></td>
</tr>
</tbody>
</table>

- CARISPLAN Abstracts:

<table>
<thead>
<tr>
<th></th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>15</td>
</tr>
<tr>
<td>Good</td>
<td>70</td>
</tr>
<tr>
<td>Fair</td>
<td>15</td>
</tr>
<tr>
<td>Poor</td>
<td></td>
</tr>
</tbody>
</table>

- CARBIB Data Base:

<table>
<thead>
<tr>
<th></th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>8</td>
</tr>
<tr>
<td>Good</td>
<td>46</td>
</tr>
<tr>
<td>Fair</td>
<td>38</td>
</tr>
<tr>
<td>Poor</td>
<td>8</td>
</tr>
</tbody>
</table>
How to catalogue documents using the CDC Bibliographic Record Card (BRC):

- Excellent 47
- Good 38
- Fair 15
- Poor

How to index documents using the CDC Indexing Manual:

- Excellent 15
- Good 69
- Fair 15
- Poor

How to abstract documents using the CDC Abstracting Manual:

- Excellent 23
- Good 54
- Fair 23
- Poor

The value of abstracting and indexing tools:

- Excellent 30.7
- Good 61.5
- Fair 8
- Poor

Future implementation of Computerized Systems:

- Excellent 31
- Good 23
- Fair 46
- Poor
My country's responsibilities for participating in the Caribbean Information System:

<table>
<thead>
<tr>
<th></th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>39</td>
</tr>
<tr>
<td>Good</td>
<td>46</td>
</tr>
<tr>
<td>Fair</td>
<td>15</td>
</tr>
<tr>
<td>Poor</td>
<td>10</td>
</tr>
</tbody>
</table>

100% of the participants reported that the organization and presentation of the sessions was satisfactory and that the working tools were relevant to their needs.

- The coverage of the topics treated was considered to be:
  - Excellent by 46% of the participants
  - Good by 54%

- The number of practical indexing and abstracting sessions was considered to be:
  - Adequate by 62%
  - Too long by 15%
  - Too short by 23%

- 76% of the participants responded that the structure of the practical (indexing and abstracting sessions) was effective to satisfy their particular library situation while 23% reported that they were uncertain.

- The working tools were reported to be adequate by 86% and not enough by 16% and there was an explanatory comment that the OECD Macrothesaurus which was used was too general for some of the specialized areas served by the system.

- The group discussions were considered to be adequate in number by 92% and 85% reported that the workshop helped them to learn from other participants.

- Of the general programme 46% responded that there were no other topics which they would have wished to see included while 46% gave no response. 8% indicated that there were other possible topics but did not specify what they were.
General comments at the end of the evaluation questionnaire showed that participants considered the workshop to be a useful and informative exercise providing a good learning environment and there were suggestions that a follow-up workshop be held.

One participant suggested that the abstracting and indexing sessions could be integrated with the lecture sessions.

FOLLOW-UP ACTION AND FUTURE PARTICIPATION

As participants had been engaged in indexing and abstracting of their organizations documents for inclusion in CARISPLAN, a follow-up session was held on February 20 to consider questions from the participants on the particular documents which they had processed for input into the System.

As a result of the workshop, participants displayed greater awareness of:

- The sources of locally produced documents,
- The type of material produced in Jamaica,
- The contribution of indexing and abstracting to reference services.

CARISPLAN Abstracts

During the group discussions on CARISPLAN Abstracts, suggestions were put forward and every attempt will be made to incorporate them into the next issue.

The individual indexes should be printed on coloured paper for easier use.

The numbering of pages should be in the centre;

- the price of the document should be indicated on each entry;
- a list of publishers, with their addresses should be included in each issue of CARISPLAN Abstracts.
- the two-column format with smaller type was suggested.
- all contributing libraries should be put on the mailing list for CARISPLAN Abstracts.

FUTURE PARTICIPATION IN CARISPLAN ENTRIES TO CARISPLAN

The libraries of the Socio-economic Information Network (SECIN) will continue to submit entries through the National Planning Agency.

Services

The first service will be receipt of the CARISPLAN Abstracts which they will receive automatically and document delivery of copies of the required unpublished material entered in CARISPLAN.

Other services of technical assistance training or reference can be requested as required.

Information in Thesauri

Some participants required copies of the OECD Macrothesaurus. These are from:

- The Jamaican Library Service,
- The Kingston and St. Andrew Parish Library,
- The University of the West Indies, School of Education Library,
- The National Library of Jamaica,
- The Department of Statistics.

These will be supplied by the System as soon as possible; in the interim the Co-ordinator of SECIN will redistribute those already held within the network to ensure that contributing libraries can have access to copies.

There were also requests for information on specialized thesauri and this will be distributed from time to time by the Caribbean Documentation Centre.
ANNEX I

Workshop on Indexing and Abstracting
National Planning Agency
9 - 13 February 1981
Kingston, Jamaica

LIST OF PARTICIPANTS

AGENCY FOR PUBLIC INFORMATION

Ms. Valerie Simpson
Librarian
58 H.W.T. Rd. (10)
Kingston

UNIVERSITY OF THE WEST INDIES
CARIBBEAN FOOD AND NUTRITION
INSTITUTE

Ms. Yvonne Campbell
Librarian
Mona
Kingston 7

'CHECKERS'

Ms. C.P. Fray
Cedar Valley
St. Thomas
Kingston

GRACE KENNEDY LIMITED

Ms. L. Morris
Librarian
64 Harbour Street
Kingston

JAMAICA BROADCASTING CORPORATION

Ms. G. Shirley
Librarian
South Odean Avenue
Kingston 10

JAMAICA LIBRARY SERVICE HEADQUARTERS

Mr. Mohan Kulkaine
Tom Redcam Avenue
Kingston 5

JAMAICA TELEPHONE COMPANY

Ms. Anne-Marie Mahadeo
Librarian
47 H.W.T. Rd. (5)
Kingston

KINGSTON AND ST. ANDREW PARISH
LIBRARY

Ms. G. Burke
Tom Redcam Avenue
Kingston 5
<table>
<thead>
<tr>
<th>Organization</th>
<th>Librarian</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINISTRY OF INDUSTRY AND COMMERCE</td>
<td>Ms. Joy Russell</td>
<td>Kingston</td>
</tr>
<tr>
<td>NATIONAL LIBRARY OF JAMAICA</td>
<td>Ms. Arlene Davis</td>
<td>East Street, Kingston</td>
</tr>
<tr>
<td>NATIONAL PLANNING AGENCY</td>
<td>Ms. Hannah Francis</td>
<td>Barbados Avenue, Kingston 5</td>
</tr>
<tr>
<td>DEPARTMENT OF STATISTICS</td>
<td>Ms. P. Farquharson</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OF THE WEST INDIES</td>
<td>Ms. Pam Blake</td>
<td>23 1/2 Charles Street, Kingston</td>
</tr>
<tr>
<td>INSTITUTE OF SOCIAL AND ECONOMIC</td>
<td>Ms. Norma Davis</td>
<td>Mona, Kingston 7</td>
</tr>
<tr>
<td>RESEARCH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OF THE WEST INDIES</td>
<td>Ms. Amy Robertson</td>
<td>Mona, Kingston 7</td>
</tr>
<tr>
<td>SCHOOL OF EDUCATION</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEX II

Workshop on Indexing and Abstracting
National Planning Agency
9 - 13 February 1981
Kingston, Jamaica

PROGRAMME

Monday, 9th February 1981

8.30 - 9.00 Registration of Participants

9.00 - 10.30 OPENING SESSION

Chairman:
Mr. Lincoln McIntosh
National Planning Agency

Opening Address:
Mr. Ambrose Da Costa
Director
Macroeconomics Division
National Planning Agency

Message from the National Council on Libraries,
Archives and Documentation Centres (NACOLADS):
Ms. Sheila Lampart
Executive Secretary (NACOLADS)

Introduction to the Workshop:
Ms. Hannah Francis
Technical Information Officer
National Planning Agency

Participants introduction of themselves and indication of their expectations

10.30 - 10.45 BREAK

10.45 - 12.00 The Caribbean Information System

- Its objective
- Relationship with other information activities:
  a) Regional
  b) Extra-regional
- Participation at the national level
- National focal points - their responsibilities
- Contributing libraries

Ms. Fay Durrant
Library and Information Training Officer
ECLA
- The participation of Jamaica Services of the Caribbean Information System: Present Projected Products of the system: CARISPLAN Abstracts

12.00 - 1.30 LUNCH

1.30 - 3.00 Computerized Information Systems

- Potential for the Caribbean 
- Planning for computerization
- Organization and structure of computer files
- Relation of file organization to other aspects of an Information Retrieval System:
  1. Processing of input
  2. Output and services
- The data bases of the Caribbean Information System

3.00 - 3.15 BREAK

3.15 - 4.30 Indexing and Abstracting

Indexing

- Objectives and value
- Vocabulary control
- Type of indexing for CARISPLAN
- Thesauri their development and use
- The OECD Macrothesaurus - Its compilation and structure

Abstracting

- Objectives and value
- Types of abstracts
- Types of abstracts for CARISPLAN
- Indexing and abstracting for the data base
Tuesday, 10th February 1981

9.00 - 10.15  -  The Bibliographic Record Card Ms. Fay Durrant
for processing input for CARISPLAN
- Rationale for the fields
- Relationship with the Anglo-American Cataloguing Rules II
- Preparation of sample entry
- The Jamaica Development Plan 1978-1982 will be used as the sample for the introduction to preparation of entries including abstracting and indexing

10.15 - 10.30  BREAK

10.30 - 12.00  -  Detailed subject analysis of the Jamaica Development Plan 1978-1982
- Selection of concepts
- Selection of descriptors from OECD Macrothesaurus

12.00 - 1.30  LUNCH

1.30 - 4.30  -  Preparation of abstracts for individual chapters of the Jamaica Development Plan 1978-1982
- Examination of CARISPLAN Abstracts Vols. I and II
- Its use in libraries in the region,
  1. as a reference tool
  2. as an aid in acquisition

Wednesday, 11th February 1981

9.00 - 10.15  -  Indexing and abstracting of documents
- Participants will work in "rounds" on the indexing and abstracting of five documents relating to Jamaica
- There will be general discussion on the record produced for each document

10.15 - 10.30  BREAK
10.30 - 12.00  -  Indexing and abstracting of documents (Cont'd)

12.00 - 1.30  LUNCH

1.30 - 4.30  -  Indexing and abstracting of documents (Cont'd)

Thursday, 12th February 1981

9.00 - 12.00  -  Indexing and abstracting of documents for input into the Caribbean Information System
- Participants are asked to bring to the workshop ten documents produced by their organization. These will be used for indexing and abstracting and finally for input into the System

12.00 - 1.30  LUNCH

1.30 - 4.30  -  Indexing and abstracting of documents (Cont'd)

Friday, 13th February 1981

9.00 - 3.30  -  Indexing and abstracting of documents (Cont'd)

3.30 - 4.30  -  Summary and evaluation

Friday, 20th February 1981

2.30 - 4.00  -  Discussion of entries prepared by participants
ANNEX III

ACRONYMS FOR CONTRIBUTING INSTITUTIONS IN JAMAICA

1. JM TRT Thorbourn, Ross and Thorbourn.
2. JM CIMR Caribbean Institute for Mental Retardation.
3. JM NPA National Planning Agency.
4. JM MIC Ministry of Industry and Commerce.
5. JM API Agency for Public Information.
6. JM GK Grace Kennedy Limited.
7. JM JTC Jamaica Telephone Company.
8. JM UWISE University of the West Indies; School of Education.
9. JM DoS Department of Statistics.
10. JM JLSHQ Jamaica Library Service Headquarters.
11. JM KSA PL Kingston and St. Andrew Parish Library.
12. JM JBC Jamaica Broadcasting Corporation.
14. CFNI Caribbean Food and Nutrition Institute.