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

REPORT ON THE WORKSHOP ON INDEXING AND  
ABSTRACTING TECHNIQUES FOR EFFECTIVE  
PARTICIPATION IN THE CARIBBEAN  
INFORMATION SYSTEM -- PLANNING  
(CARISPLAN)  
25 - 29 May, 1981  
Georgetown, GUYANA

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 State Planning Secretariat and the Guyana Library Association.



**UNITED NATIONS**

ECONOMIC COMMISSION FOR LATIN AMERICA Office for the Caribbean



REPORT ON THE WORKSHOP ON INDEXING AND ABSTRACTING  
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Guyana had been involved at an early stage in the development of the Caribbean Information System - Social and Economic Planning Sector, planners and librarians had attended the 1977 meeting on the information needs of policy-makers in the region, and there was also representation at the first regional workshop for participation in CARISPLAN which was held in May 1979 at the ECLA Office for the Caribbean, Port of Spain. In July 1979 the State Planning Secretariat established a library which was intended to serve the information needs of the planners and it was subsequently agreed that this library would also serve as the national focal point of the Caribbean Information System. The Officer in Charge of the State Planning Secretariat Library had represented Guyana at the training workshop for the Caribbean Information System, and there was consequently an awareness of the value of the system. The State Planning Secretariat has therefore been participating in the system in terms of input of bibliographic records and also using the other resources of the system.

The Officer in Charge of the State Planning Secretariat is currently engaged in study for the Diploma in Library Studies at the University of the West Indies, Department of Library Studies. Her attendance at this course is sponsored by the International Development Research Centre (IDRC) of Canada - the funding agency for several areas of CARISPLAN.

The Library and Information Training Officer has undertaken three missions to Guyana on which the following activities were undertaken:

1. Evaluation of existing information resources in the socio-economic field.
2. Assistance in the development of the library and information centre in the State Planning Secretariat.
3. Processing of documents for input into the Caribbean Information System.

4. Informing the librarians and technical personnel from the organizations producing socio-economic information of the system of the requirements as well as the benefits to be gained from participation.

In an effort to increase the participation of these organizations in the activities of the system, the Caribbean Documentation Centre was requested to conduct a workshop which would begin training in abstracting and indexing and facilitate participation in the Caribbean Information System - Planning (CARISPLAN).

#### The Workshop

The arrangements for the workshop were made jointly by the Guyana Library Association and the State Planning Secretariat.

The opening session was chaired by Cde. Clarence Ellis, Chairman of the State Planning Commission and attended by some sixty librarians and other personnel of the participating organizations. Cde. Ellis congratulated ECLA on their activities in the region especially in the area of information. He confirmed that the importance of information for the planning process was well recognized and the need for systematic access to locally produced information was also considered as exceedingly important. Full development of the information systems was therefore necessary.

Cde. Ellis also congratulated the Library Association for its recently renewed activities and for having extended the concept of information from the narrower one previously held by most people in Guyana.

Ms. Wilma Primus, Project Co-ordinator of the Caribbean Information System brought greetings from ECLA and praised the organization for their activities in preparing for the workshop. She said that the workshop should be seen as the first of a series of workshops to be held in Guyana and in other countries of the region. She stressed the importance of the national input and expressed the hope that the socio-economic sector would continue to develop both as a result of the training at the workshop and the return to active service of Cde. Ross who will return as Librarian of the State Planning Secretariat and co-ordinator of the Socio-economic network.

The workshop, Mr. Primus said was aimed at informing participants of the Caribbean Information System and its function as a computerized information system as well as the techniques of indexing and abstracting. Sessions using sample documents of Guyana would help provide users with some practical problems and the processing of their organizations' documents would provide a practical return from the workshop.

These bibliographic records would be used for immediate input into CARISPLAN, and it was expected that there would be follow-up sessions by the Library Associations. There would also be workshops for developing other areas of the information system and these would be held later in the year, and next year.

The Minister of Information, Cde. Frank Campbell, then addressed the meeting. He spoke of the valuable contribution of the Guyana Library Association in communicating the wider concept of information. He also recognized the contribution of the ECLA Office for the Caribbean as Secretariat for the Caribbean Development and Co-operation Committee (CDCC), and as initiator of the project for the Caribbean Information System. He continued by focussing on the technology gap which exists between the Third World and other countries and related to a lack of information on the part of the Third World. He therefore stressed that as the people of the Third World are looking forward to having access to the developments in the other countries.

Cde. Christiani, in moving the vote of thanks expressed support for the opinions voiced by the Minister. The Cde. Primus and Cde. Ellis thanked the ECLA Representatives for having come to conduct the workshop and thanked the CARICOM Secretariat, the Library Association and the State Planning Secretariat for co-operating in the preparation for the workshop.

#### The Participants

The participants were 20 librarians and library para-professionals involved in providing information to government organizations or to researchers. There were:

13 from libraries of Government Ministries, Departments or Corporations.

2 from the National Library.

2 from the University of Guyana Library.

2 from the libraries of regional organizations - CARICOM, IICA.

1 from the library of the United States International Communications Agency (USICA).

All these organizations are producers and users of socio-economic information, and during the workshop bibliographic records were prepared for some of the documents produced by these organizations. These records will be input into the data base for CARISPLAN.

#### Their expectations

In the first working session, participants were asked to state their expectations of the workshop. These in summary are:

A general knowledge of the Caribbean Information System of CARISPLAN, its activities and projected activities, the abstracting and indexing techniques for participation in the system, and improved services which can be provided to users through the facilities offered by the system. All participants expected to be able to contribute to CARISPLAN and to be able to benefit from participation in the system.

#### THE RESOURCE PERSONNEL

The resource personnel were the Project Co-ordinator of the Caribbean Information System - Planning, Ms. Wilma Primus and the Library and Information Training Officer of CARISPLAN, Ms. Fay Durrant. Voluntary assistance was given by Ms. Yvonne Stephenson, Librarian, University of Guyana in the reviewing of bibliographic records prepared by participants.

#### EVALUATION

At the end of the last session, participants were requested to complete a questionnaire to help the organizers assess the effectiveness of the workshop for the future development of the Caribbean Information System.

This questionnaire covered:

1. Their backgrounds.
2. Expectations from the workshop.
3. Their understanding of the topics treated.
4. Their opinions on the content and organization of the workshop.

Answers were received from 20 participants.

Their Background

- A. 7 librarians (4 Diploma in Library Studies, 1 B.A. Library Studies, 1 M.L.S., 1 A.L.A.).
- 3 Graduates working as special librarians.
  - 7 Officers-in-Charge of special libraries.
  - 2 Senior library assistants.
- B. 3 with previous training in indexing and abstracting.  
2 with limited previous training in indexing and abstracting.  
15 with no previous training in indexing and abstracting.
- C. 85% of the participants had their expectations satisfied.  
15% were partly satisfied with the developments of the workshop.
- D. Their understanding of the topics:
- The structure of the national focal points of the Caribbean Information System:

	<u>%</u>
Excellent	20
Good	70
Fair	5
No response	5
  - CARISPLAN Abstracts:

	<u>%</u>
Excellent	30
Good	65
No response	5

- CARBIB data base: structure and functions: %  
Good 40  
Fair 55  
No response 5

- Cataloguing of documents using the  
CDC Bibliographic Record Card: %  
Excellent 70  
Good 25  
No response 5

- Indexing of documents using the CDC  
Indexing Manual: %  
Excellent 30  
Good 55  
Fair 10  
No response 5

- Abstracting of documents using the  
CDC Abstracting Manual: %  
Excellent 35  
Good 40  
Fair 20  
No response 5

- The value of indexing and abstracting  
tools: %  
Excellent 45  
Good 50  
No response 5



- Future implementation of Computerized Information Systems:  

	<u>%</u>
Excellent	15
Good	25
Fair	50
No response	10
  
- Their country's responsibility for participation in the Caribbean Information System:  

	<u>%</u>
Excellent	35
Good	60
No response	5
  
- E. - The organization and presentation of the workshop was considered to be:  

	<u>%</u>
Satisfactory by	100
  
- F. - The coverage of the topics treated was considered to be:  

	<u>%</u>
Excellent	35
Adequate	60
No response was received from	5
  
- G. - The number of practical (indexing and abstracting) sessions was considered to be:  

	<u>%</u>
Adequate by	85
Too short by	15
  
- H. - 85% of the participants considered that the structure of the indexing and abstracting sessions was effective to satisfy their particular library situation, while 5% considered it to be not sufficiently effective and 5% did not know or were not sure.

- I. - 85% considered that the working tools provided were enough, but 10% found that the coverage of the OECD Macrothesaurus did not suit the technical information held by their library, and 5% gave no response.
- J. - The working tools were reported by 85% to be relevant to their needs, while 5% considered them to be only partially relevant and 10% gave no response.
- K. - 90% of the participants considered the number of group discussions to be adequate, 5% only partially adequate, and 5% reported that the number was not enough.
- L. - 100% considered that the content of the group discussions helped them to learn from other participants.
- M. - 20% of the participants recorded other topics which they thought should also have been considered in the workshop:
  - 1. More in depth lectures on indexing, techniques and principles.
  - 2. More detail on the use of the Macrothesaurus.
  - 3. Other indexing and abstracting services in socio-economic information, and methods of evaluating these services.
  - 4. Classification.
- N. - General Comments

Participants expressed the view that:

- 1. The period of one week was too short to enable participants to gain full competence in abstracting and indexing and that there should therefore be follow-up workshops on the same topic.

This comment was also specifically related to the number of sessions on indexing which were considered to be too few.
- 2. The levels of participants' qualifications and experience were too varied to allow for in depth treatment of some topics.

3. Most participants considered the implementation of the techniques in their particular library to be very important although 10% of the number expressed the reservation that limited staff might prevent systematic input in the Caribbean Information System.

All the participants considered that the workshop was useful and that there had been meaningful inter-action between participants.

It was suggested by 15% of the number that other such workshops be held on other areas of information, and of the activities of CARISPLAN.

#### RESULTS AND RECOMMENDATIONS FOR FOLLOW-UP ACTION

As a result of the workshop, participants became more aware of:

1. The value of locally produced material.
2. The content of documents relating to Guyana and their value to information services in the country.
3. The objective of the Caribbean Information System.
4. The methods of participating in the Caribbean Information System both in terms of input and also of utilizing the resources.

Previously, input had been from the State Planning Secretariat Library but as a result of the participation in the workshop, there would be input from each of the organizations represented and this would be forwarded through the State Planning Secretariat Library as the national focal point to ensure that a copy be in a central location.

The State Planning Secretariat will also be responsible for distribution of stocks of cards and any other material to be distributed by the Caribbean Documentation Centre.

#### Working Tools

Manuals and other background material were distributed to participants, but there were additional requests for:

1. Copies of the Macrothesaurus (2 copies).
2. Other specialized vocabularies:
  1. Technology
  2. Medical Science
  3. Agriculture

#### CARISPLAN Abstracts

1. There were several suggestions that the subject index did not allow easy access to the information held in CARISPLAN Abstracts and that in the print out which is used manually, the various descriptors related to an entry should be linked in the subject index thereby showing the various aspects of each entry.
2. The price should be included in the bibliographic record wherever possible.
3. The question overlap in entries to CARISPLAN Abstracts, CARINDEX and the CARICOM Bibliography was also raised. It was recognized that there was some overlap in terms of the types of documents included in each of the three bibliographies, but participants will be requested to include in CARISPLAN Abstracts of any material which might be of value to the users of their library.

#### Guidelines to producers of documents

4. The documents to be input into CARISPLAN Abstracts did not always contain adequate bibliographical information. The participants would therefore, on their return to their organizations, work towards ensuring that all the relevant bibliographic information is clearly displayed on the title page of each document produced by their organization.

Participants considered that CARISPLAN Abstracts would be very useful to their users and that it could be very useful as a current awareness tool.

As a relatively new publication, however, CARISPLAN Abstracts should be widely promoted to all likely users.

It was seen as potentially useful to the planners, policy-makers, and government technical personnel but also to the general public. Teachers of CXC courses were seen as likely to find this service particularly useful.

Promotion of the publication could therefore take the form of a radio programme, or newspaper article, a resource in some of the University's orientation tours, and in the orientation of users in a special library.

Follow-up Action

The Caribbean Information System in liaison with the Guyana Library Association and the State Planning Secretariat will continue its work in Guyana responding to the needs of the librarians and user community.

Areas for consideration are expected to be:

1. Current awareness and special services from the Caribbean Documentation Centre.
2. Follow-up seminars in Abstracting and Indexing.
3. Assistance in the development of the National Focal Point and contributing libraries.
4. Seminars on User Education.



ANNEX I

PARTICIPANTS/OBSERVERS

GYNL	National Library	Gwyneth Browman Assistant Librarian P.O. Box 10240 Georgetown GUYANA
GYCPSL	Central Public Service Library	Pamela Browman Librarian (Ag.) High Street, Kingston Georgetown GUYANA
GYGPC	Guyana Pharmaceutical, Chemical, Food Processing and Allied Group	Jean Craigwell Librarian P.O. Box 10291 Georgetown GUYANA
GYNSRC	National Science Research Council	Romani Deochand Library Assistant P.O. Box 10927 Turkeyen Greater Georgetown GUYANA
GYMND	Ministry of National Development	Donna Deygoo Library Assistant Exhibition Park Sophia Georgetown GUYANA
GYIICA	Inter-American Institute for Co-operation on Agriculture	Maria Diaz de James Librarian P.O. Box 101089 Greater Georgetown GUYANA
GYUG	Guyana Library Association	Phillip Jeffrey Assistant Librarian University of Guyana Library P.O. Box 101110 Georgetown GUYANA

GYUG	University of Guyana Library	Yvonne Lancaster Assistant Librarian P.O. Box 101110 Georgetown GUYANA
GYGUYMINE	Guymine Technical Library	Elfreda Lewis Librarian Michodacht, Linden Georgetown GUYANA
GYMI	Ministry of Information	Norma McGowan Librarian 18 Brickdam Georgetown GUYANA
GYBG	Bank of Guyana Library	Jane Ann Mollyneaux Assistant Librarian P.O. Box 1003 Georgetown GUYANA
CARICOM	CARICOM Secretariat	Maureen Newton Documentalist Information and Documentation Section P.O. Box 10827 Georgetown GUYANA
GYNFA	Ministry of Foreign Affairs Library	Ingrid Overton Librarian Georgetown GUYANA
GYNL	National Library	Ann Ramcharran Assistant Librarian P.O. Box 10240 Georgetown GUYANA
GYUG	University of Guyana Library	Lutishoor Salisbury Assistant Librarian P.O. Box 101110 Georgetown GUYANA



GYP	State Planning Secretariat Library	Anne Simpson Librarian (Ag.) P.O. Box 829 South Road Lacytown Georgetown GUYANA
GYCARS	Central Agricultural Research Station Library	Leila Waldron Library Assistant Mon Repos, E.C. Demarara GUYANA
GYMS	Medical Science Library	Jennifer Wilson Sr. Library Assistant Greater Georgetown GUYANA
GYUSICA	J.F.K. Library	Grace Horton Chief Librarian Georgetown GUYANA
GYMA	Ministry of Agriculture	Belterine Nicholas Vlissengen Road Georgetown GUYANA



ANNEX II

Report on the Workshop on Indexing and  
Abstracting Techniques for Effective  
Participation in the Caribbean  
Information System - Planning  
(CARISPLAN)

25 - 29 May, 1981  
Georgetown, GUYANA

Sponsored by

The Economic Commission for Latin America  
The State Planning Secretariat  
The Guyana Library Association

PROGRAMME

MONDAY, 25 May 1981

- |               |  |   |
|---------------|--|---|
| 8.45 - 10.00  | Opening Remarks by the Chairman,<br>State Planning Secretariat | Cde. Clarence Ellis   |
|               | Introduction to the Workshop,<br>ECLA Representative           | Ms. Wilma Primus<br>Co-ordinator<br>Caribbean Information<br>System |
|               | Opening Address,<br>Minister of Information                    | Cde. Frank Campbell,<br>M.P.  |
|               | Vote of thanks by the President,<br>Guyana Library Association | Cde. Joan Christiani  |
| 10.10 - 10.15 | BREAK  |   |
| 10.15 - 10.30 | Introduction of Participants                                   |   |
| 10.30 - 10.45 | Caribbean Information System:<br>An Overview                   | Ms. Fay Durrant<br>Library and Training<br>Officer (CARISPLAN)      |
| 10.45 - 12.00 | <u>Computerized Information System:</u>                        | Ms. Wilma Primus  |
|               | - Potential for the Caribbean                                  |   |
|               | - Planning for computerization                                 |   |
|               | - The organization and structure<br>of computer files          |   |
|               | - Relation of file organization to:                            |   |

- a) processing of input
- b) output and services

- The data bases of the Caribbean Information System
- Products of the system:  
CARISPLAN Abstracts

12.00 - 1.30

LUNCH

1.30 - 3.00

The bibliographic record card of  
CARISPLAN:

Ms. Fay Durrant

- Rationale for the fields
- Relationship with AACR II

Preparation of a sample entry using  
the CARISPLAN: Manual for the use  
of the bibliographic record card

3.00 - 4.30

Preparation in groups of ten sample  
entries:

- Participants are requested to prepare  
entries of their organizations documents.  
Any queries will be discussed on Tuesday  
morning 9.00 - 9.15

TUESDAY, 26 May 1981

9.00 - 9.15

Discussion of entries prepared on  
Monday

Ms. Fay Durrant

9.15 - 10.15

Abstracting:

- Objectives and value
- Abstracting services
- Types of extracts
- Abstracting for CARISPLAN

10.15 - 10.30

BREAK

10.30 - 12.00

Subject analysis of sample documents  
(two documents)

12.00 - 1.30

LUNCH

1.30 - 3.00 Subject analysis of sample documents  
and preparation of abstracts (two  
documents)

3.00 - 3.15 BREAK

3.15 - 4.00 Participants will work in groups on  
the subject analysis of five sample  
documents and the preparation of  
abstracts (two documents)

Preparation of abstracts of sample  
documents (four documents)

Abstracts will be discussed on  
Wednesday 9.00 - 10.15

WEDNESDAY, 27 May 1981

9.00 - 10.15 Discussion of abstracts

10.15 - 10.30 BREAK

10.30 - 12.00 Preparation of abstracts of documents  
produced by participants' organizations  
(two documents)

12.00 - 1.30 LUNCH

1.30 - 3.00 Preparation of abstracts (continued -  
two documents)

3.00 - 3.15 BREAK

3.15 - 4.30 Preparation of abstracts (continued -  
two documents)

Preparation of abstracts (continued -  
four documents)

THURSDAY, 28 May 1981

8.30 - 9.00 Discussion of abstracts

9.00 - 10.15 Indexing

Ms. Fay Durrant

- Objectives and value

- Vocabulary control
- Post co-ordinate indexing
- Thesauri: their development and use
- Use in retrieval
- The OECD Macrothesaurus - its compilation and structure
- Type of indexing for CARISPLAN

10.15 - 10.30

BREAK

10.30 - 12.00

Selection of concepts and indexing terms for sample documents

Discussion of principles of selection

12.00 - 1.30

LUNCH

1.30 - 3.00

Indexing of sample documents (continued - 5 documents)

3.00 - 3.15

BREAK

3.15 - 4.30

Indexing of sample documents (continued - 5 documents)

Indexing of documents produced by participants' organizations (five documents)

FRIDAY, 29 May 1981

9.00 - 10.15

Indexing of documents produced by participants' organizations (three documents)

10.15 - 10.30

BREAK

10.30 - 12.00

Indexing of documents produced by participants' organizations (two documents)

12.00 - 1.30

LUNCH

1.30 - 3.00 Discussion of CARISPLAN Abstracts,  
and its use:

- a) as a reference tool
- b) an aid in acquisition

3.00 - 3.15 BREAK

3.15 - 3.30 Evaluation Questionnaire

3.30 - 4.30 Summary and Evaluation

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