CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE

CARIBBEAN SEA

THE CARIBBEAN SUBREGION

ATLANTIC OCEAN

Antigua and Barbuda
Aruba
Bahamas
Barbados
Belize
Br. Virgin Islands
Cuba
Dominica
Dominican Republic
Grenada
Guyana
Haiti
Jamaica
Montserrat
Netherlands Antilles
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the
 Grenadines
Suriname
Trinidad and Tobago
U.S. Virgin Islands

ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN
Subregional Headquarters for the Caribbean

CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE

CARIBBEAN INFORMATION SYSTEM FOR ECONOMIC AND SOCIAL PLANNING
(CARISPLAN)

INSTITUTION AUTHORITY FILE

UNITED NATIONS

ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN
Subregional Headquarters for the Caribbean

INTRODUCTION

The CARISPLAN Institution Authority File (IAF) is a listing of corporate names used as access points, along with their respective cross references, derived from the records of the Caribbean Information System for Economic and Social Planning (CARISPLAN) data base.

The list is designed to provide:

(a) The accepted form of names of institutions to be used by participating libraries and information units in the CARISPLAN system;

(b) A device to enhance information retrieval in the CARISPL/ data base by indicating links between related institutions and, withi. these institutions, with their subordinate bodies.

The manual for creating the IAF is based on the Guidelines for the Building of Authority Files in Development-Information Systems by Anne Di Lauro and Maureen Sly (Ottawa: International Development Research Centre, 1985). The rules included therein met certain requirements of the network and have therefore been largely adapted for use. Of special importance was the fact that the Guidelines addressed the specific concerns of multi-lingual information systems.

To illustrate the differences between the IAF and the Anglo-American Cataloguing Rules (AACR2), an extract from the Guidelines is attached for reference. A brief summary follows:

(a) Treatment of meetings

A separate authority file is being established for meetings, conferences, etc.

(b) Treatment of subordinate bodies

Users should be aware that although an institution may not have its own record in the authority file, (it will, in many cases, be listed as a Subordinate Body of its Parent) the name may be entered in bibliographic records.

(c) Treatment of government bodies

A distinction is drawn between government bodies which exercise administrative functions and those which perform substantive activities since the former are entered under the name of the territorial authority and the latter under their own name.

(d) Choice of language

Institutions which have more than one official language version may have all or some of the versions accommodated in the IAF.

It is expected that in most cases, the forms of name would be identical with those created through AACR2.

Implementation of the IAF

The computer application of the IAF at CDC adopts a thesaurus structure, the features of which will be more readily utilized when MINISIS is able to handle more than one thesaurus per data base in an on-line mode. At present, users may browse through the Macrothesaurus for Information Handling in the Field of Economic and Social Development for suitable subject descriptors during QUERY sessions. Abbreviations indicating the specific nature of relationships in the IAF therefore anticipate the application, e.g., BT (Broader Term) to indicate Parent Body.

Acronyms

As a rule, the acronym rather than the full form of name is generally preferred for international and regional organizations.

Revision

This list, by its nature, is subject to constant expansion and change, hence its loose-leaf format. It is hoped that following this major step of initial distribution, updates may be issued at fairly regular intervals.

An intrinsic feature of authority files is the debate they generate regarding choice and form of individual entries. Your comments, suggestions, corrections, etc. are invited. In the case of doubtful names from documents not held by the CDC, checks were often not feasible. Reaction is therefore vital to enhance the validity of the list.

Comments should be sent to:

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> Project Co-ordinator
> Caribbean Information System
> Caribbean Documentation Centre
> UN ECLAC
> P.O. Box 1113
> Port of Spain
> TRINIDAD AND TOBAGO.

ABBREVIATIONS/SYMBOLS

BT	Broader Term/Parent Body
NT	Narrower Term/Attached Institution
FN	Former Name
LN '	Later Name
UF	Used For
OL	Other Language Version
SB	Subordinate Body
***	Latest Form of Name

* * * * *

SAMPLE LISTING

Descriptor .... ECLAC***

French/Spanish descriptors .... OL: CEPALC / CEPAL

Used for (forbidden term) .... UF: Economic Commission for Latin America
                                            and the Caribbean

Narrower Term .... NT: CDCC

Former Name .... FN: ECLA

Forbidden Term .... *Economic Commission for Latin America*
                                         and the Caribbean

Descriptor .... USE: ECLAC