DIRECTORY OF DEVELOPMENT INFORMATION UNITS

TRINIDAD AND TOBAGO

Santiago, Chile, 1978
DIRECTORY OF DEVELOPMENT INFORMATION UNITS

TRINIDAD - TOBAGO

Prepared by CEPAL/Clades
with the assistance of the
University of the West Indies, St. Augustine

Santiago, Chile, 1978
SUMMARY

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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 Trinidad-Tobago the support of the Library of the University of the West Indies, St. Augustine, 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 of course in which the Unit is opened to the public

Disseminating information on the services furnished by each
unit to the development community; planners with decisionmak-
ing 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 liaison 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 managable 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 hu-
man resources to enable them to offer information and documentation ser-
dices. It excludes institutional files, statistical data banks, school
libraries and privately-owned libraries. Generally speaking, public li-
braries, except national libraries or those acting as such, have been ex-
cluded.

/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° 1 to 17)
B. Collection (N° 12 to 17)
C. Services (p. 18 to 21)
D. Personnel and equipment (p. 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) **University of the West Indies (Cave Hill Campus)**  
2) **Faculty of Law Library**

<table>
<thead>
<tr>
<th>4) Address</th>
<th>Cave Hill Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>5) City</td>
<td>Cave Hill</td>
</tr>
<tr>
<td>6) P.O. Box</td>
<td>P.O. Box 54</td>
</tr>
<tr>
<td>7) Telephone</td>
<td>62131 Ext. 232</td>
</tr>
<tr>
<td>8) Cable</td>
<td>UNIVADOS</td>
</tr>
<tr>
<td>9) Telex</td>
<td>None</td>
</tr>
</tbody>
</table>

10) **Schedule**  
Monday-Friday 9:00 am to 10:00 pm  
Saturday-Sunday 9:00 am 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
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
- Anthropology
- Commerce
- Economics
- Economic Policy and Planning
- Education
- Education Science
- Energy
- Enterprises
- Environment
- Finance
- Forecasting
- Geography
- Government
- History
- Housing
- Industry
- Information and Documentation
- Integration
- International Relations
- International Trade
- Labour
- Law
- Management Science
- Mass Communication Media
- National Security
- Natural Resources
- 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 coordination with other similar or related units with the object of rationalizing 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
DIRECTORY
Central Bank of Trinidad and Tobago
Research Library

Address: Independence Square
City: Port of Spain
P.O. Box: P.O. Box 1250
Telephone: 62-52601-9
Telex: 386 CBTRIN WG

Schedule: Monday-Friday 8:00 AM - 4:00 PM
Estab. date: 1960

Collection: 7,000 Volumes
Periodicals: 752 Titles

Main Subjects:
1 - Monetary Policy
2 - Statistics
3 - Economics
4 - Finance
5 - Law
6 - Economic Policy and Planning

Cataloguing System: Books: Angloamericans
Classification: U.D.C.

Services Provided:
Photocopying
Circulation (Internal)
Local Loans (Internal)
Reference (Internal)
Bibliographies on request (Internal)

Coop. Activities: Interlibrary loans (Local)
Exchange: None
Publications:
Bulletins of recent acquisitions (Weekly)
Bibliographies (3 monthly)
Weekly News Summary
Daily News Bulletin

Personnel:
Librarians 002
Administratives 004

Equipment:
Photocopier

Observations:
Depositary Library of Publications of the International Monetary Fund
Ministry of Education Culture and Community Development
Trinidad and Tobago National Commission for UNESCO

Address: Q.R.C. Flat 4, Alexandra St., St. Clair
City: Port of Spain
Telephone: 62-22715

Schedule: Monday-Friday 8:00 AM - 4:30 PM
Established date: 1970

Collection
- 3,500 Volumes

Periodicals
- 70 Titles

Main Subjects
1 - Education
2 - Culture
3 - Science and Technology
4 - Communication
5 - Social Sciences

Storage and Retrieval
- Classification: Dewey
- Punched Cards: Books

Special Materials
- Films, slides, cards - Subject and Title

Services provided
- Local loans
- Reference
- Bibliographies on request
- Selective dissemination of information
- Circulation

Coop. Activities
- Interlibrary loans (Local)

Exchange
- Exchange with publications produced by the entity

Publications
- Bulletins of recent acquisitions
- Bibliographies

Personnel
- Librarians 001
- Administratives 001

Equipment
- Photocopier, Reproductions equipment (Hired outside)

Observations
- Depositary library of publications of national institutions and UNESCO
Ministry of Finance (Planning and Development) Library

Address: St. Vincent St., Trinidad House
City: Port of Spain
Telephone: 62-32306

Schedule: Monday-Friday 8:00 AM - 4:15 PM
Estab. date: 1963

Collection
12,000 Volumes

Periodicals
225 Titles

Main Subjects
1 - Economic Policy and Planning
2 - Urbanism
3 - Social Policy
4 - Agriculture
5 - Finance

Cataloguing System
Books: Angloamericans
Unconventional Documents: Angloamericans

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

Services provided
Circulation
Local Loans
Reference
Bibliographies on request
Selective dissemination of information (Internal)
Photocopying (Internal)

Coop Activities
Interlibrary loans (Country)

Exchange
None

Publications
Bulletins of recent acquisitions (Monthly)
Bibliographies

Personnel
Librarians 001
Administratives 004

Equipment
Photocopier, Reproduction equipment
Ministry of Industry and Commerce
Library

Address: Frederick St., 6. Floor, Salvatori Building
City: Port of Spain
P.O. Box: P. O. Box 268
Telephone: 32931

Schedule: Monday-Friday 8:00-12:00 AM; 1:00-4:15 PM
Estab. date: 1976

Collection
500 Volumes

Periodicals
20 Titles

Main subjects
1 - Economics
2 - Industry
3 - Commerce
4 - International Trade

Cataloguing System
Books: Angloamericans
Unconventional documents: Angloamericans

Services provided
None

Exchange
None

Personnel
Librarians 001
Administratives 001

Observations
Unit is now being established
<table>
<thead>
<tr>
<th>Library</th>
<th>Collection</th>
<th>Periodicals</th>
<th>Main subjects</th>
<th>Cataloguing System</th>
<th>Storage and Retrieval</th>
<th>Special Materials</th>
<th>Services provided</th>
<th>Coop Activities</th>
<th>Exchange</th>
<th>Publications</th>
<th>Personnel</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Development Centre</td>
<td>1,500 Volumes.</td>
<td>Without information</td>
<td>1 - Management Science</td>
<td>Books: Angloamericans</td>
<td>Classification: London classification for Business Studies</td>
<td>Maps, films</td>
<td>Reference, Bibliographies on request, Translations, Photocopying</td>
<td>Interlibrary loans</td>
<td>Exchange with publications produced by the entity and the unit</td>
<td>Bulletins of recent acquisitions (Bimonthly)</td>
<td>Librarians 001</td>
<td>Photocopier, Reproduction equipment</td>
</tr>
<tr>
<td>Trinidad and Tobago</td>
<td></td>
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<td>2 - Personnel Management</td>
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<td>Bibliographies</td>
<td>Administratives 001</td>
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<tr>
<td>Library</td>
<td></td>
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<td>3 - Industry</td>
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<td>MDC Business Journal (2 yearly)</td>
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<td>4 - Marketing</td>
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<td></td>
<td>Management abstracts</td>
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<td>5 - Advertising</td>
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</table>
Ministry of Education, Culture and Community Development
Trinidad Public Library

Address: Knox 8
City: Port of Spain
P.O. Box: P.O. Box 491
Telephone: 62-36124

Estab. date: 1851

Collection
65,000 Volumes

Periodicals
150 Titles

Main subjects
1 - Social Sciences
2 - West Indian Literature

Cataloguing System
Books: Angloamericans
Classification: Dewey
Subject Headings: Sears

Storage and Retrieval
Tapes, records

Special materials

Services provided
Circulation
Local loans
Reference
Bibliographies on request
Photocopiag (Paid)

Coop Activities
Interlibrary loans (Country)

Exchange
None

Publications
Bibliographies

Personnel
Librarians 003
Administratives 043

Equipment
Photocopier (Hired outside)
00097  Economic Commission for Latin America, Office for the Caribbean
Library

Address: Frederick 2
City: Port of Spain
P.O. Box: P.O. Box 1113
Telephone: 35595; 35428
Cable: UNATIONS

Schedule: Monday-Friday 8:30 AM - 16:20 PM
Estab. date: 1966

Collection 5,000 Volumes
Periodicals 16 Titles

Main subjects
1 - Economics
2 - Agriculture
3 - Integration
4 - Population
5 - Finance

Cataloguing System Books: UN System
Special materials Maps

Services provided Circulation
Local loans
Reference
Selective dissemination of information (Internal)
Photocopying (Internal)

Coop Activities Co-operative acquisitions
Interlibrary loans (Local)

Exchange None

Personnel Administratives 001

Equipment Photocopier, Reproduction equipments
Parliament Library

Address: Red House
City: Port of Spain
Telephone: 62-37055
Schedule: Monday-Friday 8:00 AM - 4:00 PM

Collection
2,000 Volumes

Periodicals
130 Titles

Main subjects
1 - Public Administration
2 - Government
3 - Statistics
4 - Economic Policy and Planning
5 - Finance
6 - Education

Cataloguing System
Books: Angloamericans
Unconventional documents: Angloamericans

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

Services provided
Reference
Bibliographies on request
Circulation (Internal)
Selective dissemination of Information (Internal)
Photocopying (Internal)

Coop Activities
Interlibrary loans (Local)

Exchange
None

Personnel
Librarians 001

Equipment
Photocopier

Observations
Depositary library of Parliament's publication and of publications of national institutions
Ministry of Industry and Commerce
Trinidad and Tobago Bureau of Standards Library

Address: Frederick St., Salvatori Building
City: Port of Spain
P.O. Box: P.O. Box 288
Telephone: 62-37390; 38836
Cable: QUALASSURE

Schedule: Monday-Friday 8:30 AM - 4:00 PM
Estab. date: 1975

Collection 23,000 Volumes

Periodicals 117 Titles

Main Subjects
1 - Standardization
2 - Science and Technology
3 - Economics
4 - Statistics
5 - Industry

Cataloguing System
Books: Angloamericans
Unconventional documents: Angloamericans

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

Special materials
Records, tapes, cassettes

Services provided
Bibliographies on request
Reference
Photocopying (Paid)
Circulation (Internal)
Local loans (Internal)

Coop Activities
Interlibrary loans (Local)

Exchange
None

Publications
Bulletins of recent acquisitions (Irregularly)

Personnel
Librarians 001
Administratives 001

Equipment
Photocopier, Reproduction equipment

Observations
Depositary library of British Standards of the British Standards Institutions

/00100
Ministry of Industry and Commerce
Industrial Development Corporation
Library

Address: Independence Square 10-12
City: Port of Spain
P.O. Box: P.O. Box 949
Telephone: 37291-8
Cable: IDCORP
Telex: 225 TTIDC WG

Schedule: Monday-Friday 8:00 AM - 4:15 PM
Estab. date: 1959

Collection
8,000 Volumes

Periodicals
385 Titles

Main subjects
1 - Industry
2 - Economics
3 - Economic Policy and Planning
4 - Science and Technology
5 - Integration
6 - Statistics

Cataloguing System
Books: Angloamericans

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

Special materials
Maps

Services provided
Circulation
Local loans
Reference
Bibliographies on request
Photocopying
Translations (Internal)
Selective dissemination of information (Internal)

Coop Activities
Interlibrary loans (Local, regional, country)

Exchange
Exchange with publications produced by the unit and discarded material

Publications
Bulletins of recent acquisition (Bimonthly)
Bibliographies
Abstracts (Bimonthly)
List of periodicals (3 yearly)
Profile of the IDC Library (2 yearly)

/Personnel
<table>
<thead>
<tr>
<th>Personnel</th>
<th>Librarians 002</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Administratives 002</td>
</tr>
<tr>
<td>Equipment</td>
<td>Photocopier, Reproduction equipment</td>
</tr>
<tr>
<td>Observations</td>
<td>Depositary library of the publications of the British Standards Institutions</td>
</tr>
</tbody>
</table>
00101 Trinidad and Tobago Oil Co. Ltd. (TRINTOC)

Library

Address: 5. Floor Salvatori Building, Frederick St.
City: Port of Spain
P.O. Box: P.O. Box 601
Telephone: 62-32911

Schedule: Monday-Friday 7:45 AM - 4:15 PM
Estab. date: 1974

Collection
Periodicals

300 Volumes
40 Titles

Main subjects
1 - Energy
2 - Finance
3 - Economic policy and planning
4 - Commerce
5 - Environment
6 - Economics

Cataloguing System
Books: Own
Classification: Own

Storage and Retrieval

Services provided
Photocopying
Circulation (Internal)
Local loans (Internal)

Coop Activities
Interlibrary loans (Country)

Exchange
None

Personnel
Administratives 001

Equipment
Photocopier, Reproduction equipment, computer (hired outside)
Express Newspaper Trinidad Ltd.
Library

Address: Independence Sq. 31
City: Port of Spain
Telephone: 62-31711

Schedule: Monday-Friday 9:00 AM - 8:00 PM
Saturday 10:00 AM - 2:00 PM

Estab. date: 1967

Collection 5,000 Volumes
Periodicals 200 Titles

Main subjects
1 - Government
2 - Companies
3 - Industry
4 - Business
5 - International Relations
6 - Education

Cataloguing System
Books: Own
Unconventional documents: Own

Special materials Microforms, maps, newspaper clippings and photographs

Services provided Reference
Selective dissemination of information
Photocopying
Circulation (Internal)
Local loans (Internal)

Exchange Exchange with publications produced by the entity


Personnel Other professionals 001
Administratives 003

Equipment Photocopier, reproduction equipment, microform reader
00103 Ministry of Legal Affairs
Law Commission
Library

Address: Abercromby 38
City: Port of Spain
Telephone: 37343

Schedule: Monday-Friday 8:30 AM - 4:30 PM
Estab. date: 1975

Collection 10,000 Volumes

Periodicals 25 Titles

Main Subjects
1 - Law
2 - History

Storage and Retrieval
Classification: Moy's Scheme for Law books
Subject headings: Sainsbury, legal subject headings for libraries

Services provided
Reference
Local loans (Internal)
Photocopying (Internal)

Coop Activities
Interlibrary loans (Local)

Exchange None

Publications Bulletins of recent acquisitions

Personnel Librarians 001

Equipment Photocopier
Council of Legal Education
Hugh Wooding Law School
Library

Address: Warner and Wilson Street
City: St. Augustine
Telephone: 662-3577
Cable: STOMATA

Schedule: Monday-Friday 8:00 AM - 10:00 PM (April-June 11:00 PM)
Saturday 8:00 AM - 6:00 PM

Estab. date: 1972

Collection
Periodicals
Main Subject
1 - Law

Storage and Retrieval
Classification: Moy's Scheme for Law books
Subject headings: Sainsbury, legal subject headings for libraries

Services provided
Circulation
Local loans
Reference
Photocopying (Paid)

Exchange
None

Publications
Bulletins of recent acquisitions (Bimonthly)
List of library holdings of periodicals (Annual)

Personnel
Librarians 001
Administratives 005

Equipment
Photocopier, reproduction equipment
00105 University of the West Indies
Library

City: St. Augustine
Telephone: 662-5511
Cable: Stomata
Telex: UWI WG 303

Schedule: Monday-Thursday 8:30 AM - 10:00 PM
Friday-Saturday 8:30 AM - 5:00 PM

Estab. date:

Collection 148,300 Volumes
Periodicals 8,977 Titles

Main subjects
1 - Social Sciences
2 - History
3 - Economics
4 - Engineering
5 - Agriculture

Cataloguing System
Books: Angloamericans
Unconventional documents: Angloamericans

Storage and Retrieval
Classification: Library of Congress

Special materials
Microforms, maps, records, tapes, cassettes, photographs, prints, postcards

Services provided
Reference
Bibliographies on request
Photocopying
Circulation (Internal)
Local loans (Internal)
Translations (Internal paid)
Selective dissemination of information (Internal)

Coop Activities
Co-operative acquisitions of books
Unconventional documents and periodicals through ACURIL
Interlibrary loans (Country, L.A. and Caribbean Region)

Exchange
Exchange with publications produced by the entity and by the unit

Publications
Humanities; Engineering and Physical Sciences; Agriculture and Life Sciences
Social Sciences (Quarterly)
Caribbean Studies (Quarterly)
National Bibliography (Jointly with Central Library)
/Bibliographies
of Trinidad and Tobago (Quarterly)
Bibliographies
Bulletins of recent acquisitions

Personnel
Librarians 016
Administratives 052

Equipment
Card duplicator, microform readers, reproduction equipment, IBM MTST, photocopier (hired outside)

Observations
Depositary Library of Trinidad and Tobago
Copyright Law and publications of the United Nations, UNESCO, FAO, OAS, IICA OEA/CIDIA
00106  University of the West Indies
Institute of International Relations
Documentation Centre

City: St. Augustine
Telephone: 662-5314
Schedule: Monday-Friday 8:30 AM - 4:30 PM
Estab. date: 1972

Collection 15,000 Volumes

Main subjects
1 - Government
2 - Economic Integration
3 - International Relations
4 - International Trade

Cataloguing System
Unconventional documents: ALA

Storage and Retrieval
Classification: Kurt Scherwin, Classification for International Law and Relations, 3 Ed.

Special materials
Records, tapes, cassettes

Services provided
Reference (Internal)
Bibliographies on request (Internal)

Coop Activities
None

Exchange
None

Publications
Bulletins of recent acquisitions (Irregularly)

Personnel
Other professionals 002

Equipment
Photocopier
Caribbean Epidemiology Centre (CAREC) Library

<table>
<thead>
<tr>
<th>Collection</th>
<th>800 Volumes</th>
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<td>Periodicals</td>
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<td>2 - Microbiology</td>
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<td>3 - Medicine</td>
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<td>4 - Science and Technology</td>
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<td>5 - Public Health</td>
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<td>6 - Entomology</td>
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00108  Cipriani Labour College
Library

Address:  Churchill Roosevelt Highway
City:  Valsayn
Telephone:  662-5014
Schedule:  Monday-Friday 8:30 AM - 8:30 PM
Estab. date:  1966

Collection  2,000 Volumes
Periodicals  30 Titles
Main subjects
1 - Management Science
2 - Industrial Relations
3 - Economics
4 - Political Science
5 - Finance
6 - Psychology

Storage and Retrieval  Classification: Dewey

Services provided  Reference
Circulation (Internal)
Local loans (Internal)
Bibliographies on request (Internal)
Photocopying (Internal)

Coop Activities  Interlibrary loans

Exchange  Exchange with discarded material

Publications  Bulletins of recent acquisitions
Bibliographies

Personnel  Administratives 004

Equipment  Photocopier, reproduction equipment
Ministry of External Affairs
Research Library

Address: Queen's Park West
City: Port of Spain
Telephone: 34116 Ext. 29 or 28
Schedule: Monday-Friday 8:15 AM - 4:30 PM
Estab. date: 1965

Collection
20,000 Volumes

Periodicals
15 Titles

Main Subjects
1 - International Relations
2 - International Laws
3 - Economics
4 - International Trade

Cataloguing System
Books: Angloamericans

Classification: Dewey

Storage and Retrieval
Classification: Dewey

Special materials
Maps

Services provided
Selective dissemination of information
Circulation (Internal)
Reference (Internal)

Coop Activities
Interlibrary loans (Local)

Exchange
None

Publications
Index of Treaties and International Agreements of Trinidad
Foreign Policy Statements and Appendices 1972, 1973, 1974

Personnel
Librarians 001
Administratives 002

Equipment
Photocopier, reproduction equipment
00110  Ministry of Agriculture, Lands and Fisheries
Central Experiment Station Centeno
Library
City: Centeno
Telephone: 664-4334-7
Schedule: Monday-Friday 8:00 AM - 4:00 PM
Estab. date: 1900

Collection
- Without information

Periodicals
- 500 Titles

Main subjects
- 1 - Agriculture

Cataloguing System
- Books: Angloamericans

Storage and Retrieval
- Classification: Dewey

Special materials
- Slides

Services provided
- Reference
  Bibliographies on request
  Circulation (Internal)
  Local loans (Internal)
  Photocopying (Internal)

Coop Activities
- Interlibrary loans

Exchange
- None

Personnel
- Librarians 001
  Administratives 003

Equipment
- Photocopier

Observations
- Depositary Library of Publications of FAO

/00111
Ministry of Education, Culture and Community Development
Central Library of Trinidad and Tobago

Address: Alexandra St.
City: Port of Spain
P.O. Box: P.O. Box 547
Telephone: 62-27038

Schedule: Monday-Friday 8:30 AM - 18:00 PM Saturday 8:00 AM 12:00 Noon

Estab. date: 1945

Collection 542,990 Volumes
Periodicals 379 Titles

Main subjects
Without information

Cataloguing System Books: Angloamericans
Unconventional documents: Angloamericans

Storage and retrieval Classification: Dewey
Subject headings: Sears

Special materials Maps

Services provided Circulation
Local loans
Reference
Bibliographies on request
Photocopying

Coop Activities Co-operative acquisitions
Union catalogues of books
Union catalogues of unconventional documents
Union catalogues of periodicals
Co-operative cataloguing
Interlibrary loans (Country)
Reproduction

Exchange Exchange with publications produced by the unit

Publications Bulletins of recent acquisitions (Monthly)
National bibliography (3 monthly and annual cumulation)
jointly with U.W.I.
IBY list "Books for All" 1972
Children's Recommended Reading (3 times per year)
West Indian Books for Children, 1973
Introduction to a Library Service
Books Lists
Bibliographies

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<td>Question and answer</td>
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</table>
University of the West Indies
School of Education
Library

City: St. Augustine
Telephone: 662-5511 Ext. 336

Schedule: Mon, Wed, Fri, 8:30 AM - 4:30 PM Tue-Thu 8:30 AM - 6:30 PM Sat 9:00 AM - 12:00 Noon

Estab. date: 1973

Collection
Periodicals
11,200 Volumes
140 Titles

Main subjects
1 - Education
2 - Education Science
3 - Social Sciences

Cataloguing System
Books: Library of Congress, Angloamericans
Unconventional documents: Library of Congress, Anglo-amERICANS

Storage and Retrieval
Subject headings: Library of Congress

Special materials
Maps, films, records, tapes, cassettes, multimedia teaching kits

Services provided
Circulation
Local loans
Photocopying (Paid)

Exchange
Exchange with publications produced by the entity

Personnel
Librarians 001
Administratives 002

Equipment
Photocopier, reproduction equipment
Trinidad and Tobago

**Electricity Commission (TYTEC)**

Reference Library

<table>
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<tr>
<th><strong>Address:</strong></th>
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<tr>
<td><strong>City:</strong></td>
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<tr>
<td><strong>P.O. Box:</strong></td>
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<td><strong>Telephone:</strong></td>
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**Schedule:** Monday-Friday 7:45 AM - 4:30 PM

**Estab. date:**

**Collection:** 2,500 Volumes

**Periodicals:** 90 Titles

**Main subjects:**
1. Energy
2. Engineering
3. Accounting
4. Management Science
5. Labour

**Cataloguing System:** Books: Angloamericans

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

**Services provided:** Without information

**Coop Activities:** None

**Exchange:** None

**Personnel:** Administratives 001

**Equipment:** Photocopier
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<th><strong>Ministry of Health</strong></th>
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<td>General Hospital</td>
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<td>Medical Library</td>
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**Address:** Charlotte St.
**City:** Port of Spain
**Telephone:** 62-32437

**Schedule:**
Monday-Friday 8:30 - 12:00 AM
Saturday 8:30 - 12:00 AM

**Estab. date:** 1966

**Collection**
10,000 Volumes

**Periodicals**
300 Titles

**Main subjects**
1 - Medicine

**Cataloguing System**
Books: U.S. National Library of Medicine
Unconventional documents: Own

**Storage and Retrieval**
Classification: U.S. National Library of Medicine
Subject headings: Library of Congress, Sears
Coordinate Indexing: Unconventional documents

**Special materials**
Maps, films, slides, records, tapes, cassettes

**Services provided**
Reference
Circulation (Internal)
Local loans (Internal)
Bibliographies on request (Internal)
Photocopying (Internal; paid)

**Coop Activities**
Interlibrary loans (Regional, country, other countries)

**Exchange**
Exchange with publications produced by the unit

**Publications**
Bulletins of recent acquisitions (Fortnightly)
Bibliographies
Monthly News Letter
Information leaflet

**Personnel**
Librarians 002
Administratives 004

**Equipment**
Photocopier, reproduction equipment
Ministry of Finance (Planning and Development)
Central Statistical Office
Library

Address: Textel Building, Edward St.
City: Port of Spain
Telephone: 62-53705

Estab. date: 1965

Collection 3,000 Volumes
Periodicals 800 Titles

Main subjects
1 - Statistics
2 - Population
3 - Economics

Cataloguing System Books: IASI
Classification: IASI

Storage and Retrieval

Services provided None
Exchange None

Publications Bulletins of recent acquisitions (Weekly)

Personnel None

Observations Depositary library of the World Fertility Survey
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<td><strong>Address:</strong></td>
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<td><strong>City:</strong></td>
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| **Collection** | 10,000 Volumes |
| **Periodicals** | 120 Titles |
| **Main subjects** | 1 - International Relations |
| | 2 - Economics |
| | 3 - Law |
| | 4 - History |
| **Cataloguing System** | Books: Library of Congress, ALA |
| **Storage and Retrieval** | Subject Headings: Library of Congress |
| **Special materials** | Maps |
| **Services provided** | Circulation |
| | Local loans (Internal) |
| | Reference (Internal) |
| | Photocopying (Internal) |
| **Coop Activities** | Interlibrary loans (L.A. and the Caribbean) |
| **Exchange** | None |
| **Publications** | Bulletins of recent acquisitions (Fortnightly) |
| **Personnel** | Librarians 001 |
| | Other professionals 001 |
| | Administratives 002 |
| **Equipment** | Photocopier |
United Nations Information Centre (UNIC)

Address: Keate Street 15
City: Port of Spain
P.O. Box: P.O. Box 130
Telephone: 34813

Schedule: Monday-Friday 8:30 AM - 12:00 Noon; 1:00 - 4:00 PM

Estab. date: 1962

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Main subjects:
1. Education
2. Agriculture
3. Economic Policy and Planning
4. Social Policy
5. Housing
6. Mass Communication

Cataloguing System
Books: Own

Classification: Own

Storage and Retrieval
Reference

Services provided
Interlibrary loans (Local)

Exchange
None

Personnel
Administratives 001

Equipment
Photocopier

Observations
Depositary Center of Publications of United Nations
Industrial Court of Trinidad and Tobago

Library

Address: St. Vincent St., 26
City: Port of Spain
P.O. Box: P.O. Box 1239
Telephone: 62-31304

Schedule: Monday-Friday 8:00 AM - 4:15 PM
Estab. date: 1966

Collection 15,125 Volumes
Periodicals 316 Titles

Main subjects
1 - Law
2 - Labour Relations
3 - Economics
4 - Management Science
5 - Statistics
6 - Political Science

Cataloguing System Books: Angloamericans
Storage and Retrieval Classification: Dewey
Special materials Maps
Services provided Local loans
Reference Bibliographies on request
Circulation (Internal)

Coop Activities Interlibrary loans (Local)
Exchange None
Publications None-periodic publications
Personnel Librarians 001
Administratives 003
Equipment Photocopier
Ministry of Petroleum and Mines Library

Address: 4th Floor Salvatori Building
City: Port of Spain
P.O. Box: P.O. Box 96
Telephone: 62-38841

Schedule: Monday-Friday 8:00 AM - 4:15 PM
Estab. date: 1972

Collection
1,500 Volumes

Periodicals
70 Titles

Main subjects
1 - Natural Resources
2 - Geology
3 - Energy
4 - Management Science
5 - Law
6 - Finance

Cataloguing System
Books: Anglo-Americans
Classification: U.D.C.
Thesauri

Storage and Retrieval
Services provided
Reference
Circulation (Internal)
Local loans (Internal)
Bibliographies on request (Internal)
Selective dissemination of information (Internal)
Photocopying (Internal)

Special materials
Maps

Coop Activities
Interlibrary loans (Local, country)

Exchange
Exchange with publications produced by the entity

Publications
Bulletins of recent acquisitions (Monthly)

Personnel
Librarians 001

Equipment
Photocopier (hired outside), reproduction equipment

/Institutions
Caribbean Epidemiology Centre (CAREC)
Library 00107

Central Bank of Trinidad and Tobago
Research Library 00091

Cipriani Labour College
Library 00108

Council of Legal Education
Hugh Wooding Law School
Library 00104

Economic Commission for Latin America, Office for the Caribbean
Library 00097

Express Newspaper Trinidad Ltd.
Library 00102

Industrial Court of Trinidad and Tobago
Library 00120

Ministry of Agriculture, Lands and Fisheries
Central Experiment Station, Centeno
Library 00110

Ministry of Education, Culture and Community Development
Central Library of Trinidad and Tobago 00111

Ministry of Education, Culture and Community Development
Trinidad Public Library 00096

Ministry of Education, Culture and Community Development
Trinidad and Tobago National Commission for UNESCO 00092

Ministry of External Affairs
Research Library 00109

Ministry of Finance (Planning and Development)
Central Statistical Office
Library 00117
Ministry of Finance (Planning and Development) Library 00093

Ministry of Health
General Hospital
Medical Library 00116

Ministry of Industry and Commerce
Industrial Development Corporation Library 00100

Ministry of Industry and Commerce Library 00094

Ministry of Industry and Commerce
Trinidad and Tobago Bureau of Standards Library 00099

Ministry of Legal Affairs
Law Commission Library 00103

Ministry of Petroleum and Mines Library 00121

Parliament Department
Parliament Library 00098

Trinidad and Tobago Management Development Centre Library 00095

Trinidad and Tobago Electricity Commission (TYTEC) Reference Library 00115

Trinidad and Tobago Oil Co. Ltd. (TRINTOC) Library 00101

United Nations Information Centre (UNIC) 00119

University of the West Indies
CARDI Caribbean Agricultural Research and Development Institute
Economic Statistics and Information (ESIN) 00112

/University
CLASSIFICATION OF INSTITUTIONS
Firms and Enterprises: Commercial, Banking, Financial and Insurance - Banks

Governments: National, State and local Courts (Judiciary)

Governments: Ministries and Government bodies, Planning Office

Governments: Parliaments

Educational and Research Institutions: Schools and Specialized Associations

Educational and Research Institutions: Schools and Universities

Information Media: Newspapers

United Nations: Information Centres

United Nations: Regional Commissions

International Organizations: Regional Non-Governmental Organizations
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