DIRECTORY OF DEVELOPMENT INFORMATION UNITS

JAMAICA

Santiago, Chile, 1978
DIRECTORY OF DEVELOPMENT INFORMATION UNITS

JAMAICA

Prepared by CEPAL/Clades
with the assistance of the
National Council on Libraries, Archives and
Documentation Services
of the
Office of the Prime Minister

Santiago, Chile, 1978
SUMMARY

INTRODUCTION .................................................................  i

DIRECTORY .............................................................................  1

INDEXES

   General Index of Institutions .............................................  33
   Classification of Institutions .............................................  39
   Geographic Index ...............................................................  41
   Index of Main Subject Matters included in the Collection..  47
   Index of Services Offered to the Public in General ...........  53
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 Jamaica the support of the National Council on Libraries, Archives and Documentation Services of the Office of the Prime Minister, 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 on access to specialized information services and the days and hours in which the Unit is opened to the public

- Disseminating information on the services furnished by each unit to the development community: planners with decision-making 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 updated to 1977.

In order to limit the scope of the inventory to a manageable 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 human resources to enable them to offer information and documentation services. It excludes institutional files, statistical data banks, school libraries and privately-owned libraries. Generally speaking, public libraries, except national libraries or those acting as such, have been excluded.

/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 11)
B. Collection (N° 12 to 17)
C. Services (N° 18 to 21)
D. Personnel and equipment (N° 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.O. 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**
University of the West Indies (Cave Hill Campus)
Faculty of Law Library

4) Address Cave Hill Campus
5) City Cave Hill
6) P.O. Box P.O. Box 64
7) Telephone 02191 Ext. 232
8) Cable UNIVADOS
9) Telex None

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
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 rationa-
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 of institutions: Groups the institutions to which the units covered by the survey are administratively responsible, according to the nature of the institutions (ministries, international organizations, universities, etc.).

3. Geographical Index: Gives the place, city or region where the units are physically located.

4. Index of main subject matters included in the collection: Presents in alphabetical order the main subjects included in the collections of the information units.

5. Index of services offered to the public in general: Indicates the types of services provided by the units.

Although only these five indexes have been prepared so far for the directory, other indexes - e.g., of abbreviations, names of directors of units, training, users' training, etc. - may be obtained from the data base, at the users' request.

CLADES, 1978
DIRECTORY
00509 Ministry of Industry and Commerce
Jamaica Industrial Development Corporation (JIDC)
Library

Address: 4 Kinchester Road
City: Kingston
P.O. Box: P.O.Box 505
Telephone: 63131-8
Cable: INDECO

Schedule: Monday-Friday 8:30 AM-4:30 PM
Estab. Date: 1955

Collection
Periodicals
7,000 Volumes
500 Titles

Main Subjects
1 - Industry
2 - Nutrition
3 - Management Science
4 - Government

Cataloguing System
Books: ALA, Library Association

Storage and Retrieval
Classification: U.D.C.

Special Materials
Maps, News Clippings

Services Provided
Circulation (Internal)
Reference
Bibliographies on Request
Selective Dissemination of Information
Photocopying (Paid)

Coop. Activities
Interlibrary Loans (Country)

Exchange
None

Publications
Bulletins of Recent Acquisitions (Irregularly)

Personnel
Administratives 002

Equipment
Photocopier
**Ministry of Finance and Planning**

**Town Planning Department**

**Library**

| Address: | 2 Manhattan Road |
| City:    | Kingston         |
| Telephone: | 92-57531-3 |

**Schedule:** Monday-Friday 8:30 AM-5:00 PM

**Estab. Date:** 1973

**Collection**

- 1,300 Volumes
- 46 Titles

**Periodicals**

- Books: British Standards
- Unconventional Documents: Own

**Main Subjects**

1. Economic Policy and Planning
2. Housing
3. Natural Resources
4. Architecture
5. Transport

**Cataloguing System**

- Classification: U.D.C.
- Slides

**Storage and Retrieval:**

- Circulation (Internal)
- Local Loans
- Reference
- Bibliographies on Request (Internal)
- Selective Dissemination of Information
- Photocopying (Internal)

**Services Provided**

- Interlibrary Loans (City)
- None

**Coop. Activities**

- Bulletins of Recent Acquisitions (Monthly)
- Abstracts (Irregularly)

**Exchange**

- Administratives 001

**Publications**

- Photocopier, Reproduction Equipment

/00511
<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Collection</strong></td>
<td>3,000 Volumes</td>
</tr>
<tr>
<td><strong>Periodicals</strong></td>
<td>Without Information</td>
</tr>
<tr>
<td><strong>Main Subjects</strong></td>
<td>1 - Law</td>
</tr>
<tr>
<td><strong>Cataloguing System</strong></td>
<td>Books: Angloamericans</td>
</tr>
<tr>
<td></td>
<td>Unconventional Documents: Angloamericans</td>
</tr>
<tr>
<td><strong>Storage and Retrieval</strong></td>
<td>Subject Headings: Moy's Scheme for Law Books</td>
</tr>
<tr>
<td></td>
<td>Classification: Moy's Scheme for Law Books</td>
</tr>
<tr>
<td><strong>Services Provided</strong></td>
<td>Circulation (Internal)</td>
</tr>
<tr>
<td></td>
<td>Local Loans</td>
</tr>
<tr>
<td></td>
<td>Reference</td>
</tr>
<tr>
<td></td>
<td>Selective Dissemination of Information (Internal)</td>
</tr>
<tr>
<td></td>
<td>Photocopying</td>
</tr>
<tr>
<td><strong>Coop. Activities</strong></td>
<td>Interlibrary Loans (City)</td>
</tr>
<tr>
<td><strong>Exchange</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Publications</strong></td>
<td>Bulletins of Recent Acquisitions (Irregularly)</td>
</tr>
<tr>
<td></td>
<td>Current Contents (Irregularly)</td>
</tr>
<tr>
<td><strong>Personnel</strong></td>
<td>Librarians 001</td>
</tr>
<tr>
<td></td>
<td>Administratives 002</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>Photocopier, Reproduction Equipment</td>
</tr>
<tr>
<td><strong>Observations</strong></td>
<td>The Unit was just reactivated in July 1976 when a Librarian was employed for the first time and it is in reorganization</td>
</tr>
</tbody>
</table>
00512 Ministry of Mining and Natural Resources
Library

City: Kingston
P.O. Box: P.O. Box 495
Telephone: 92-69170-9

Schedule: Monday-Friday 8:30 AM-5:00 PM
Estab.Date: 1974

Collection
Periodicals
3,000 Volumes
120 Titles

Main Subjects
1 - Natural Resources
2 - Energy
3 - Economics

Cataloguing System
Books: Angloamericans
Unconventional Documents: Angloamericans

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

Special Materials
Microforms, Maps, Records, Tapes, Cassettes

Services Provided
Circulation
Local Loans
Reference
Bibliographies on Request
Translations (Internal)
Selective Dissemination of Information
Photocopying (Paid)

Coop. Activities
Interlibrary Loans (City)

Exchange
None

Publications
Bulletins of Recent Acquisitions (Bimonthly)
Bibliographies (Three-monthly)

Personnel
Librarians 002
Administratives 002

Equipment
Photocopier, Card Duplicator (Hired Outside), Reproduction Equipment
<table>
<thead>
<tr>
<th>Collection</th>
<th>2,000 Volumes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Periodicals</td>
<td>134 Titles</td>
</tr>
<tr>
<td>Main Subjects</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 - Environment</td>
</tr>
<tr>
<td></td>
<td>2 - Ecology</td>
</tr>
<tr>
<td></td>
<td>3 - Natural Resources</td>
</tr>
<tr>
<td></td>
<td>4 - Law</td>
</tr>
<tr>
<td>Cataloguing System</td>
<td>Books: Angloamericans</td>
</tr>
<tr>
<td></td>
<td>Unconventional Documents: Angloamericans</td>
</tr>
<tr>
<td>Storage and Retrieval</td>
<td>Subject Headings: Library of Congress</td>
</tr>
<tr>
<td>Special Materials</td>
<td>Microforms, Maps, Slides, Aerial Photographs</td>
</tr>
<tr>
<td>Services Provided</td>
<td>Circulation (Internal)</td>
</tr>
<tr>
<td></td>
<td>Local Loans</td>
</tr>
<tr>
<td></td>
<td>Reference</td>
</tr>
<tr>
<td></td>
<td>Bibliographies on Request</td>
</tr>
<tr>
<td></td>
<td>Selective Dissemination of Information (Internal)</td>
</tr>
<tr>
<td></td>
<td>Photocopying</td>
</tr>
<tr>
<td>Coop. Activities</td>
<td>Interlibrary Loans (City)</td>
</tr>
<tr>
<td>Exchange</td>
<td>None</td>
</tr>
<tr>
<td>Publications</td>
<td>None</td>
</tr>
<tr>
<td>Personnel</td>
<td>Librarians 001</td>
</tr>
<tr>
<td></td>
<td>Administratives 001</td>
</tr>
<tr>
<td>Equipment</td>
<td>Photocopier, Reproduction Equipment</td>
</tr>
</tbody>
</table>
Jamaica Bauxite Institute (JBI)
Library

Address: 15 Caledonia Avenue
City: Kingston
P.O.Box: P.O.Box 359
Telephone: 92-69210-5
Cable: JAMBAUX

Schedule: Monday-Friday 8:30 AM-5:00 PM
Estab. Date: 1976

Collection
Periodicals
600 Volumes
200 Titles

Main Subjects
1 - Industry
2 - Commerce
3 - Mining
4 - Economics
5 - Statistics

Cataloguing System
Books: Angloamericans
Unconventional Documents: Angloamericans

Storage and Retrieval
Classification: U.D.C.
Thesauri of Engineering and Scientific Terms
Subject Headings: Own

Services Provided
Circulation
Local Loans (Internal)
Reference
Bibliographies on Request (Internal)
Selective Dissemination of Information
Photocopying (Paid)

Coop.Activities
Cooperative Acquisitions (Country)
Union Catalogue of Books, (Country, Other Countries)
Union Catalogue of Unconventional Documents (Country, Other Countries)
Union Catalogue of Special Materials (Country, Other Countries)
Union Catalogue of Periodicals (Country, Other Countries)
Interlibrary Loans (Country, Other Countries)
Selective Dissemination of Information (Country)
Reproduction (Country, Other Countries)

/Exchange
<table>
<thead>
<tr>
<th>Exchange</th>
<th>Exchange with Materials Produced by the Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publications</td>
<td>Bulletins of Recent Acquisitions (Irregularly)</td>
</tr>
<tr>
<td>Personnel</td>
<td>Librarians 001</td>
</tr>
<tr>
<td></td>
<td>Administratives 001</td>
</tr>
<tr>
<td>Equipment</td>
<td>Photocopier, Reproduction Equipment (Hired Outside), Microform Reader (Hired Outside)</td>
</tr>
</tbody>
</table>

/00515
<table>
<thead>
<tr>
<th>Collection</th>
<th>9,000 Volumes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Periodicals</td>
<td>1,300 Titles</td>
</tr>
</tbody>
</table>

**Main Subjects**
1. Natural Resources
2. Nutrition
3. Mining
4. Industry
5. Energy
6. Scientific Policy

**Cataloguing System**
Books: Angloamericans
Unconventional Documents: Angloamericans

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

**Special Materials**
Microforms

**Services Provided**
Circulation
Local Loans
Reference
Bibliographies on Request
Selective Dissemination of Information
Photocopying (Paid)

**Coop. Activities**
Cooperative Acquisitions (Country)
Union Catalogue of Books (Country)
Union Catalogue of Unconventional Documents (Country)
Union Catalogue of Special Materials (Country)
Union Catalogue of Periodicals (Country)
Interlibrary Loans (Country)

**Exchange**
None
Publications
- Bulletins of Recent Acquisitions (Bimonthly)
- Bibliographies (Irregularly)
- Journal of the Scientific Research Council (Semi-annual)
- SRC Technical Paper (Irregularly)
- SRC Annual Report

Personnel
- Librarians 001
- Other Professionals 001
- Administratives 003

Equipment
- Photocopier, Card Duplicator, Reproduction Equipment, Microform Reader
<table>
<thead>
<tr>
<th>Collection Periodicals</th>
<th>Without Information</th>
<th>70 Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Subjects</td>
<td>1 - Geology</td>
<td>2 - Mining</td>
</tr>
<tr>
<td>Cataloguing System</td>
<td>Without Information</td>
<td></td>
</tr>
<tr>
<td>Storage and Retrieval</td>
<td>Classification: U.D.C.</td>
<td>Subject Headings: Library of Congress</td>
</tr>
<tr>
<td>Special Materials</td>
<td>Maps</td>
<td></td>
</tr>
<tr>
<td>Services Provided</td>
<td>Circulation (Internal)</td>
<td>Local Loans (Internal)</td>
</tr>
<tr>
<td>Coop. Activities</td>
<td>Cooperative Acquisitions (City)</td>
<td>Interlibrary Loans (L.A. and the Caribbean)</td>
</tr>
<tr>
<td>Exchange</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td>Bulletins of Recent Acquisitions</td>
<td>Bibliographies (Irregularly)</td>
</tr>
<tr>
<td>Personnel</td>
<td>Librarians 001</td>
<td>Administratives 002</td>
</tr>
<tr>
<td>Equipment</td>
<td>Photocopier</td>
<td></td>
</tr>
</tbody>
</table>
00517 Ministry of Works
Directorate of Technical Services
Library and Plan Registry

Address: 140 Maxfield Avenue
City: Kingston
Telephone: 92-63110

Schedule: Monday-Friday 8:30 AM-5:00 PM
Estab. Date: 1967

Collection
Periodicals: 400 Volumes
40 Titles

Main Subjects
1 - Engineering
2 - Architecture

Cataloguing System
Books: Own
Classification: Dewey

Storage and Retrieval
Class: Circulation (Internal)
Local Loans (Internal)
Reference (Internal)

Services Provided
Bibliographies on Request (Internal)
Selective Dissemination of Information (Internal)

Coop. Activities
None

Exchange
None

Publications
None

Personnel
Administratives 002

Equipment
Photocopier
| Address:         | 21 East Street "Park Place"                           |
| City:            | Kingston                                               |
| P.O. Box:        | P.O. Box 162                                           |
| Telephone:       | 92-25860, Ext. 268                                     |
| Cable:           | MYERFLETCH                                             |
| Telex:           | MYERTEX 2461                                           |
| Schedule:        | Without Information                                   |
| Estab. Date:     | 1970                                                   |

| Collection       | 8,000 Volumes                                         |
| Periodicals      | 10 Titles                                             |
| Main Subjects    | 1 - Law                                               |
| Cataloguing System| Books: Angloamericans                   |
|                  | Unconventional Documents: Angloamericans             |
| Storage and Retrieval| Classification: Dewey         |
|                  | Subject Headings: Moy's Scheme for Law Books         |
| Special Materials| Legal Precedents                                      |
| Services Provided| Circulation (Internal)                              |
|                  | Local Loans (Internal)                               |
|                  | Reference (Internal)                                 |
|                  | Bibliographies on Request (Internal)                 |
|                  | Translations (Internal)                              |
|                  | Selective Dissemination of Information (Internal)    |
|                  | Photocopying (Internal)                              |

| Coop. Activities| Union Catalogue of Books (City)                      |
|                | Union Catalogue of Unconventional Documents (City)   |
|                | Union Catalogue of Special Materials (City)          |
|                | Union Catalogue of Periodicals (City)                |
|                | Interlibrary Loans (City)                            |
|                | Reproduction (City)                                  |

| Exchange        | None                                                   |

| Publications    | Bulletins of Recent Acquisitions (Monthly)            |
|                | Bibliographies (Quarterly)                            |
Personnel

Librarians 001
Administratives 002

Equipment

Photocopy, Reproduction Equipment, IBM MTST
00519  Gleaner Company Ltd.
    Reference Department

Address:   7 North Street
City:      Kingston
P.O. Box:  P.O. Box 40
Telephone: 92-23400
Cable:     GLEANERJA
Telex:     291-2319

Schedule:  Monday-Friday 8:00 AM-10:00 PM
           Saturday 8:00-12:00 AM; 5:00-9:00 PM
           Sunday 5:00-9:00 PM
Estab. Date: 1949

Collection
Periodicals

Main Subjects
1 - Economics
2 - International Relations
3 - Political Science
4 - Population
5 - Public Finance
6 - Education

Cataloguing System
Books: Angloamericans
Unconventional Documents: Angloamericans

Storage and Retrieval
Classification: Dewey
Subject Headings: Sears

Special Materials
Maps, Films, Photographs, Clippings

Services Provided
Circulation (Internal)
Local Loans (Internal)
Reference (Internal)
Bibliographies on Request (Internal)
Selective Dissemination of Information
Photocopying (Paid)

Coop. Activities
None

Exchange
Exchange with Discarded Material

Publications
None

Personnel
Administratives 007

Equipment
Photocopier

/00520
00520 University of the West Indies
Library

Address: Mona Campus, UWI
City: Kingston
Telephone: 92-76661, Ext. 295

Schedule: Monday-Friday 8:00 AM-10:00 PM
Saturday 8:30 AM-4:00 PM
Estab. Date: 1948

Collection
Periodicals
150,000 Volumes
5,000 Titles

Main Subjects
1 - Culture
2 - Education
3 - Information and Documentation
4 - Economic Policy and Planning

Cataloguing System
Books: Library of Congress, Angloamericans
Unconventional Documents: Library of Congress, Angloamericans

Storage and Retrieval
Subject Headings: Library of Congress

Special Materials
Microforms, Maps, Manuscripts

Services Provided
Circulation
Information and Consultation
Reference
Bibliographies on Request
Photocopying (Paid)

Coop. Activities
Cooperative Acquisitions (L.A. and the Caribbean)
Interlibrary Loans (Country, L.A. and the Caribbean and the Rest of the World)

Exchange
Exchange with Materials Produced by the Unit
by the Entity and Discarded Material

Publications
Bibliographies (Irregularly)
Annual Report
Guide to the Library

Personnel
Librarians 019
Administratives 057

Equipment
Photocpier (Hired Outside), Card Duplicator,
Reproduction Equipment, Microform Reader
United Nations Development Programme (UNDP) Library

Address: 1 Lady Musgrave Road
City: Kingston
Telephone: 92-65500
Cables: UNDEVPRO
Telex: 2245

Schedule: Monday-Friday 8:30 AM-4:30 PM
Estab. Date 1977

Collection Periodicals
1,500 Volumes
95 Titles

Main Subjects
1 - Agriculture
2 - Population
3 - International Relations
4 - Education
5 - Industry
6 - International Trade

Cataloguing System None

Storage and Retrieval Classification: United Nations

Special Materials Films, Records, Tapes, Photographs, Posters, Brochures

Services Provided Circulation (Internal)
Information and Consultation
Reference (Internal)
Bibliographies on Request (Internal)
Selective Dissemination of Information (Internal)
Photocopying (Paid)

Coop. Activities Interlibrary Loans (City)

Exchange None

Publications Film Catalogue

Personnel Librarians 001

Equipment Photocopier, Reproduction Equipment
00522  Agency for Public Information  
Library

Address:  58A Half Way Tree Road  
City:  Kingston  
P.O. Box:  P.O. Box 2222, Kingston 10  
Telephone:  92-63140  
Schedule:  Monday-Friday 8:30 AM-4:00 PM  
Estab. Date:  1959

<table>
<thead>
<tr>
<th>Collection Periodicals</th>
<th>69,500 Volumes</th>
<th>120 Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Subjects</td>
<td>1 - Government</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 - History</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 - Sociology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 - Political Science</td>
<td></td>
</tr>
<tr>
<td>Cataloguing System</td>
<td>Books: Angloamericans</td>
<td>Unconventional Documents: Angloamericans</td>
</tr>
<tr>
<td>Storage and Retrieval</td>
<td>Classification: Dewey</td>
<td>Subject Headings: Library of Congress, Sears</td>
</tr>
<tr>
<td>Special Materials</td>
<td>Films, Slides, Records, Cassettes, Radiotapes, Photographs</td>
<td></td>
</tr>
<tr>
<td>Services Provided</td>
<td>Circulation (Internal)</td>
<td>Local Loans (Internal)</td>
</tr>
<tr>
<td></td>
<td>Reference</td>
<td>Bibliographies on Request (Internal)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Selective Dissemination of Information (Internal)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Photocopying (Paid)</td>
</tr>
<tr>
<td>Coop. Activities</td>
<td>Interlibrary Loans (City)</td>
<td></td>
</tr>
<tr>
<td>Exchange</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td>Bulletins of Recent Acquisitions (Monthly)</td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>Librarians 002</td>
<td>Administratives 012</td>
</tr>
<tr>
<td>Equipment</td>
<td>Photocopier, Reproduction Equipment</td>
<td></td>
</tr>
<tr>
<td>Observations</td>
<td>The Unit's Collection is mainly Audiovisual</td>
<td></td>
</tr>
</tbody>
</table>

/00523
# ALCAN Jamaica Limited
## Central Engineering Group
### Technical Information Centre

<table>
<thead>
<tr>
<th>Address:</th>
<th>Kirkvine Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>Kirkvine</td>
</tr>
<tr>
<td>Telephone:</td>
<td>962-3141-4</td>
</tr>
</tbody>
</table>

**Schedule:** Monday-Friday 8:00 AM-4:30 PM  
**Estab. Date:** 1967

| Collection | 14,270 Volumes |
| Periodicals | 270 Titles |

**Main Subjects**

1. Engineering  
2. Management Science  
3. Agriculture

**Cataloguing System**

- Books: Angloamericans  
- Unconventional Documents: Own

**Storage and Retrieval**

- Classification: U.D.C.  
- Subject Headings: ALCAN Subject Headings for Technical Files

**Special Materials**

- Maps, Computer Material

**Services Provided**

- Circulation (Internal)  
- Local Loans (Internal)  
- Reference (Internal)  
- Bibliographies on Request (Internal)  
- Translations (Internal)  
- Photocopying (Internal)

**Coop. Activities**

- Interlibrary Loans (Region)  
- Translations (Other Countries)  
- Reproduction (Country, Other Countries)

**Exchange**

- None

**Publications**

- Bulletins of Recent Acquisitions (Semi-annual)  
- Bibliographies (Annually)

**Personnel**

- Librarians 001  
- Administratives 001

**Equipment**

- Photocopier, Card Duplicator, Reproduction Equipment, Microform Reader, Key Puncher, Computer
Caribbean Food and Nutrition Institute
Library

City: Kingston
P.O. Box: P.O. Box 140
Telephone: 92-78338
Cable: CAJANUS

Schedule: Monday-Friday 8:00 AM-4:30 PM
Estab. Date: 1968

Collection Periodicals
3,000 Volumes
60 Titles

Main Subjects
1 - Nutrition
2 - Agriculture
3 - Public Health
4 - Medicine
5 - Population

Cataloguing System
Books: Angloamericans
Unconventional Documents: Angloamericans

Storage and Retrieval
Subject Headings: Library of Congress, Sears

Special Materials
Maps, Films, Slides, Records, Tapes, Cassettes,
Graphic Material, Photographs

Services Provided
Circulation (Internal)
Local Loans
Reference
Bibliographies on Request
Selective Dissemination of Information
Photocopying

Coop. Activities
Interlibrary Loans (City)
Reproduction (L.A. and the Caribbean)

Exchange
Exchange with Materials Produced by the Entity
and Discarded Material

Publications
Bulletins of Recent Acquisitions (Quarterly)
Bibliographies (Irregularly)
Periodic Press Releases (Irregularly)

Personnel
Librarians 001

Equipment
Photocopier, Card Duplicator, Reproduction
Equipment, Computer (Hired Outside), Audiovisual
00525  Jamaica Broadcasting Corporation  
Reference Library

| Address   | 5-9 South Odean Ave. |
| City      | Kingston             |
| P.O.Box   | P.O. Box 100, Kingston 10 |
| Telephone | 926-5620             |
| Cable     | JARAD, Jamaica       |

| Schedule   | Monday-Friday 8:15 AM-1:30 PM |
| Estab. Date | 1974                        |

| Collection | 450 Volumes |
| Periodicals | 30 Titles |

<table>
<thead>
<tr>
<th>Main Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Mass Communication</td>
</tr>
<tr>
<td>2 - Sociology</td>
</tr>
<tr>
<td>3 - History</td>
</tr>
<tr>
<td>4 - Geography</td>
</tr>
<tr>
<td>5 - Engineering</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cataloguing System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books: Angloamericans</td>
</tr>
<tr>
<td>Unconventional Documents: Own</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Storage and Retrieval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification: U.D.C.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maps, Films, Records, Tapes, Photographs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation (Internal)</td>
</tr>
<tr>
<td>Local Loans (Internal)</td>
</tr>
<tr>
<td>Reference (Internal)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Coop. Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interlibrary Loans (City)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulletins of Recent Acquisitions (Irregularly)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Librarians 001</td>
</tr>
<tr>
<td>Administratives 004</td>
</tr>
</tbody>
</table>

/00526
00526 Jamaica Bureau of Standards
Library

Address: 6-8 Winchester Road
City: Kingston
P.O.Box: P.O. Box 113
Telephone: 92-63140
Cable: STANBUREAU

Schedule: Monday-Friday 8:30 AM-4:30 PM
Estab. Date: 1970

Collection
Periodicals Without Information
90 Titles

Main Subjects 1 - Food Science
2 - Engineering
3 - Chemistry
4 - Microbiology
5 - Metallurgy

Cataloguing System Books: Angloamericans
Classification: U.D.C.
Subject Headings: Own

Storage and Retrieval Services Provided Circulation (Internal)
Local Loans
Reference
Bibliographies on Request
Selective Dissemination of Information (Internal)
Photocopying (Paid)

Coop. Activities Interlibrary Loans (City)

Exchange Exchange with Materials Produced by the Unit and by the Entity

Publications Bulletins of Recent Acquisitions (Quarterly)

Personnel Librarians 001
Administratives 002

Equipment Photocopier, Reproduction Equipment
00527  Ministry of Agriculture
Data Bank and Evaluation Division
Library

City: Kingston
P.O.Box: P.O. Box 480, Kingston 6
Telephone: 79823, Ext. 11
Schedule: Monday-Friday 8:30 AM-5:00 PM
Estab. Date: 1879

Collection Periodicals
15,000 Volumes
1,550 Titles

Main Subjects
1 - Agriculture
2 - Economics
3 - Soil Science
4 - Management Science

Cataloguing System
Books: Angloamericans
Unconventional Documents: Angloamericans

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

Special Materials
Maps

Services Provided
Circulation
Information and Consultation
Reference
Bibliographies on Request
Translations (Paid)
Selective Dissemination of Information
Photocopying (Paid)

Coop. Activities
None

Exchange
None

Publications
Bulletins of Recent Acquisitions (Monthly)
Bibliographies (Three-monthly)

Personnel
Librarians 002
Administratives 010

Equipment
Photocopier
Collection
Periodicals
Main Subjects
Without Information
Cataloguing System
Books: Angloamericans
Unconventional Documents: Angloamericans
Storage and Retrieval
Classification: Dewey
Special Materials
Maps, Films, Slides, Records, Tapes, Cassettes, Filmstrips
Services Provided
Circulation
Local Loans
Reference
Bibliographies on Request
Translations
Selective Dissemination of Information
Photocopying (Paid)
Exhibitions (Paid)
Coop.Activities
Interlibrary Loans (Country, Other Countries)
Exchange
None
Publications
Bulletins of Recent Acquisitions (Irregularly)
Bibliographies (Irregularly)
Personnel
Librarians 089
Other Professionals 006
Administratives 649

/Equipment
<table>
<thead>
<tr>
<th>Equipment</th>
<th>Photocopyer, Card Duplicator, Reproduction Equipment, Flexowriter, Multilith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observations</td>
<td>Member of ACURIL (Association of Caribbean University and Research Libraries); this Service has 13 Parish libraries</td>
</tr>
</tbody>
</table>
| 00529 | Ministry of Justice  
|       | Supreme Court  
|       | Library  
| Address: | King Street, Public Building East  
| City: | Kingston  
| P.O.Box: | P.O. Box 491  
| Telephone: | 92-28300  
| Schedule: | Monday-Friday 8:30 AM-6:00 PM  
|          | Saturday 8:30 AM-12:30 PM  
| Estab. Date: | 1879  
| Collection Periodicals | 20,000 Volumes  
|          | 35 Titles  
| Main Subjects | L - Law  
| Cataloguing System | Books: Angloamericans  
| Unconventional Documents: Angloamericans  
| Storage and Retrieval Classification: Moy's Scheme for Law Books  
| Subject Headings: Moy's Scheme for Law Books  
| Services Provided Circulation (Internal)  
| Local Loans (Internal)  
| Reference  
| Photocopying (Paid)  
| Coop. Activities | Union Catalogue of Books (City)  
| Union Catalogue of Unconventional Documents (City)  
| Union Catalogue of Periodicals (City)  
| Interlibrary Loans (Country)  
| Exchange | None  
| Publications | Bulletins of Recent Acquisitions (Quarterly)  
| Bibliographies (Irregularly)  
| Personnel | Librarians 002  
| Administratives 004  
| Equipment | Photocopier, Reproduction Equipment  
| Observations | Member of ACURIL (Association of Caribbean University and Research Libraries)
Address: 7 Cecelio Ave.
City: Kingston
P.O. Box: P.O. Box 10000, Kingston 10
Telephone: 61642-3; 96500-2
Schedule: Monday-Friday 8:30 AM-5:00 PM
Estab. Date: 1976

Collection
Periodicals
15 Volumes
25 Titles

Main Subjects
1 - Housing
2 - Statistics

Cataloguing System
Books: Library of Congress
Classification: Dewey
Peek-A-Boo: Books, Periodical Articles

Storage and Retrieval

Services Provided
Circulation (Internal)
Local Loans (Internal)
Reference (Internal)
Bibliographies on Request (Internal)
Translations (Internal)
Selective Dissemination of Information (Internal)
Photocopying

Coop. Activities
None

Exchange
None

Publications
Bulletins of Recent Acquisitions (Irregularly)

Personnel
Librarians 001

Equipment
Photocopier, Card Duplicator
University of the West Indies
Institute of Social and Economic Research
Library

Address: Mona Campus, UWI
City: Kingston
Telephone: 92-76661, Ext. 240

Schedule: Monday-Friday 8:30 AM-5:00 PM
Saturday 8:30 AM-4:00 PM
Estab. Date: 1948

Collection
Periodicals
Main Subjects
1 - Economics
2 - Sociology
3 - Statistics
4 - Political Science
5 - Population
6 - Finance

Cataloguing System
Books: Library of Congress
Unconventional Documents: Library of Congress

Storage and Retrieval
Classification: Library of Congress
Subject Headings: Library of Congress

Special Materials
Maps

Services Provided
Circulation
Local Loans
Reference
Bibliographies on Request
Photocopying (Paid)

Coop. Activities
Interlibrary Loans (Region and the Caribbean)
Reproduction (Region and the Caribbean)

Exchange
Exchange with Materials Produced by the Entity

Publications
Bulletins of Recent Acquisitions (Quarterly)
Bibliographies (Irregularly)

/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 (Hired Outside), Reproduction Equipment, Microform Reader, Computer</td>
</tr>
<tr>
<td>Observations</td>
<td>Member of ACURIL (Association of Caribbean Libraries and Research Libraries)</td>
</tr>
</tbody>
</table>
00532 University of the West Indies
School of Education
Documentation Centre

Address: Mona Campus, UWI
City: Kingston
P.O.Box: P.O. Box 30
Telephone: 92-70769; 92-76661, Ext. 280
Cable: UNIVERS

Schedule: Monday-Friday 8:30 AM-7:00 PM
Saturday 9:00 AM-1:00 PM
Monday-Friday 8:30 AM-4:30 PM (Vacation)

Estab.Date: 1966

Collection
Periodicals 12,250 Volumes
22 Titles

Main Subjects
1 - Education
2 - Mathematics
3 - Sociology
4 - Psychology
5 - Information and Documentation

Cataloguing System
Books: Library of Congress
Unconventional Documents: Library of Congress

Storage and Retrieval
Classification: Library of Congress
Subject Headings: Library of Congress

Special Materials
Microforms, Maps, Films, Slides, Records, Tapes, Cassettes, Charts

Services Provided
Circulation
Local Loans
Reference
Bibliographies on Request
Selective Dissemination of Information (Internal)
Photocopying (Paid)

Coop. Activities
Interlibrary Loans (Country)

Exchange
Exchange with Materials Produced by the Unit, by the Entity and Discarded Material

/Publications
Publications
- Bulletins of Recent Acquisitions (Irregularly)
- Bibliographies (Irregularly)
- Current Contents of Selected Periodicals (Bi-monthly)

Personnel
- Librarians 002
- Student Librarians 001 (Part-Time)
- Administratives 002 (Part-Time)

Equipment
- Photocopier, Card Duplicator, Reproduction Equipment, Microform Reader, Addressograph
University of the West Indies
Department of Library Studies
Library Laboratory

Address: Mona Campus, UWI
City: Kingston
P.O. Box: P.O. Box 181
Telephone: 92-76661, Ext. 322

Schedule: Monday-Friday 8:00 AM-10:00 PM
Saturday 9:00 AM-12:00 Noon

Estab. Date: 1972

Collection
Periodicals

3,000 Volumes
130 Titles

Main Subjects

1 - Information and Documentation
2 - Management Science

Cataloguing System

Books: Angloamericans
Unconventional Documents: Angloamericans

Storage and Retrieval

Classification: Library of Congress
Subject Headings: Library of Congress

Special Materials

Microforms, Maps, Films, Slides, Records, Tapes,
Cassettes, Videotapes, Photographs

Services Provided

Circulation
Local Loans
Reference
Bibliographies on Request (Internal)
Selective Dissemination of Information (Internal)
Photocopying (Paid)
Readers Advisory Services

Coop. Activities

Interlibrary Loans

Exchange

Exchange with Materials Produced by the Entity
and Discarded Material

Publications

Bulletins of Recent Acquisitions (Irregularly)

Personnel

Librarians 001
Administratives 001

Equipment

Photocopier, Card Duplicator, Reproduction
Equipment, Microform Reader, Key Puncher,
Computer, Film Projector, Overhead Projector,
Slide Projector, Tape Recorder, Binding Machine

/GENERAL INDEX
GENERAL INDEX OF INSTITUTIONS
Agency for Public Information
Library 00522

ALCAN Jamaica Limited
Central Engineering Group
Technical Information Centre 00523

Caribbean Food and Nutrition Institute
Library 00524

Gleaner Company Ltd.
Reference Department 00519

Jamaica Bauxite Institute (JBI)
Library 00514

Jamaica Broadcasting Corporation
Reference Library 00525

Jamaica Bureau of Standards
Library 00526

Ministry of Agriculture
Data Bank and Evaluation Division
Library 00527

Ministry of Education
Jamaica Library Service 00528

Ministry of Finance and Planning
Town Planning Department
Library 00510

Ministry of Industry and Commerce
Jamaica Industrial Development Corporation (JIDC)
Library 00509

/Ministry of Justice
Ministry of Justice
Attorney General's Department
Library 00511

Ministry of Justice
Supreme Court
Library 00529

Ministry of Mining and Natural Resources
Library 00512

Ministry of Mining and Natural Resources
Mines and Geology Division
Library 00516

Ministry of Mining and Natural Resources
Natural Resources Conservation Department (NRCD)
Data Branch 00513

Ministry of Works
Directorate of Technical Services
Library and Plan Registry 00517

Myers Fletcher & Gordon, Manton & Hart
Library 00518

National Housing Trust
Library 00530

Scientific Research Council (SRC)
Technical Information Section 00515

United Nations Development Programme (UNDP)
Library 00521

University of the West Indies
Department of Library Studies
Library Laboratory 00533

/University of
CLASSIFICATION OF INSTITUTIONS
Firms and Enterprises: Construction 00523

Firms and Enterprises: Services, including Consulting firms 00518 00519

Firms and Enterprises: Transport Communications and Storage 00525

Governments: Ministries and Government bodies, Planning Office 00509 00510 00511 00512 00513 00515 00516 00517 00522 00526 00527 00528 00529 00530

Educational and Research Institutions: Research Institutes not associated with Universities, Technical Institutes 00514

Educational and Research Institutions: Schools and Universities 00520 00531 00532 00533

United Nations: UNDP 00521

International Organizations: Regional Non-governmental Organizations 00524

/GEOGRAPHICAL INDEX
GEOGRAPHICAL INDEX
INDEX OF MAIN SUBJECT MATTERS INCLUDED IN THE COLLECTION
<table>
<thead>
<tr>
<th>Subject</th>
<th>Code(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>00521 00523</td>
</tr>
<tr>
<td></td>
<td>00524 00527</td>
</tr>
<tr>
<td>Architecture</td>
<td>00510 00517</td>
</tr>
<tr>
<td>Chemistry</td>
<td>00526</td>
</tr>
<tr>
<td>Commerce</td>
<td>00514</td>
</tr>
<tr>
<td>Culture</td>
<td>00520</td>
</tr>
<tr>
<td>Ecology</td>
<td>00513</td>
</tr>
<tr>
<td>Economic Policy and Planning</td>
<td>00510 00520</td>
</tr>
<tr>
<td>Economics</td>
<td>00512 00514</td>
</tr>
<tr>
<td></td>
<td>00519 00527</td>
</tr>
<tr>
<td></td>
<td>00531</td>
</tr>
<tr>
<td>Education</td>
<td>00519 00520</td>
</tr>
<tr>
<td></td>
<td>00521 00532</td>
</tr>
<tr>
<td>Energy</td>
<td>00512 00515</td>
</tr>
<tr>
<td>Engineering</td>
<td>00517 00523</td>
</tr>
<tr>
<td></td>
<td>00525 00526</td>
</tr>
<tr>
<td>Environment</td>
<td>00513</td>
</tr>
<tr>
<td>Finance</td>
<td>00531</td>
</tr>
<tr>
<td>Food Science</td>
<td>00526</td>
</tr>
</tbody>
</table>

/Geography
<table>
<thead>
<tr>
<th>Subject</th>
<th>Code 1</th>
<th>Code 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geography</td>
<td>00525</td>
<td></td>
</tr>
<tr>
<td>Geology</td>
<td>00516</td>
<td></td>
</tr>
<tr>
<td>Government</td>
<td>00509</td>
<td>00522</td>
</tr>
<tr>
<td>History</td>
<td>00522</td>
<td>00525</td>
</tr>
<tr>
<td>Housing</td>
<td>00510</td>
<td>00530</td>
</tr>
<tr>
<td>Industry</td>
<td>00509</td>
<td>00514</td>
</tr>
<tr>
<td></td>
<td>00515</td>
<td>00521</td>
</tr>
<tr>
<td>Information and Documentation</td>
<td>00520</td>
<td>00532</td>
</tr>
<tr>
<td></td>
<td></td>
<td>00533</td>
</tr>
<tr>
<td>International Relations</td>
<td>00519</td>
<td>00521</td>
</tr>
<tr>
<td>International Trade</td>
<td>00521</td>
<td></td>
</tr>
<tr>
<td>Law</td>
<td>00511</td>
<td>00513</td>
</tr>
<tr>
<td></td>
<td>00518</td>
<td>00529</td>
</tr>
<tr>
<td>Management Science</td>
<td>00509</td>
<td>00523</td>
</tr>
<tr>
<td></td>
<td>00527</td>
<td>00533</td>
</tr>
<tr>
<td>Mass Communication</td>
<td>00525</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>00532</td>
<td></td>
</tr>
<tr>
<td>Medicine</td>
<td>00524</td>
<td></td>
</tr>
<tr>
<td>Metallurgy</td>
<td>00526</td>
<td></td>
</tr>
</tbody>
</table>

/Microbiology
Microbiology 00526

Mining 00514 00515
        00516

Natural Resources 00510 00512
                  00513 00515

Nutrition 00509 00515
         00524

Political Science 00519 00522
                  00531

Population 00519 00521
           00524 00531

Psychology 00532

Public Finance 00519

Public Health 00524

Scientific Policy 00515

Sociology 00522 00525
          00531 00532

Soil Science 00527

Statistics 00514 00530
          00531

Transport 00510

Without Information 00528

/INDEX OF SERVICES
INDEX OF SERVICES OFFERED TO THE PUBLIC IN GENERAL
<table>
<thead>
<tr>
<th>Service</th>
<th>Code</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bibliographies on Request</td>
<td>00509</td>
<td>00512</td>
</tr>
<tr>
<td></td>
<td>00513</td>
<td>00515</td>
</tr>
<tr>
<td></td>
<td>00516</td>
<td>00520</td>
</tr>
<tr>
<td></td>
<td>00524</td>
<td>00526</td>
</tr>
<tr>
<td></td>
<td>00527</td>
<td>00528</td>
</tr>
<tr>
<td></td>
<td>00531</td>
<td>00532</td>
</tr>
<tr>
<td>Bibliographies on Request (Internal)</td>
<td>00510</td>
<td>00514</td>
</tr>
<tr>
<td></td>
<td>00517</td>
<td>00518</td>
</tr>
<tr>
<td></td>
<td>00519</td>
<td>00521</td>
</tr>
<tr>
<td></td>
<td>00522</td>
<td>00523</td>
</tr>
<tr>
<td></td>
<td>00530</td>
<td>00533</td>
</tr>
<tr>
<td>Circulation</td>
<td>00512</td>
<td>00514</td>
</tr>
<tr>
<td></td>
<td>00515</td>
<td>00520</td>
</tr>
<tr>
<td></td>
<td>00527</td>
<td>00528</td>
</tr>
<tr>
<td></td>
<td>00531</td>
<td>00532</td>
</tr>
<tr>
<td></td>
<td>00533</td>
<td></td>
</tr>
<tr>
<td>Circulation (Internal)</td>
<td>00509</td>
<td>00510</td>
</tr>
<tr>
<td></td>
<td>00511</td>
<td>00513</td>
</tr>
<tr>
<td></td>
<td>00516</td>
<td>00517</td>
</tr>
<tr>
<td></td>
<td>00518</td>
<td>00519</td>
</tr>
<tr>
<td></td>
<td>00521</td>
<td>00522</td>
</tr>
<tr>
<td></td>
<td>00523</td>
<td>00524</td>
</tr>
<tr>
<td></td>
<td>00525</td>
<td>00526</td>
</tr>
<tr>
<td></td>
<td>00529</td>
<td>00530</td>
</tr>
<tr>
<td>Exhibitions (Paid)</td>
<td></td>
<td>00528</td>
</tr>
<tr>
<td>Information and Consultation</td>
<td>00520</td>
<td>00521</td>
</tr>
<tr>
<td></td>
<td>00527</td>
<td></td>
</tr>
<tr>
<td>Local Loans</td>
<td>00510</td>
<td>00511</td>
</tr>
<tr>
<td></td>
<td>00512</td>
<td>00513</td>
</tr>
<tr>
<td></td>
<td>00515</td>
<td>00524</td>
</tr>
<tr>
<td></td>
<td>00526</td>
<td>00528</td>
</tr>
<tr>
<td></td>
<td>00531</td>
<td>00532</td>
</tr>
<tr>
<td></td>
<td>00533</td>
<td></td>
</tr>
</tbody>
</table>

/Local Loans
<table>
<thead>
<tr>
<th>Service</th>
<th>Code_1</th>
<th>Code_2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Loans (Internal)</td>
<td>00514</td>
<td>00516</td>
</tr>
<tr>
<td></td>
<td>00517</td>
<td>00518</td>
</tr>
<tr>
<td></td>
<td>00519</td>
<td>00522</td>
</tr>
<tr>
<td></td>
<td>00523</td>
<td>00525</td>
</tr>
<tr>
<td></td>
<td>00529</td>
<td>00530</td>
</tr>
<tr>
<td>Photocopying</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>00511</td>
<td>00513</td>
</tr>
<tr>
<td></td>
<td>00524</td>
<td>00530</td>
</tr>
<tr>
<td>Photocopying (Internal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>00510</td>
<td>00518</td>
</tr>
<tr>
<td></td>
<td>00529</td>
<td></td>
</tr>
<tr>
<td>Photocopying (Paid)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>00509</td>
<td>00512</td>
</tr>
<tr>
<td></td>
<td>00514</td>
<td>00515</td>
</tr>
<tr>
<td></td>
<td>00516</td>
<td>00519</td>
</tr>
<tr>
<td></td>
<td>00520</td>
<td>00521</td>
</tr>
<tr>
<td></td>
<td>00522</td>
<td>00526</td>
</tr>
<tr>
<td></td>
<td>00527</td>
<td>00528</td>
</tr>
<tr>
<td></td>
<td>00529</td>
<td>00531</td>
</tr>
<tr>
<td></td>
<td>00532</td>
<td>00533</td>
</tr>
<tr>
<td>Readers Advisory Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>00533</td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>00509</td>
<td>00510</td>
</tr>
<tr>
<td></td>
<td>00511</td>
<td>00512</td>
</tr>
<tr>
<td></td>
<td>00513</td>
<td>00514</td>
</tr>
<tr>
<td></td>
<td>00515</td>
<td>00516</td>
</tr>
<tr>
<td></td>
<td>00520</td>
<td>00522</td>
</tr>
<tr>
<td></td>
<td>00524</td>
<td>00526</td>
</tr>
<tr>
<td></td>
<td>00527</td>
<td>00528</td>
</tr>
<tr>
<td></td>
<td>00529</td>
<td>00531</td>
</tr>
<tr>
<td></td>
<td>00532</td>
<td>00533</td>
</tr>
<tr>
<td>Reference (Internal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>00517</td>
<td>00518</td>
</tr>
<tr>
<td></td>
<td>00519</td>
<td>00521</td>
</tr>
<tr>
<td></td>
<td>00523</td>
<td>00525</td>
</tr>
<tr>
<td></td>
<td>00530</td>
<td></td>
</tr>
</tbody>
</table>

/Selective Dissemination
Selective Dissemination of Information

00509 00510
00512 00514
00515 00519
00524 00527
00528

Selective Dissemination of Information (Internal)

00511 00513
00517 00518
00521 00522
00526 00530
00532 00533

Translations

00528

Translations (Internal)

00512 00518
00523 00530

Translations

00527