

CARIBBEAN DOCUMENTATION CENTRE
PROPOSAL FOR TECHNICAL ASSISTANCE

I. BACKGROUND AND SUPPORTING INFORMATION

The governments of the Caribbean have increasingly recognised that information is an indispensable resource for development and that its accessibility and the degree to which it is used in decision-making processes will determine the sub-region's rate of development. At the first meeting of the Caribbean Development and Cooperation Committee^{1/} in November 1975, member states mandated the Economic Commission for Latin America (ECLA), Office for the Caribbean (Secretariat of the CDCC) "to establish a system for collecting technological and methodological data covering the sub-region in close collaboration with the universities and other research institutions of the area."^{2/} It was recognised that such a system would strengthen cooperation for the economic and social development of the sub-region.

Accordingly, the CDCC Secretariat sought and obtained support from the Latin American Centre for Economic and Social Documentation (CLADES) to formulate proposals for the

^{1/} The CDCC is a permanent subsidiary body of the Economic Commission for Latin America and was established in accordance with Resolution 358 (XVI Session of ECLA, held in Port-of-Spain, May 1975) to act as a coordinating body for activities relating to development and cooperation in CDCC member countries which include Bahamas, Barbados, Cuba, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Surinam, Trinidad & Tobago, Belize, and the West Indies Associated States.

^{2/} Section A of the Work Programme in the Report of the Caribbean Development and Co-operation Committee, Havana, 31 October to 4 November 1975 document E/CEPAL/CDCC/8/Rev.1: E/CEPAL/1010.



essential information infrastructure that can stimulate intra-Caribbean technical cooperation and collaboration. CLADES prepared, after consultation with relevant bodies and officials, a scheme for a Caribbean Documentation Centre considered suitable for the circumstances of the CDCC countries.^{3/}

The Documentation Centre was established in January 1977 at the ECLA Office for the Caribbean as the first step in implementing the CLADES proposals and the CDCC mandate. Subsequently a project proposal for a feasibility study to establish a regional information network was prepared by a UNESCO mission.^{4/}

The CLADES study identified the Centre's priority users and provided a rough approximation of their information demands and the supply of each type of information needed. It was clear that while a system of libraries already exists in the sub-region with collections which can meet some of the information requirements of CDCC's users, certain types of information requirements were not satisfied by these services.

Table 1 of Document E/CEPAL/CDCC/16/Rev.1 indicates quite clearly the imbalance between demand for and supply of Caribbean statistical data, CDCC government reports, technical assistance and integration reports, and Caribbean periodical literature.

While there is a wealth of statistical information, accumulated facts and figures about people and their environment, these have often been compiled to meet specific needs and the information is scattered, difficult to access, and lacks continuity and standardization.

3/ Paper E/CEPAL/CDCC/16/Rev.1 Documentation Centre to serve the countries of the Caribbean Development and Cooperation Committee.

4/ Document E/CEPAL/CDCC/19/Add.3.

In the case of government documents, position papers, consultants' reports and other studies initiated by member countries, development projects, etc. all use and produce information which is vital for development needs and sub-regional cooperation; but these documents are often not published and their existence known to very few persons. Access to published government reports is also difficult primarily because government printeries tend to list only their sales publications, or because these reports are sometimes published by commercial printeries who tend to treat all government documents as confidential and outside the scope of legal deposit regulations.

Technical assistance reports are usually prepared in a limited number of copies for specific distribution and the flow of information is seldom placed at the disposal of member states of the CDCC.

Academic research, conference papers and other significant readings, although not usually classified, often remain inaccessible for a protracted period, until published. Sometimes this research appears in periodicals which disappear as quickly as they mushroom, but the information is important to a better understanding of the Caribbean environment and therefore useful when dealing with economic and social policy decisions. The absence of comprehensive secondary information services which are sufficiently frequent and up-to-date inhibits the policy-maker in his decision-making.

The input from the UNESCO mission outlined some of the attempts made to acquire this form of unconventional literature and the difficulties experienced. Personal contacts and periodic visits to individual member states seem to be the most effective collecting procedure.

Institutional Framework

The Documentation Centre is located at the ECLA Office for the Caribbean which will have full responsibility for the implementation of the project. Following general CDCC policy guidelines, the Documentation Centre is based on close links with existing Caribbean documentation services and it is expected that the forthcoming meeting of librarians and documentalists^{5/} will establish formal links.

The Centre will also draw on the activities undertaken by organizations in the United Nations systems in the area of information for development. At an Inter-Agency meeting in New York in June 1976 UN agencies with activities in the sub-region offered to provide the Centre with various types of documentation input. Within recent years international organizations have demonstrated a keen interest in harnessing information for development. The ECLA Office for the Caribbean is in a particularly favourable position to place this wealth of knowledge at the disposal of the sub-region for its development, especially in areas relating to the transfer and adaptation of technology.

Follow-up Activities

An inventory of economic and social documentation services in the region has been undertaken by CLADES. When completed, this will present a thorough picture of the current stage of library, documentation and information development in the sub-region. An analysis of this information will be presented to the meeting of librarians, documentalists and policy-makers where a framework will be provided to establish appropriate national mechanisms for evaluating, coordinating and improving existing information systems as a prerequisite to national and sub-regional cooperation for development.

^{5/} Tentatively scheduled for 8-11 November 1977.

This meeting is also designed to identify specific needs of policy-makers, and problems posed in meeting these needs.

The CDCC Secretariat has already requested member governments to designate a liaison officer who would work closely with the Documentation Centre to ensure that it receives the required information and documents, and most Governments have already responded.

II. FUNCTIONS AND OBJECTIVES

The main functions of the Centre are dissemination and referral services. In particular, the need has been stressed to comply immediately with the following specific functions:

- to facilitate information interchange among CDCC Secretariat and CDCC policy-makers and planners during coordination and implementation processes, about the priority sectors on which regional cooperation actions are to be centred;
- to provide decision-making and decision-preparing agents of CDCC with needed information.

In view of the fact that the CDCC's mandate calls for optimum utilization of available resources and taking into account CDCC's immediate information needs, its Documentation Centre will have to operate in compliance with the following objectives:

Immediate Aim

To fill the existing gap of information supply, providing priority users of the CDCC Secretariat and member states with information urgently needed and not available through other channels, as outlined in document E/CEPAL/CDCC/16/Rev.1.

Ultimate Aim

To assume the responsibilities of an inter-governmental coordinating body in order to secure a balanced and integrated development of national information systems in the Caribbean and facilitate the flow of information among the Caribbean countries, and between them and regional as well as international systems.

This objective is based on the following reasons:

- i) There is a definite need for coordination, expressed over a long period of time by librarians and documentalists, in view of the many but dispersed efforts undertaken in the field of library and information work (see Document E/CEPAL/CDCC/19/Add.3).
- ii) No regional coordinating body has been established to assume such responsibilities.
- iii) The CDCC was created by the governments of the sub-region to act as a coordinating body for activities relating to development and cooperation. Its sphere of action embraces the total sub-region.

III. WORK PLAN AND TIME TABLE

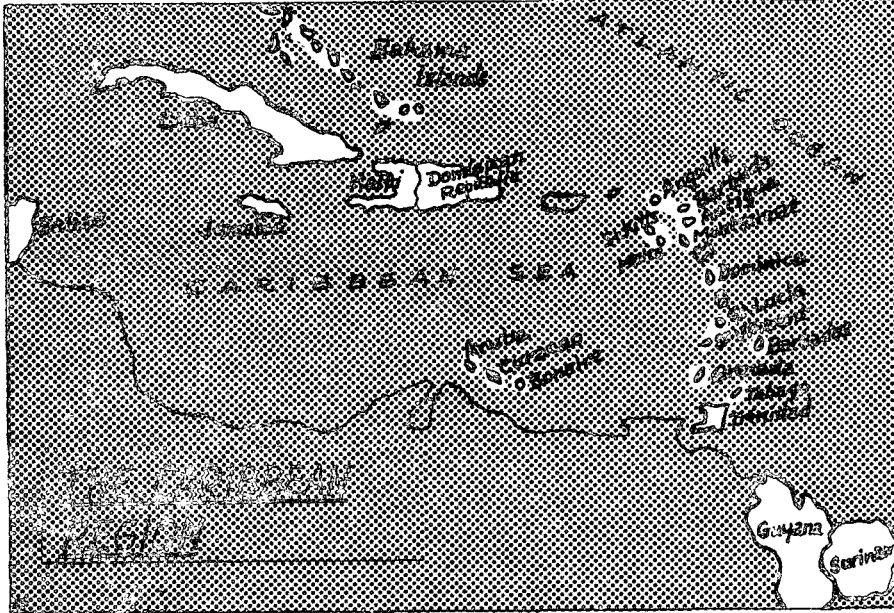
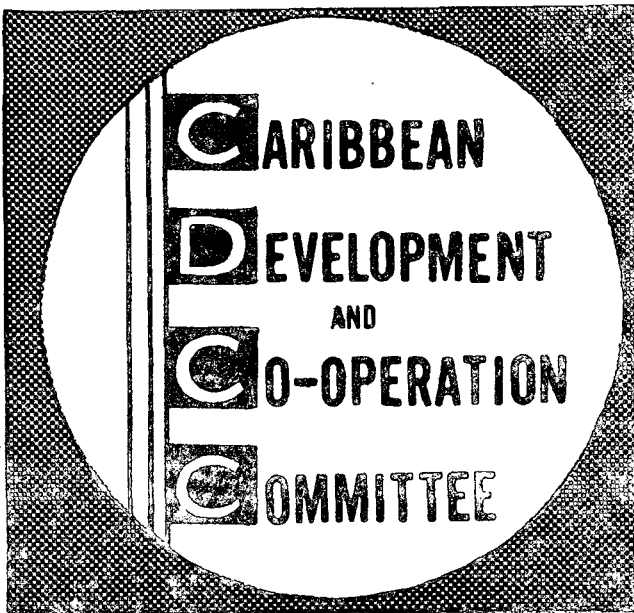
The Work Programme for the Documentation Centre, as outlined in document E/CEPAL/CDCC/16/Rev.1, is phased over a
..... three-year period. The attached document CARIB/INT/77/2 provides further operational details.

IV. BUDGET PROPOSALS

Budget proposals are stated on pages 15 and 16 of document E/CEPAL/CDCC/19/Add.3. The technical assistance component sought is summarized hereunder:

<u>Specification</u>	<u>TOTAL</u>		<u>1977</u>		<u>1978</u>	
	<u>m/m</u>	<u>US\$</u>	<u>m/m</u>	<u>US\$</u>	<u>m/m</u>	<u>US\$</u>
<u>PERSONNEL</u>						
Project Co-ordinator	1/18	65,610	1/6	21,870	1/12	43,740
Expert in Planning for NATIS	1/15	49,500	1/3	9,900	1/12	39,600
Consultants:						
Documentalist	1/2	10,000	1/2	10,000		
Computer Programmer	1/2	10,000	1/2	10,000		
Systems Analyst	1/2	10,000			1/2	10,000
Specialist in Tele- communications	1/2	10,000			1/2	10,000
Secretariat support	2/12	21,750	2/6	7,250	2/12	14,500
<u>TRAVEL</u>						
Project Co-ordinator		15,000		5,000		10,000
Expert		6,000		1,000		5,000
Consultants		9,000				9,000
<u>TRAINING</u>						
2 Regional Workshops		30,980		15,490		15,490
<u>EQUIPMENT</u>						
2 Typewriters		1,000		1,000		
1 Calculator		500		500		
<u>MISCELLANEOUS</u>						
		7,500		2,500		5,000
SUB-TOTAL		246,840	84,510		162,330	
TOTAL		<u>396,940</u>	<u>163,850</u>		<u>233,090</u>	

Enclosures: E/CEPAL/CDCC/16/Rev.1. DOCUMENTATION CENTRE
E/CEPAL/CDCC/19/Add.3. JOINT ECLA/UNESCO PROGRAMME
CARIB/INT/77/2. REPORT OF MISSION ON THE DOCUMENTA-
TION CENTRE OF THE ECLA OFFICE FOR
THE CARIBBEAN.



E/CEPAL/CDCC/16/Rev.1

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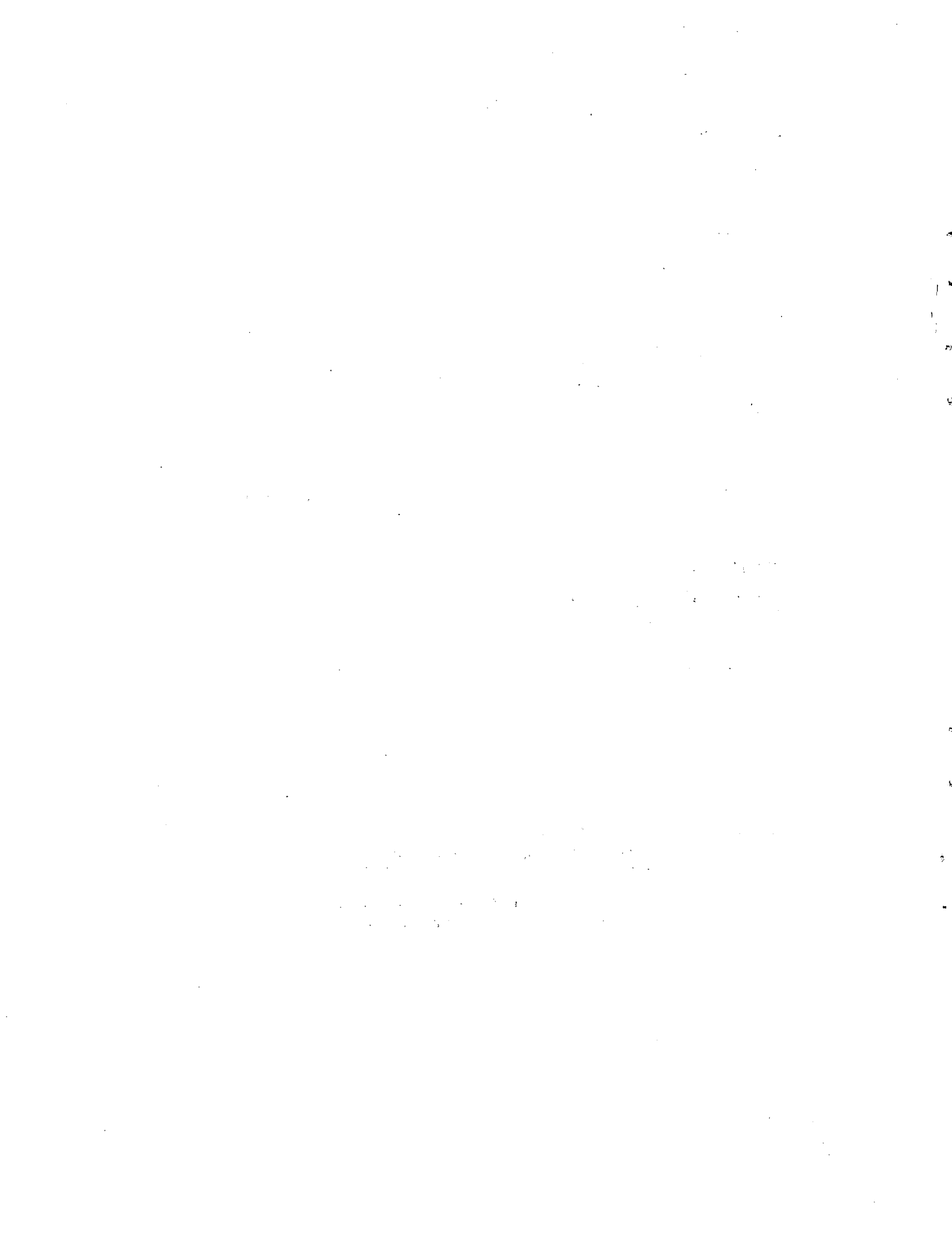
DOCUMENTATION CENTRE

To serve the countries of the Caribbean
Development and Co-operation Committee.
(CDCC)



UNITED NATIONS

ECONOMIC COMMISSION FOR LATIN AMERICA Office for the Caribbean



C O N T E N T S

	<u>Page</u>
Introduction	1
I The Role of Information Supporting Services to the CDCC	1
II Identification of Information Inputs for Caribbean Co-operation promotion activities	4
III Work Programme for a CDCC Documentation Centre	7
Appendix: Methodology to estimate information requirements for Caribbean co-operation promotion activities: an outline	11

DOCUMENTATION CENTRE
TO SERVE THE COUNTRIES OF THE
CARIBBEAN DEVELOPMENT AND
CO-OPERATION COMMITTEE (CDCC)

INTRODUCTION

1. This note examines the question of the creation of a documentation centre to serve the countries of the Caribbean Development and Co-operation Committee (CDCC).^{1/} It proceeds from the basis that some essential information infrastructure has to be established if the objectives of the CDCC are to be met. The study concludes, on the one hand, that a Documentation Centre is an adequate institutional answer to CDCC information needs. On the other, it is advocated that its structure should be based as far as possible on close links with existing Caribbean and international documentation services; and that its main functions should be dissemination and referral services, rather than a centralized gathering of documents and data.

2. The document outlines a sequence of activities for the design and development of the Centre. The conception of the Centre is based on an analysis of the information requirements of Caribbean co-operation promotion activities and the degree in which these requirements are being satisfied by existing information services. A detailed description of the methodology used is attached in an appendix. The document ends with a programme to implement the establishment of the Centre.

I. The Role of Information Supporting
Services to CDCC

3. The political commitment of the CDCC member countries and ECLA Secretariat to work together in the promotion of development and co-operation efforts in the Caribbean poses a unique challenge. The activities on the part of the Governments will depend upon its ability to:

^{1/} The CDCC was set up to act as a co-ordinating body relating to development and co-operation actions among Caribbean countries and to serve as an advisory and consultative body for the Executive Secretary of ECLA in respect to Caribbean issues and circumstances. For a more detailed explanation reference should be made to "Report of the Caribbean Development and Co-operation Committee", E/CEPAL/CDCC/8/Rev.1, February 1976.

- i) Carry out prospective studies and formulate substantive projects and policy proposals to be submitted to the CDCC member countries in Caribbean priority sectors;
- ii) Co-ordinate regional technical assistance programmes and supply the needed expertise to support these policies and projects.

4. Information interchange among CDCC Secretariat and CDCC member countries' Ministries during co-ordination and implementation processes will be effective and constructive provided both parts receive pertinent, accurate and updated information about the priority sectors on which regional co-operation actions are to be centred. The sectors which have been mentioned so far cover a wide range of subjects about which information should be provided, such as:

- Horizontal Technical Co-operation;
- Agriculture;
- Industrial Development;
- Social Development;
- Public Health;
- Education and Culture;
- Tourism;
- Transport and Communications;
- Marine Resources;
- Coastal Area Development;
- Regional Economic Co-operation;
- International Trade; and
- Natural Disasters.^{2/}

5. Information needed for the effective promotion of Caribbean concerted efforts is of a varied nature. Normally, documents and references about documents containing theories, methodologies, statistical data etc. would be demanded relating to different levels of Caribbean action such as joint programmes (policies, agreements, legislation, projects, etc.) and enquiries and studies being carried out by various research groups on Caribbean problems. If this information

^{2/} Op. cit. - Annex 3 - Work Programme of the CDCC.

is not made available to both decision-making and "decision-preparing" agents of CDCC, the main obstacles that have hindered co-operation efforts will remain untouched:

- i) duplications and inconsistencies of efforts among countries and international bodies;
- ii) communication gaps between researchers, advisers, and policy-makers; together with great losses and distortions of information.

Thus, the effective role of ECLA in the Caribbean is seen to depend much upon timely information flows and better informed decisions.

6. The information which flows between the institutions and the countries involved have been normally channelled through mechanisms such as meetings, field visits and personal contacts. However, the presently increasing complexity in terms of the number of concepts and facts that must be manipulated, is exceeding these mechanisms' capacity as information channels. Although they still remain very useful and should be encouraged, they need to be supplemented by other information interchange devices. Accordingly, the main focus is on the particular type of mechanism required by the CDCC that is capable of recording, digesting, storing and retrieving registered information with the purpose of providing a continuing service to its set of users: a Documentation Centre.

7. The methodology used for the Centre's design is straightforward. It consists of the following sequence of logical steps:

- i) Identification of the Centre's priority users;
- ii) Identification of these users' information requirements;
- iii) Analysis of existing documentation services in the Caribbean that might fulfil the user's information requirements;
- iv) Comparison of information demand and information supply for each type of information required.

II. Information inputs for Caribbean co-operation promotion activities

8. In order to identify the information inputs required and the way in which they are currently provided by existing information services, classification of types of information and their users need to be specified.

9. On the basis of CDCC documents and first experiences of the CDCC Secretariat in the region, the following priority users have been identified.

- i) CDCC Secretariat (ECLA Office for the Caribbean);
- ii) CDCC Permanent Secretaries;
- iii) Caribbean integration agencies and bodies;
- iv) International Agencies operating in CDCC countries;
- v) Research Institutes specialized in Caribbean problems (located both inside and outside the Caribbean);
- vi) Information Units endowed with important Caribbean collections (located both inside and outside the Caribbean).

These groups of users can be taken to be the scope of the Documentation Centre's clients. Of course, it is envisaged that other users could also benefit from the services provided by the Centre, but their involvement is seen to be of less direct importance.

10. Similarly, on the basis of consultations with experts and officers involved in performing research, co-ordination and decision-making activities similar to that of CDCC, the following information inputs have been identified.

Type of Information Input	International Scope (I)	Caribbean scope (C)
Statistical data (registered in documents)	X	X
Periodicals	X	X
Books	X	X
CDCC Governments technical reports		X
Academic Research Reports	X	X
Technical assistance and Integration agencies reports		X
Newspapers Clippings		X

11. In Table 1, an estimate of the balance between demand of and supply for each type of information inputs is provided. The relative importance of information demand was estimated using the methodology described in the attached appendix. This methodology allows only a rough approximation of demand since it is based on parameters estimated on the basis of current practical experience. On the other hand, the relative importance of information supply is founded on data detected in interviews and documents collected during field visits to Caribbean Information Units. These visits were required for organizing national inventory projects at present sponsored by CLADES in the Caribbean. The inventory is being carried out through a questionnaire which covers an ample range of documentation resources and services.

12. According to Table 1, there appears to be some types of information requirements not fully satisfied by existing services, which can be used as a guide for areas of specialization of the documentation centre. These are characterized by a demand largely exceeding the available supply, and are:

- i) Statistical data on the Caribbean;
- ii) CDCC Governments technical reports;
- iii) Technical Assistance and Integration documentation on the Caribbean.

13. Another possible area of specialization in which demand only moderately exceeds supply is the one of Caribbean Periodicals.

14. These areas have been taken as a preliminary guide of the functional structure of the documentation centre and of its programme for implementation. However, it should be stressed that: (i) a more thorough analysis of demand and supply would be needed, and (ii) this analysis should be undertaken from time to time, once the documentation centre is operational since it will allow a permanent adaptation of the centre to the regional information needs in the field of co-operation promotion and integration. The demand estimate would for example need a detailed user profiles study while the supply estimate would be greatly improved once the results of the CLADES inventory projects are available.

Table 1

BALANCE BETWEEN INFORMATION DEMAND AND SUPPLY

Type of Information Input	Demand's Relative Importance(*) Importance(D)	Existing Services	Supply's Relative Importance(S)	Balance
1. Data (I)	Medium	Wide range of published statistical sources and international banks	High	D<S
2. Data (C)	High	Scattered statistical services, lack of continuity and standardization	Low	D>>S
3. Periodicals (I)	Medium	Wide range of bibliographic sources available	High	D<S
4. Periodicals (C)	High	Some bibliographic sources available	Medium	D>S
5. Books (I)	Low	Wide range of bibliographic sources available	High	D<S
6. Books (C)	Medium	Wide range of bibliographies available (ACURIL)	High	D<S
7. CDCC Government Reports (C)	High	Non-explored field in particular in the disseminated publications	Low	D>>S
8. Academic Research (I)	Low	Field partially covered by international and national services	Medium	D<S
9. Academic Research (C)	Medium	Field partially covered (DOERS)	Medium	D = S
10. Technical Assistance and Integration (C)	High	Field not covered	Low	D>>S
11. Newspapers Clippings (C)	Medium	Partial range of services available (INTAL, Institute of International Relations, UWI)	Medium	D = S

(I) International scope

(C) Caribbean scope

(D) Information demand

(S) Information supply

* Estimates derived from weighted matrix (see appendix)

<: Smaller than or at the most equal to

>: Larger than

>>: Much larger than

III. Work Programme for a CDCC Documentation Centre

15. The programme for setting up of the Centre can be conceived as a series of sequential activities, proceeding gradually from the easier services to the more complex. This allows an accumulation of experience through "learning by doing", which can be very useful for the more complex stages.

16. This sequential strategy can be divided into two phases:

First Phase (0-18 month): Devoted to the establishment of the basic operational tools for doing documentation work such as:

- i) users studies and directories;
- ii) design of controlled vocabulary based on OECD Macrothesaurus and works being done by CLADES on thesauri;
- iii) setting up of a comprehensive reference collection (indexes, abstracts, bibliographies), and a basic collection of Caribbean books and periodicals;
- iv) experimental indexing; and
- v) arrive at agreement with the governments in order to gather and disseminate technical documents not normally published by the official agencies.

Second Phase (19-36 months): This phase, while continuing with the services of Phase 1, would introduce the operation of more sophisticated services such as:

- i) Caribbean newsletter;
- ii) bibliographic control on technical co-operation reports;
- iii) indexing; and
- iv) the computerization of the processing and retrieval of bibliographic information.

17. The human resources that would be needed to operate the Centre are:

	First Phase	Second Phase
Centre Chief	X	X
Documentalist/Librarian	X	X
Assistant Information Officer/Secretary	X	X
Documentalist/Programmer		X
Secretary		X

18. Tables 2 and 3 show a description of activity involved in Phases 1 and 2 respectively. For each activity, the type of co-operation with outside institutions, the activity output, and the needed human resources inputs has been specified.

Table 2

WORK PROGRAMME:

1ST PHASE (0-18th MONTH)

Activity	Activity Outputs	Related Institutions	Type of Co-operation	DISTRIBUTION OF STAFF WORK		
				Chief Librarian	Documentalist/ Officer/Secretary	Asst. Information Officer/Secretary
1. Users Studies	a. Users Profiles	CLADES	-Technical Assistance	Methodology; Design	Field Work	---
	b. File of Institutions and Individuals	Caribbean Information Units	-Data	Design	Searches	Maintenance of File
2. Controlled Vocabulary	List of Descriptions	CLADES	-Technical Assistance	Methodology; Supervision	Experimental Indexing	---
3. Reference Collection	Reference Service	ECLA Library UN Library UWI, IDC	-Donation -Donation -Loans	Methodology	Compilation of Reference works; Reference Service	---
4. Caribbean Books & Periodicals Collection	Union Catalogue; Reference Manual; SDI	Trinidadian Libraries; Library of Congress (Washington)	-Exchange	Supervision; Preparation of Bulletin	Selection; Indexing; Reference	Cataloguing; Circulation; Distribution; Shelving; Purchasing; Typing
5. Government Reports Collection	Idem	CDCC Printing Agencies & Governmental Agencies		Negotiation	Idem	Idem

Table 3

WORK PROGRAMME:

2ND PHASE: (19th-36th MONTH)

Activity	Activity Outputs	Related Institutions	Type of Co-operation	DISTRIBUTION OF STAFF WORK			
				Chief	Documenta- list/Libr. Asst. Docu.	Infor. Officer /Secrty	Key Puncher/ Codifier
6. Technical Assistance and Integration Agencies Collection	Reference; Bulletin	UNDP, CDB, CARICOM, IDRC	Exchange	Negotiation; Supervision	Indexing Reference Cataloguing		
7. Caribbean Academic Research File	Bulletin; Reference		Inter-change	Negotiation; Supervision	Indexing; Reference Cataloguing		
8. Caribbean Co-operation Newsletter	Bulletin	INTAL; Institute of International Relations, UWI	Inter-change	Negotiation; Supervision	Indexing; Reference Cataloguing		
9. Computerization of Information Processing	Indexes; Automatic searches; SDI	CLADES	Technical Assistance	Negotiation; Supervision	Indexing; Reference Cataloguing		Key-Punching; Codifying

APPENDIX: Methodology to estimate information requirements for Caribbean co-operation promotion activities: an outline

19. A. The methodology is straightforward and consists of two sequential steps:
- i) The construction of an information-requirements matrix;
 - ii) The establishment of parameters to estimate the relevance of a particular information input and the relative importance of each type of users;
 - iii) The calculation of a modified information-requirements matrix weighted according to users importance and information input relevance.

20. The information requirements matrix shown in Table 4 has been built on the basis of reasonable estimates taken from current practical experiences of regional agencies doing similar work to the CDCC. The ordinal scale used (high, medium, low), rank the relative relevance of an information input in the context of the total information utilized by a particular user. Thus a high level of relevance for one user is not identical with the high level for another, for a particular information input.

21. The modified matrix shown in Table 5 was worked out to what is considered a reasonable set of parameters.

Information Inputs

Information Relevance Scale:	High = 3; Medium = 2; Low = 1
Users importance scale:	CDCC Secretariat = 6
	CDCC Permanent Secretaries = 5
	Caribbean Integration Agencies = 4
	International Agencies = 3
	Caribbean specialized research institutes = 2
	Caribbean Specialized Information Units = 1

22. It is worthwhile noting that this methodology provides only a first approximation to information demand. A more accurate estimate could be obtained if the information requirements matrix and the relevant parameters are revised through users information profiles studies. Similarly, the users importance is to some extent a political decision that might be structured with the help of, for example, sociological scaling techniques.

TABLE 4: INFORMATION REQUIREMENTS MATRIX

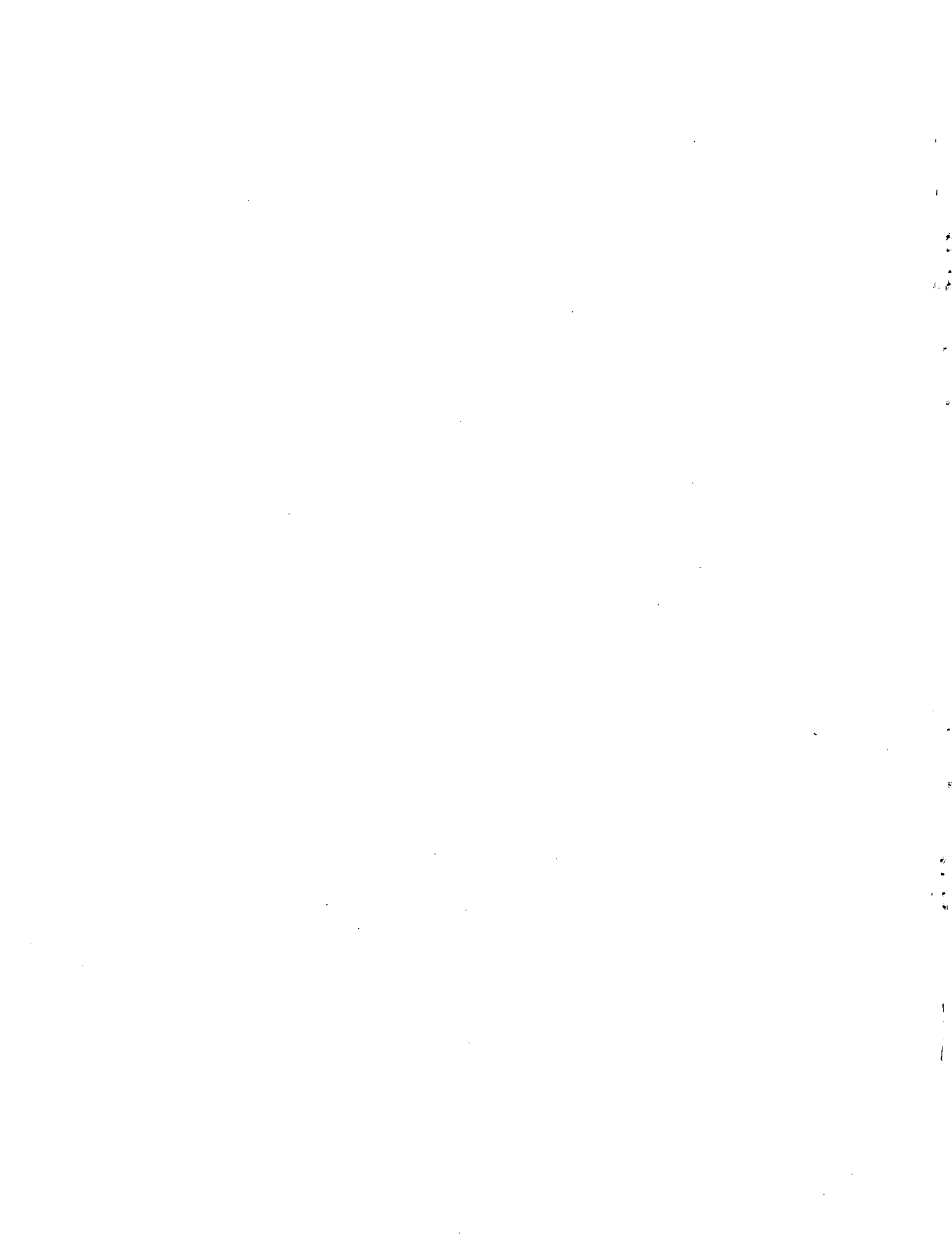
USERS	SPECIFIC INFORMATION INPUTS												
	Statistical Data	Periodicals	Books	Government Reports	Academic Research	Tech.Asst. and Information Reports	Newspapers Clippings	I	C	I	C	I	C
CDCC Secretariat	M	H	M	H	L	M	H	-	M	H	M		
CDCC Permanent Secretaries	L	H	-	L	M	H	H	-	M	M	H		
Caribbean Inter-governmental Agencies	M	H	M	H	L	M	H	-	M	H	H		
International Agencies in the Caribbean	M	H	M	H	L	M	H	-	M	H	H		
Caribbean Specialized Research Institutes	L	H	H	H	H	H	M	M	H	H	M		
Caribbean Specialized Information Units	-	L	-	-	-	-	M	L	M	L	M		

I: International Scope
 C: Caribbean Scope
 H: High
 M: Medium
 L: Low

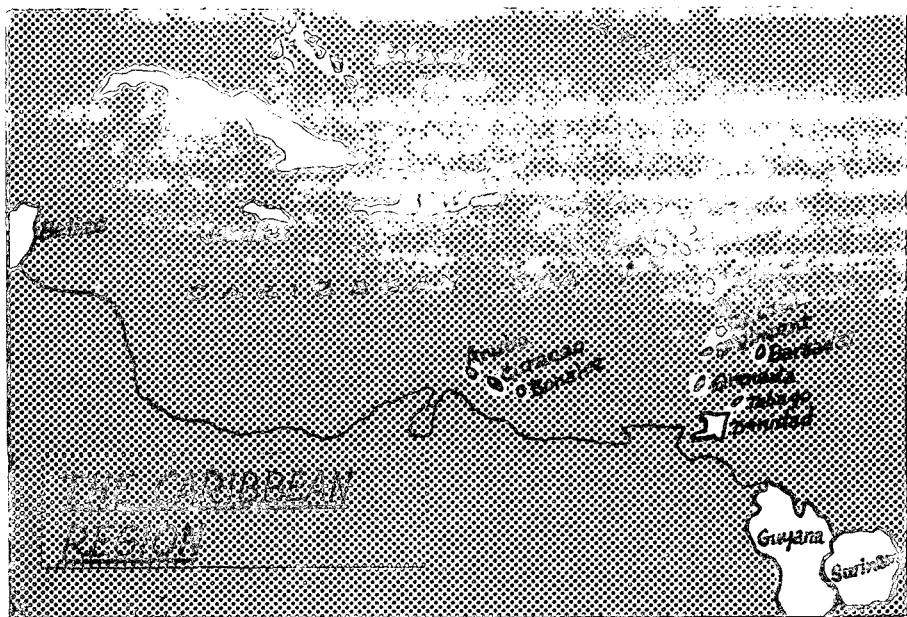
TABLE 5: WEIGHTED USER - INFORMATION REQUIREMENTS MATRIX

USERS	SPECIFIC INFORMATION INPUTS												
	Statistical Data		Periodicals	Books	Government Reports	Academic Research	Tech.Asst. and Information Reports	Newspapers Clippings					
	I	C	I	C	I	C	I	C	I	C	I	C	C
CDCC Secretariat	12	18	12	18	6	12	18	18	0	12	18	18	12
CDCC Permanent Secretaries	5	15	5	10	0	5	15	15	0	15	10	10	15
Caribbean Inter-governmental Agencies	8	12	8	12	4	8	12	12	0	8	12	12	12
International Agencies in the Caribbean	6	9	6	9	3	6	9	9	0	6	9	9	6
Caribbean Specialized Research Institutes	2	6	6	6	6	6	4	4	4	6	4	4	2
Caribbean Specialized Information Units	0	1	0	0	0	0	2	2	1	2	1	1	1
TOTAL SCORE	33	61	37	55	19	37	61	61	5	44	52	48	48





CARIBBEAN
DEVELOPMENT
AND
CO-OPERATION
COMMITTEE



E/CEPAL/CDCC/19/Add.3

9 March 1977

SECOND SESSION

Santo Domingo, Dominican Republic
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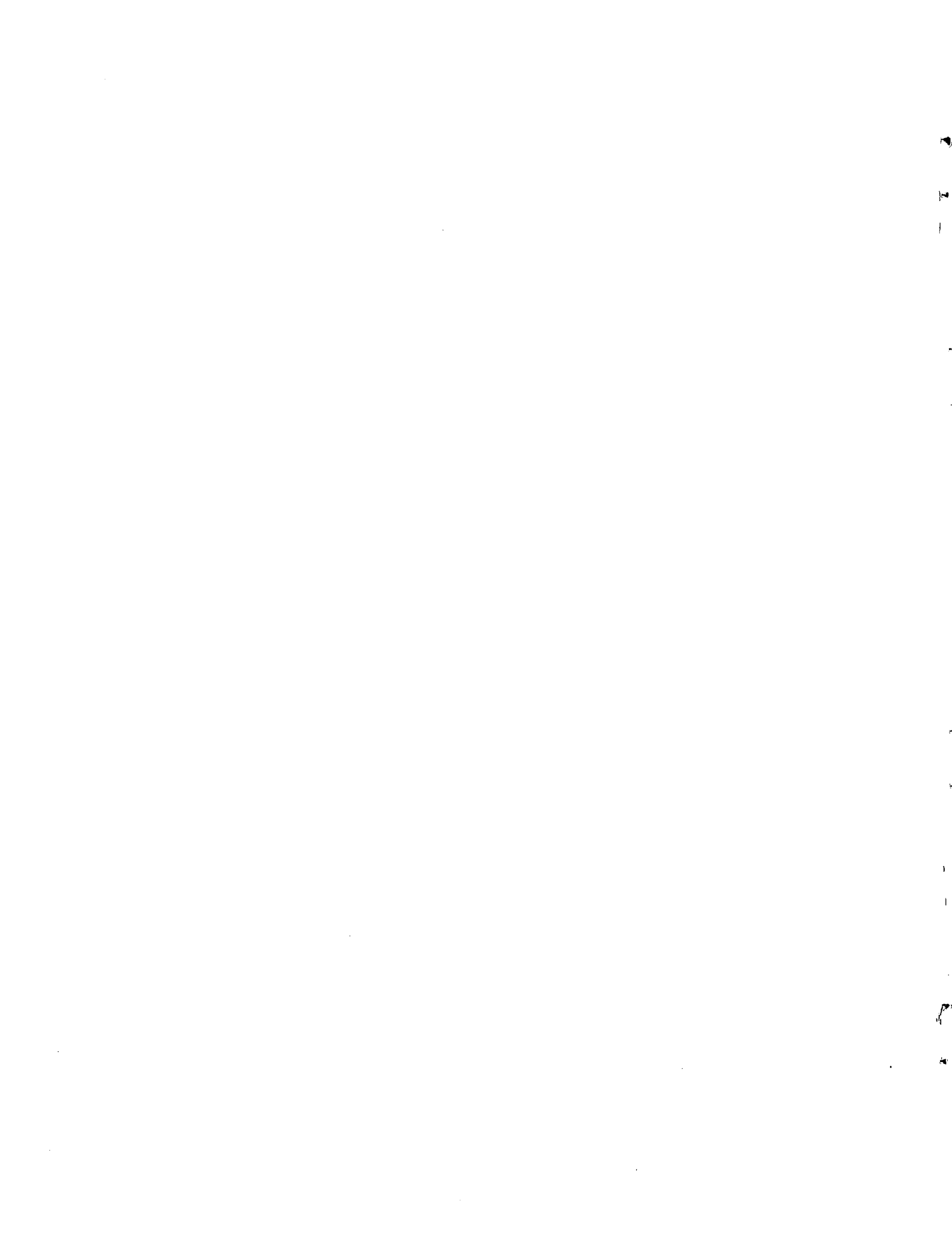
JOINT ECLA/UNESCO PROGRAMME

Supplementary Note on the
Caribbean Documentation Centre



UNITED NATIONS

ECONOMIC COMMISSION FOR LATIN AMERICA Caribbean Division for the Caribbean

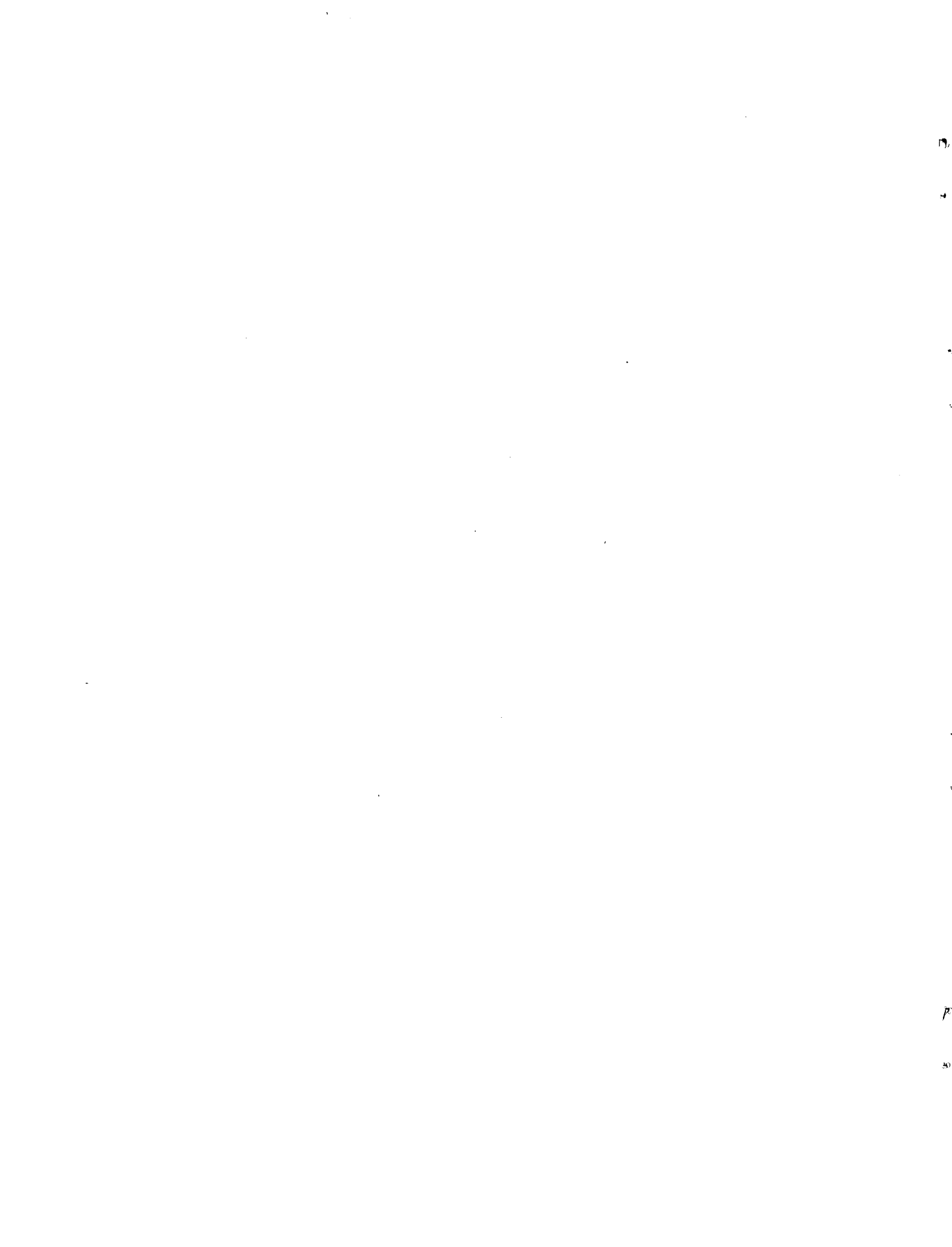


C O N T E N T S

	<u>Page</u>
1. BACKGROUND AND SUPPORTING INFORMATION	1
2. OBJECTIVES	7
3. WORK PLAN	8
4. TECHNICAL ASSISTANCE REQUESTED	11
5. BUDGET PROVISION	15

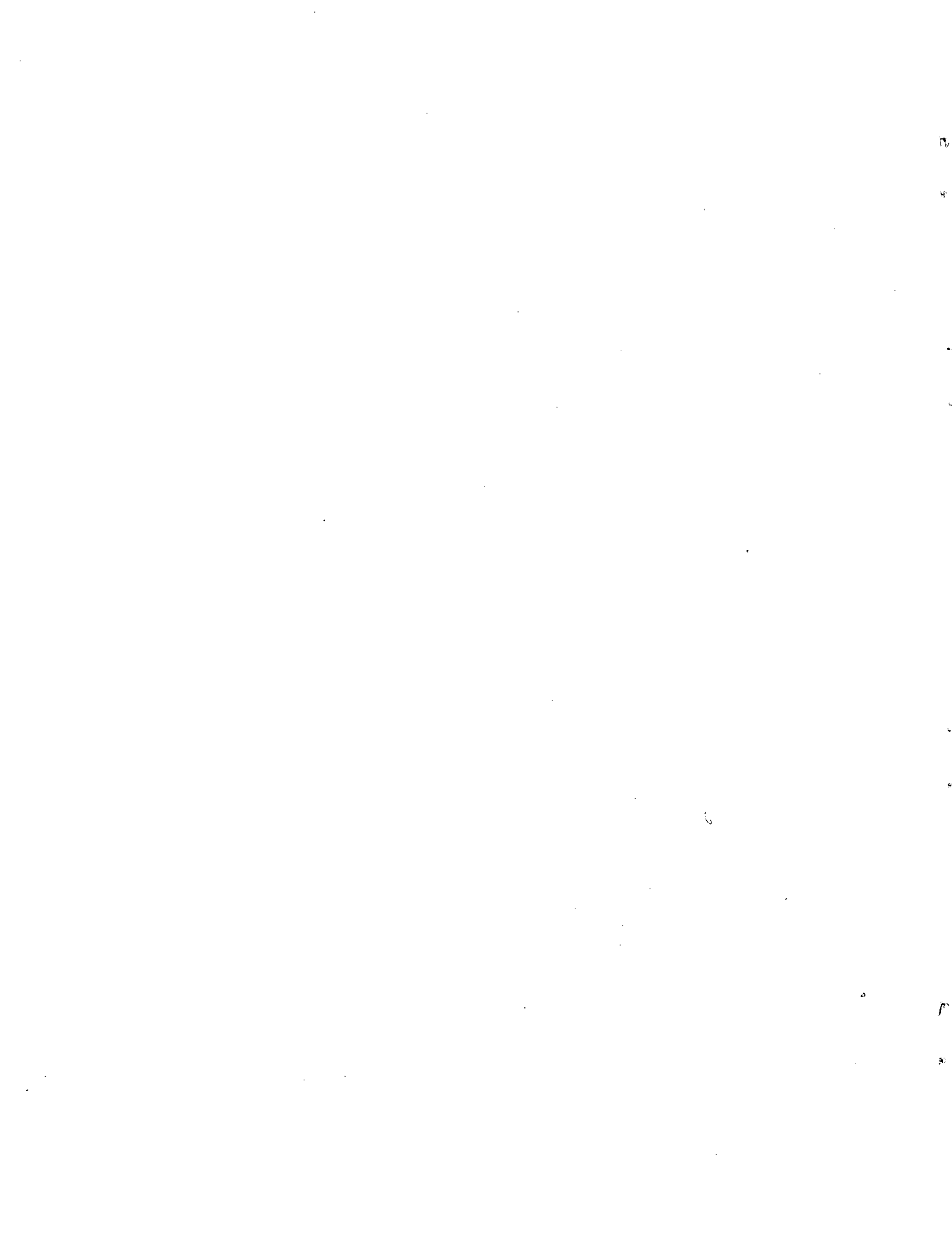
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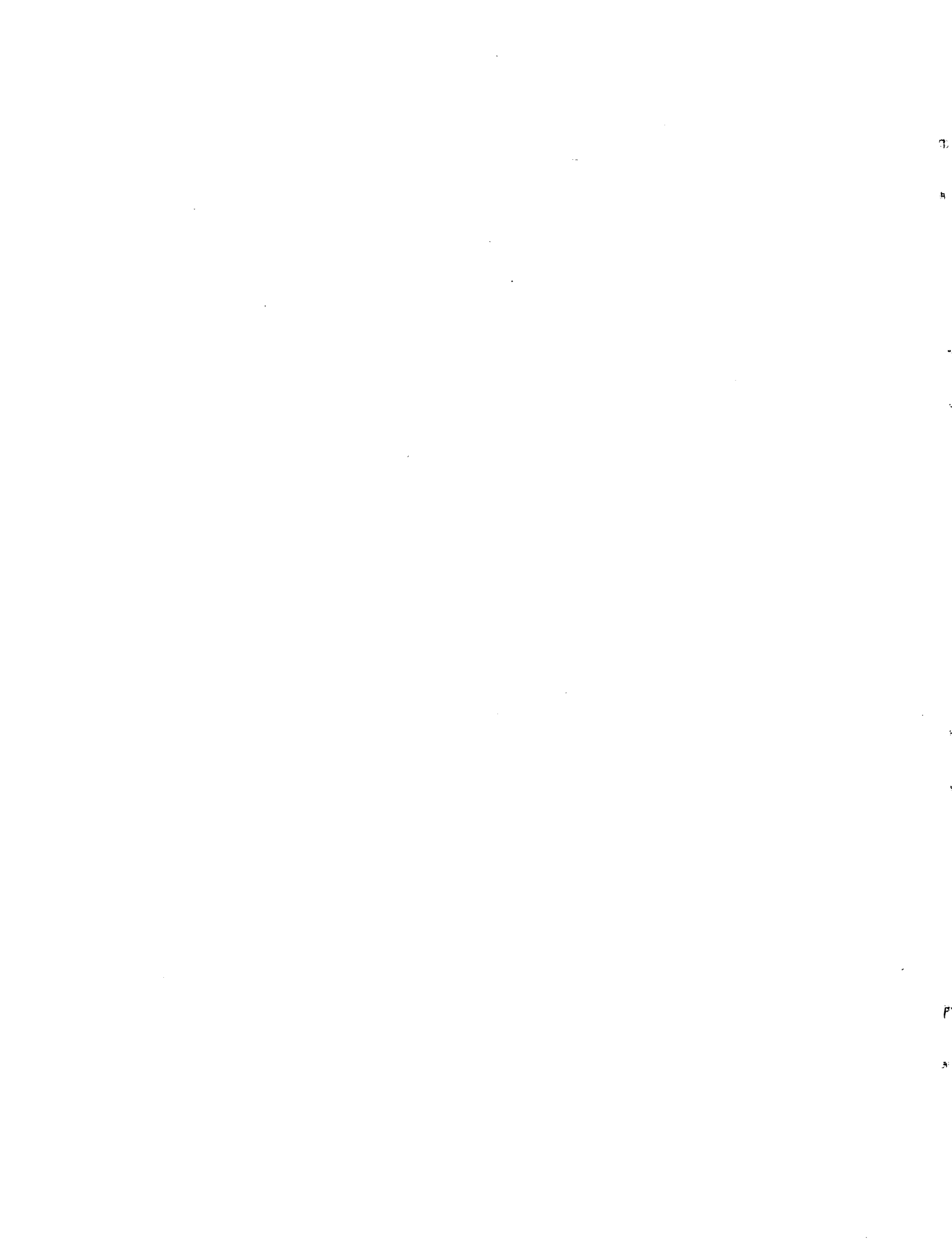
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JOINT ECLA/UNESCO PROGRAMME
SUPPLEMENTARY NOTE ON THE
CARIBBEAN DOCUMENTATION CENTRE

1. BACKGROUND AND SUPPORTING INFORMATION

In January 1977, a Documentation Centre, attached to the Secretariat of the Caribbean Development and Co-operation Committee (CDCC) was created in response to a mandate from the member countries:

- "to expedite the process of mutual exchange;"
- "to eliminate deficiencies in communication, data gathering and distribution;"
- "to establish a system for collecting technological and methodological data covering the sub-region."

The main functions of the Centre have been outlined as "dissemination and referral services, rather than a centralized gathering of documents and data." In particular, the need has been stressed to comply immediately with the following specific functions:

- To facilitate "information interchange among CDCC Secretariat and CDCC member countries' ministries during co-ordination and implementation processes..., about the priority sectors on which regional co-operation actions are to be centered."
- To provide "both decision-making and decision-preparing agents of CDCC" with needed information.

With the assistance of the Latin American Centre for Economic and Social Documentation (CLADES), the Centre has initiated a preliminary phase of action which covers:

- Identification of the Centre's priority users;
- Identification of these users' information requirements;
- Analysis of existing documentation services in the Caribbean that might fulfil the users' information requirements;

- Comparison of information demand and information supply for each type of information required.

Due to the very recent appointment of the Documentalist/Librarian, the effectiveness of the Centre in carrying out its functions cannot be assessed as yet. Also, the Centre has not been able to fill the remaining posts foreseen in the document E/CEPAL/CDCC/16/Rev.1. However, it can well be anticipated that its potential capacity in meeting the CDCC mandate will depend, to a major extent, on the following basic conditions:

- Its degree of access to information existing within and outside the sub-region.
- The adequacy of the mechanisms of information flow (application of modern telecommunication techniques).

Therefore, any long-term action of the Centre will have to be based on a thorough knowledge of the current stage of library, documentation and information development in the sub-region, its achievements and problems, particularly regarding the building up of national infrastructures of integrated services.

At the time of writing this document the results of the survey now being undertaken to this end by CLADES, were not yet available.

Also, no up-dated literature on the development of information facilities in the Spanish, French and Dutch-speaking member countries of the CDCC was at hand.

Nonetheless, the review of sources available in Port of Spain, Trinidad and Tobago, and interviews with leading librarians of that country clearly indicated that the development of information facilities in the English-speaking CDCC member countries is far more advanced than in the Associated States where library and information services are still in an embryonic stage.

Information available on the English-speaking CDCC member states reveals the existence of certain common problem areas which differ from country to country only in degree, and which impede optimum utilization

of information resources and services available within and outside the sub-region. The most critical areas are:

i) Acquisitions

Acquisition and - consequently - bibliographic control, particularly of non-conventional literature and unpublished data (from governments and other sources), still constitute a very critical area.

In spite of persistent efforts undertaken by individual libraries as well as library associations, to find solutions to this pressing problem, no adequate regulations and satisfying mechanisms for collecting these materials at the local level, have been established as yet.

On the other hand the Acquisitions Committee of the Association of Caribbean University and Research Libraries (ACURIL) has proposed a scheme for co-operative acquisition of materials published in the English-speaking Caribbean to facilitate access. The plan as formulated has not been implemented, but partial efforts have been made at co-operative acquisitions, within the possibilities of the participating libraries. It is understood that a new initiative to solve this problem has been set forward.

With regard to the Caribbean Community (CARICOM) Protocol (1974) for the exchange of government documents, no steps towards implementation have been taken.

ii) Bibliographic Control

Due to the above-stated circumstances, bibliographic control of material published in the sub-region, has not been completely achieved. It must be noted however, that five of the English-speaking member countries (Jamaica, Guyana, Barbados, Trinidad and Tobago, and Belize) publish current national bibliographies. These bibliographies record the materials which reach the deposit libraries.

The International Development Research Centre (IDRC) played an important role in getting some of these national bibliographies started (Barbados, Trinidad and Tobago), due to its sponsorship of a series of planning meetings in 1974. Jamaica and Guyana, on the other hand, started producing their national bibliographies much earlier.

At the Regional Workshop on National Bibliographies of the English-speaking Caribbean held in Georgetown, Guyana, 25-29 November 1974, it was suggested that Barbados, Guyana, Jamaica and Trinidad and Tobago, should assume responsibility to include publications sent to them from the Associated States. This recommendation does not seem to have been implemented, presumably due to difficulties in obtaining the material.

As to the publishing of a current regional bibliography, the CARICOM Secretariat Library has assumed this responsibility, but so far no volume has been issued.

Though the Caribbean Regional Library, located in Puerto Rico, started publishing in 1951 the Current Caribbean Bibliography (CCB), this bibliographical tool is by no means up-to-date, as the last volume available covers the year 1972. In spite of its original projections, the Library has not been able to function as a regional co-ordinating body due to its being supported exclusively by the Government of Puerto Rico.

iii) Union Catalogues and Union Lists of Serials

Though attempts have been made, particularly by public library services, to establish a record of complete holdings within their systems, no national union catalogues and national union lists of serials have been compiled as yet in the English-speaking member countries. Therefore, information on the holdings of most of the individual libraries and documentation centres operating in the sub-region, is still difficult to obtain.

iv) Regional Inventories

No comprehensive inventory has been conducted yet on all the different library, documentation and information facilities existing in the sub-region.

The CLADES survey, currently underway, covers mainly those institutions which specialize in economic and social information.

Other specialized surveys are being conducted by the following international organizations:

UNESCO: UNISIST inventory of on-going research information systems and services.

UNCTAD: Feasibility Study on the progressive establishment of an international information exchange system for the transfer and assessment of technology.

UNEP: Survey of existing documentation capacity conducted for the International Referral System for sources of environmental Information (IRS).

No information has come to hand on the status of these surveys.

v) Information Policies

To our knowledge, of the English-speaking member countries, only Jamaica, through its National Council on Libraries, Archives and Documentation, is in the process of formulating information policies on which to base national planning for integrated information services and resources.

vi) National Information System

In spite of the vigorous development of library and documentation work in the sub-region, only Jamaica, of the English-speaking countries, is taking steps towards the achievement of full integration of its different and diversified services into a National Information System, having established in 1974 the National Council on Libraries, Archives and Documentation, which has assumed responsibilities for development planning in this particular field.

The remaining English-speaking countries have not yet established corresponding national co-ordinating bodies.

vii) Manpower

Manpower planning needs and training requirements to implement National Information Systems have not been assessed and projected for the English-speaking countries. It is understood that the Department of Library Studies of the University of the West Indies (Mona, Jamaica), is preparing a relevant survey.

viii) Regional Co-ordinating Body

No regional focal point has been established to co-ordinate information facilities existing in the Caribbean and access to systems and services available outside the sub-region.

During the UNESCO/Jamaica Library Service Workshop on the Planning of NATIS, Library and Documentation networks for the Caribbean Area, held in Kingston, Jamaica, 10-14 November 1975, the participants recommended "that a Regional Library Advisory Council with broad representation from the CARICOM Countries be established to advise the CARICOM Secretariat and through it, the Heads of Government of the Region on the development and maintenance of a co-ordinated network of National Information Systems (NATIS) in accordance with appropriate library standards for the Caribbean Region."

However, no steps have been taken to implement the recommendation. Considering that CARICOM embraces only the English-speaking countries, the need arises to entrust the responsibility for co-operative and co-ordinated regional development of information facilities to an inter-governmental body which represents the interests of the total sub-region. In establishing this regional focal point, the commitment of CARICOM to the Associated States must be fully recognized and supported. It is equally important that the co-ordinating body should draw on the experience and knowledge of professional in this and related fields (ACURIL, etc.) by creating an advisory council.

At present, several projects with potential regional coverage are underway. At the time of preparing this document complete information was not at hand; mention is made therefore only of the following:

- (a) The Institute of Social and Economic Research (ISER) of the University of the West Indies (Mona Campus), has initiated in 1975 the Development-Output Evaluation and Research Service (DOERS) project, "to collect and disseminate documentation and hard data on contemporary social, economic and political happenings in the English-speaking Caribbean."
- (b) The Caribbean Industrial Research Institute (CARIRI), based at St. Augustine, Trinidad, offers a Technical Information Service.
- (c) The Library of the Ministry of Agriculture, Jamaica, as well as the University of the West Indies Library at St. Augustine, Trinidad, have established contact with the International Information System for Agricultural Science and Technology (AGRIS), providing input of agricultural data, produced in the Caribbean, and receiving in return the printed output. The University of Guyana has also recently agreed to input data to AGRIS.
- (d) ACURIL has started the publication of the Caribbean Social Science Index (CARINDEX), a biennial author and subject index to cover newspapers and journals published in the sub-region and not indexed elsewhere.

None of these projects, however, provides the necessary framework to assume the responsibilities of a regional co-ordinating body.

2. OBJECTIVES

Bearing in mind that the CDCC's mandate calls for optimum utilization of available resources and taking into account CDCC's immediate information needs, its Documentation Centre will have to operate in compliance with the following objectives:

Immediate Aim

To fill the existing gap of information supply, providing priority users of the CDCC Secretariat and member states

with information urgently needed and not available through other channels.

To this end a plan of action has been outlined in the document E/CEPAL/CDCC/16/Rev.1.

Ultimate aim

To assume the responsibilities of an inter-governmental co-ordinating body in order to secure a balanced and integrated development of national information systems in the Caribbean and facilitate the flow of information among the Caribbean countries, and between them and the rest of the world.

This objective is based on the following reasons:

- i) There is a definite need for co-ordination, expressed over a long period of time by librarians and documentalists, in view of the many but dispersed efforts undertaken in the field of library and information work.
- ii) No regional co-ordinating body has been established to assume such responsibilities.
- iii) The CDCC was created by the governments of the sub-region to "act as a co-ordinating body for activities relating to development and co-operation..."; its sphere of action embraces the total sub-region.

3. WORK PLAN

The development of an effective system of information flow has received priority in the work programme of the CDCC Secretariat.

The above objectives call for concentrating efforts on the following areas of action:

- to make the CDCC Documentation Centre quickly operational;
- to assist the CDCC member countries, and through CARICOM the Associated States, in the development of National Information Systems;

- to examine the feasibility of setting up a sub-regional network.

Accordingly, the following plan of operation should be implemented:

i) Immediate organization of the Documentation Centre

This implies the following actions:

- to implement the plan of operation outlined in document E/CEPAL/CDCC/16/rev.1;
- to devise a scheme whereby non-conventional materials and unpublished data about subject areas of priority to the CDCC Secretariat's work plan are made available and easily collected. It is recommended that a relevant project be prepared which would provide for adequate funding in order to collect material at source;
- to determine the feasibility of applying automated processing and retrieval devices for the establishment of a current awareness service and selective dissemination of information.

ii) Advisory services to CDCC Governments on the development of NATIS

Due to the urgency of having ready access to facilities existing in the sub-region, advisory services for planning and implementing NATIS, should be taken up as soon as the results of the CLADES survey have been assessed. Thereafter, the following steps are necessary, giving priority to the Less Developed Countries:

- to advise the CDCC member governments and, through CARICOM, the Associated States, on the formulation of comprehensive information policies;
- to advise the governments, professional associations, institutions and organizations involved in the creation and development of

- libraries, documentation and information centres,
on the integration of existing services into National
Information Systems;
- to assess and project the specific manpower requirements
and training needs, at the professional and para-professional
level, to implement planning and development of National
Information Systems;
- to provide for the creation of union catalogues and
union lists of serials on the national and regional
level, bibliographic control being an essential
component of NATIS. In view of the non-existence
of these tools in the English-speaking Caribbean, a
special project might have to be prepared providing
alternative solutions and financial arrangements.

iii) Feasibility Study of setting up a
regional information network

This study will have to be based on the assessment of
the outcome of the CLADES survey and other inventories
(UNESCO/UNISIST/UNCTAD), currently being undertaken.
Should the data prove incomplete to establish a
comprehensive diagnosis of the present situation of
information facilities in the sub-region, a
supplementary survey might have to be conducted.

The feasibility study should take into account the
following terms of reference:

- analysis of the existing situation;
- conceptual framework and policy objectives
for the creation of the regional network;
- components and structure of the network;
- legal basis, structure and functions of
the co-ordinating body at the national level;
- legal basis, structure and functions of the
regional focal point, and its relation to other
regional bodies existing in the Caribbean;

- identification of information priorities according to priorities established in the sub-regional development programme;
- assessment and projection of manpower needs;
- assessment and projection of training requirements and facilities;
- terms of co-operation:
 - possibilities of pooling resources,
 - different transfer methods.
- assessment of technology needs to facilitate flow of recorded information;
- analysis of establishing links with systems outside the sub-region (UNISIST/DEVSIS, AGRIS, ERIC, MEDLARS, etc.);
- definition of short, medium and long-term priorities to implement a plan of action;
- time table;
- budget proposals;
- evaluation of technical assistance needs on the national as well as sub-regional level.

4. TECHNICAL ASSISTANCE REQUESTED

It is understood that the outlined plan of action has to be carried out as far as possible with resources available within the region.

Nevertheless, the actions to be taken require highly qualified personnel, and top professionals; those working at present in the sub-region are placed in key positions and, therefore, not available on full-time terms.

In view of the urgency to improve information flow within the sub-region and provide for ready access to information existing outside the Caribbean, the following Technical Assistance is, therefore, requested.

i) Experts and Consultants

The implementation of the project requires the appointment of the following advisory personnel: (See Page 13).

ii) Travel of Experts and Consultants

The regional scope of the project requires constant travel of the international staff assigned to it.

iii) Training

Four regional workshops and one on the national level (Trinidad) are planned for training personnel working in libraries and documentation centres in the CDCC member countries. The workshops will deal with different aspects of documentation and information flow.

iv) Equipment

To implement the project, a calculating machine and two typewriters must be purchased.

v) Miscellaneous

Includes telephone calls, cables, reporting costs, maintenance of equipment, etc.

i) Experts and Consultants

Technical Assistance Requested	Activities	Sponsoring Organization	DURATION		TOTAL m/m
			BEGINNING DATE	COMPLETION DATE	
Project Co-ordinator	Advise on the organization of the Documentation Centre	UNESCO ECLA	July 1977	Dec. 1978	18
	Advise CDCC member Governments on the development of NATIS	UNESCO ECLA			
	Prepare feasibility study on regional information network	UNESCO ECLA			
	Conduct 2 regional workshops on NATIS	CLADES UNESCO			
Expert in Planning for NATIS	Advise the Associated States on the development of NATIS (working closely with CARICOM)	UNESCO ECLA CARICOM	Oct. 1977	Dec. 1978	15
Consultant in documentation techniques	Advise the Documentation Centre on different techniques of documentation	UNESCO ECLA	Sept. 1977	Oct. 1977	2
	Conduct a national workshop on this topic	CDCC Secretariat			
Consultant in computerized information, storage, processing and retrieval	Examine the feasibility of utilizing automated processes for the dissemination and referral functions of the Documentation Centre	UNESCO ECLA	Oct. 1977	Nov. 1977	2

/Cont'd

Technical Assistance Requested	Activities	Sponsoring Organization	DURATION		TOTAL m/m
			BEGINNING DATE	COMPLETION DATE	
	Conduct a regional workshop on this topic	ACURIL			
Consultant in systems analysis	Devise alternative schemes for the structure and functioning of the regional information network	UNESCO ECLA	Jan. 1978	March 1978	3
	Conduct regional workshop on this topic	UNESCO ECLA			
Consultant in Telecommunications	Assess the feasibility of applying modern telecommunication techniques to facilitate flow of information within the CDCC member states, among them and with systems located outside the Caribbean.				
	Participate in workshop on the regional information network	UNESCO ECLA			

5. BUDGET PROVISIONS

The implementation of the project requires the following budget provisions:

i) COUNTERPART CONTRIBUTION (CDCC/ECLA)

<u>Specification</u>	<u>TOTAL</u>		<u>1977</u>		<u>1978</u>	
	<u>m/m</u>	<u>US\$</u>	<u>m/m</u>	<u>US\$</u>	<u>m/m</u>	<u>US\$</u>
<u>PERSONNEL</u>						
Chief Documentalist	18	27,000	6	9,000	12	18,000
Documentalist/Librarian	24	25,840	12	12,920	12	12,920
Documentalist/Programmer	18	11,310	6	3,770	12	7,540
Assistant Information Officer	18	15,450	6	5,150	12	10,300
<u>TRAVEL</u>						
Missions within the Region		10,000		4,000		6,000
<u>TRAINING</u>						
Regional Workshop		15,000		15,000		
<u>EQUIPMENT AND BIBLIOGRAPHIC MATERIALS</u>						
Specialized documentation equipment (microfilm reader, reproduction equipment)		20,000		15,000		5,000
Basic reference books; periodical subscriptions		17,500		12,000		5,500
Documentation Centre publication		3,000		1,000		2,000
<u>MISCELLANEOUS</u>		5,000		1,500		3,500
SUB-TOTAL		<u>150,100</u>		<u>79,340</u>		<u>70,760</u>

ii) TECHNICAL ASSISTANCE CONTRIBUTION

<u>Specification</u>	<u>TOTAL</u>		<u>1977</u>		<u>1978</u>	
	<u>m/m</u>	<u>US\$</u>	<u>m/m</u>	<u>US\$</u>	<u>m/m</u>	<u>US\$</u>
<u>PERSONNEL</u>						
Project Co-ordinator ^{1/}	1/18	65,610	1/6	21,870	1/12	43,740
Expert in Planning for NATIS	1/15	49,500	1/3	9,900	1/12	39,600
Consultants:						
Documentalist	1/2	10,000	1/2	10,000		
Computer Programmer	1/2	10,000	1/2	10,000		
Systems Analyst	1/2	10,000			1/2	10,000
Specialist in Tele- communications	1/2	10,000			1/2	10,000
Secretariat support	2/12	21,750	2/6	7,250	2/12	14,500
<u>TRAVEL</u>						
Project Co-ordinator		15,000		5,000		10,000
Expert		6,000		1,000		5,000
Consultants		9,000				9,000
<u>TRAINING</u>						
2 Regional Workshops		30,980		15,490		15,490
<u>EQUIPMENT</u>						
2 Typewriters		1,000		1,000		
1 Calculator		500		500		
<u>MISCELLANEOUS</u>						
		7,500		2,500		5,000
SUB-TOTAL		246,840	84,510		162,330	
TOTAL		<u>396,940</u>	<u>163,850</u>		<u>233,090</u>	

^{1/} Alternatively, to creating a new post, it is suggested to station the adviser appointed to the Regional Office for Culture in Latin America and the Caribbean, for an 18-month period at the CDCC Documentation Centre in Port of Spain, Trinidad and Tobago.

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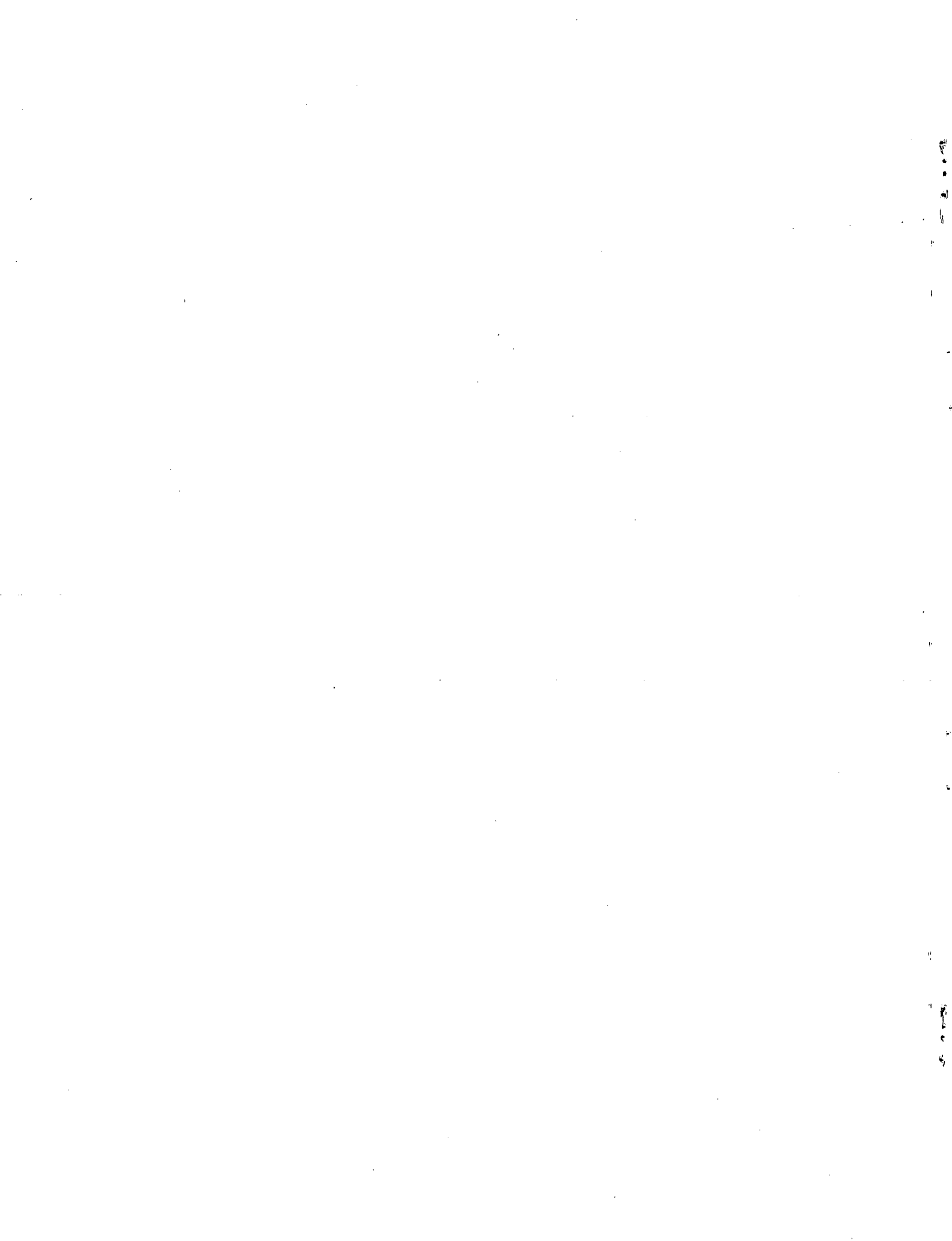
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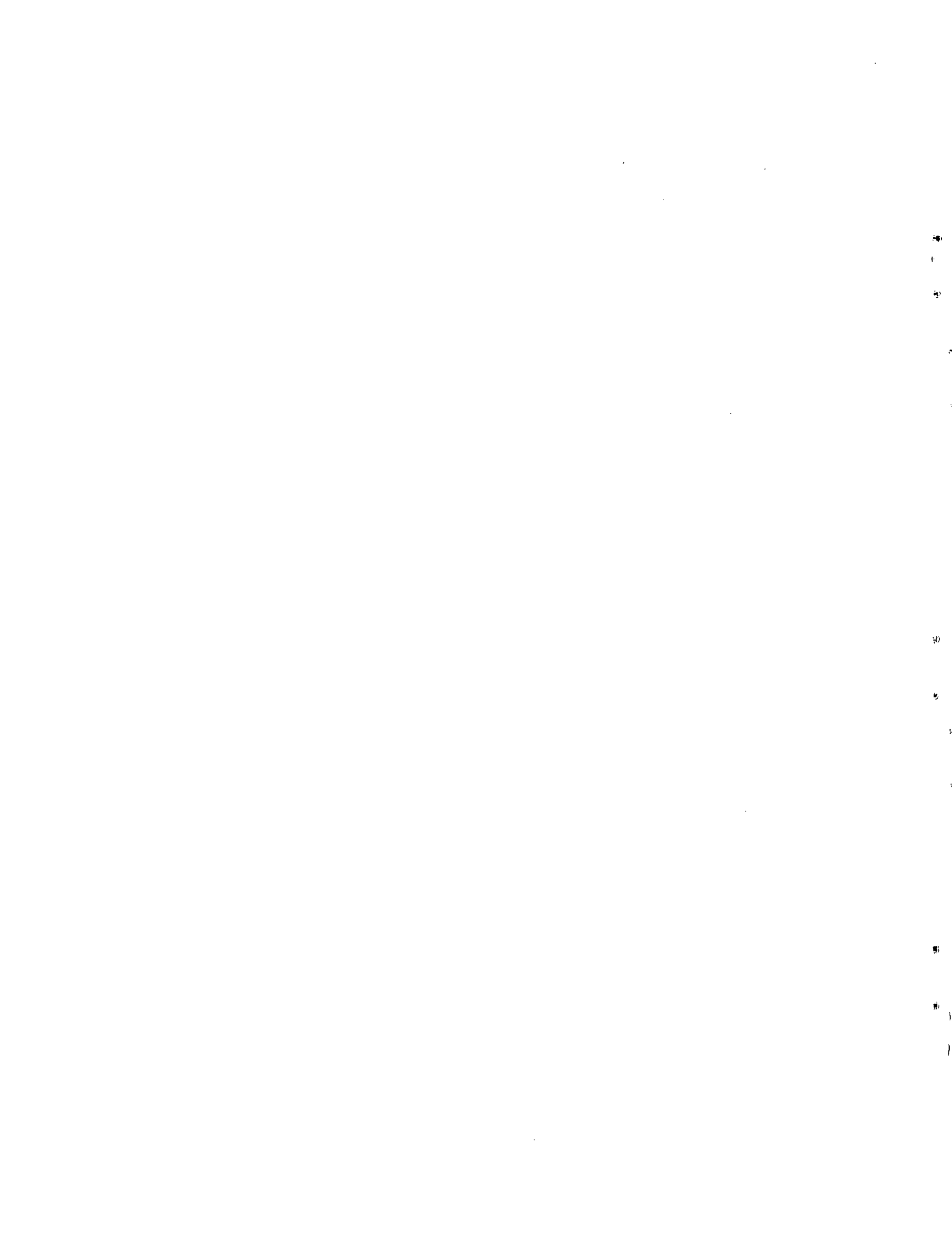
Office for the Caribbean

REPORT OF MISSION
ON
THE DOCUMENTATION CENTRE
OF THE
ECLA OFFICE FOR THE CARIBBEAN

ASSESSMENT OF ITS PRESENT SITUATION
AND RECOMMENDATIONS FOR ITS DEVELOPMENT

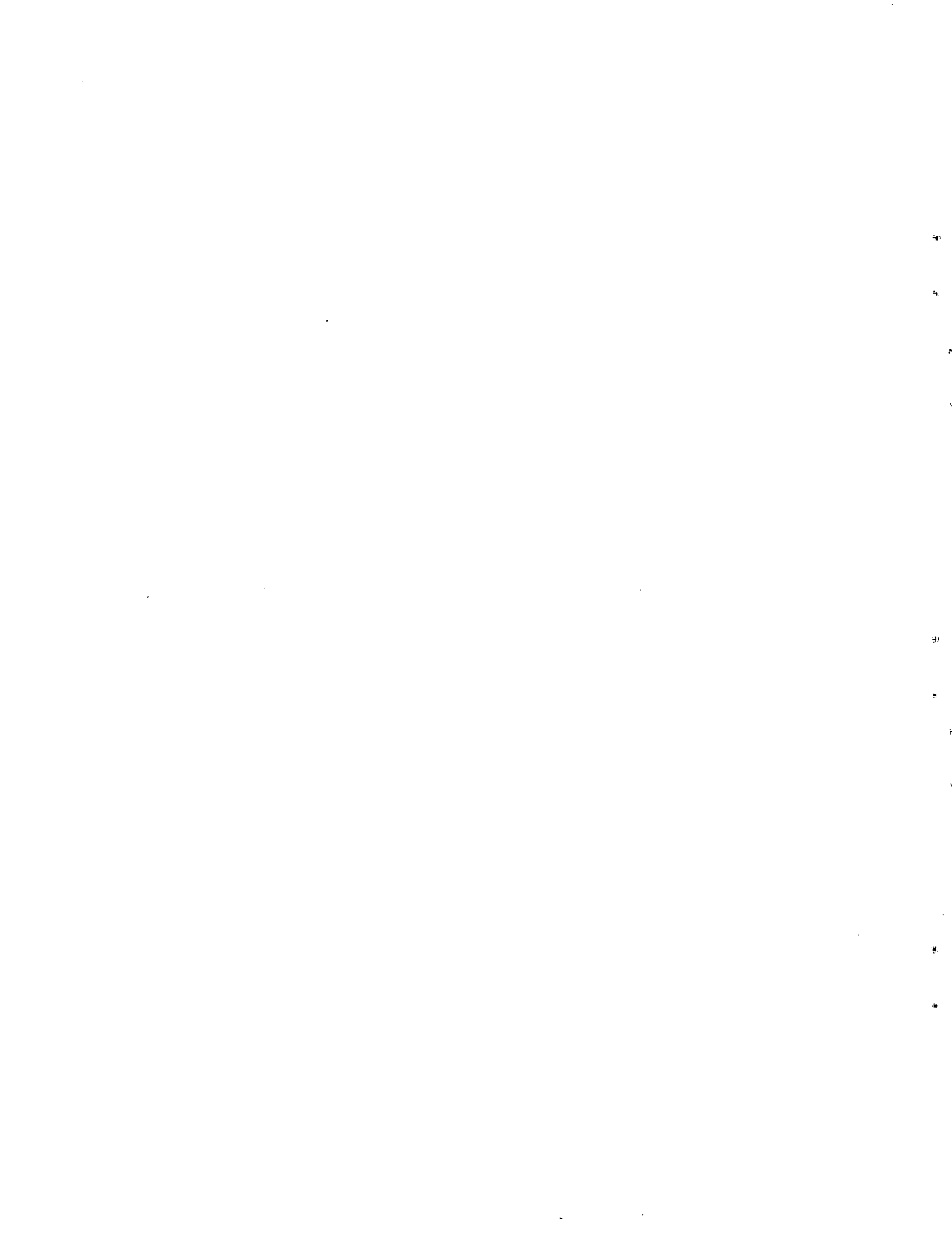
By Ursula Albertus

UNESCO Consultant



C O N T E N T S

	<u>Page No.</u>
INTRODUCTION	I - II
PRINCIPAL RECOMMENDATIONS	III - V
1. BACKGROUND INFORMATION	1
2. OBJECTIVES	1
3. ADMINISTRATIVE ASPECTS	1
3.1 STRUCTURE	1 - 3
3.2 PERSONNEL	4
3.3 BUDGET	5 - 6
4. TECHNICAL PROCESSES	6
4.1 SELECTION AND ACQUISITION	6 - 8
4.2 PROCESSING	8 - 15
5. SERVICES	15 - 17
6. SPACE, FURNITURE AND EQUIPMENT	17 - 19
7. TIMETABLE	19 - 23



INTRODUCTION

The mission was undertaken under the following terms of reference:

"Proceed to Port of Spain, Trinidad and Tobago and in full co-operation with the ECLA Office for the Caribbean and authorities of the Caribbean Documentation Centre:

- advise on the library and documentation activities to be carried out by the Centre in the region;
- examine the feasibility of setting up a regional network of scientific and technological information within the region;
- on the basis of the above, prepare a project proposal, before the 20th of March, 1977, for activities in the field of libraries and documentation to be presented at the Inter-Agency Meeting on the Implementation of the Work of the Caribbean Development and Co-operation Committee to be held in Santo Domingo, Dominican Republic on the 23rd of March, 1977".

In view of the short-term nature of the mission and the limited access to data concerning the present situation of information services in the Spanish and French-speaking Caribbean, it was agreed with the authorities of the ECLA Office and the Documentation Centre to concentrate on:

- the assessment of the present situation of the Documentation Centre, with concrete recommendations as to the implementation of its initial phase of operation;
- the preparation of a project proposal for a feasibility study to establish a regional information network.

The proposal was presented at the Inter-Agency Meeting and is attached to this report.

II

I would like to express my gratitude to the authorities of the ECLA Office for the Caribbean who facilitated the mission, and extend my sincere thanks to Mrs. Wilma Primus, Documentalist of the Centre and Dr. Alma Jordan, Librarian of the University of the West Indies, St. Augustine, Trinidad, for their most valuable assistance and personal attentions.

III

PRINCIPAL RECOMMENDATIONS

The Member States of the Caribbean Development and Co-operation Committee (CDCC) in recognition of the urgent need to support their actions by relevant and timely information services, mandated the establishment of the Documentation Centre, attached to the ECLA Office for the Caribbean in Port of Spain, Trinidad.

The main functions of the Centre are projected in terms of referral and dissemination services.

It is evident that the efficiency of the Centre in providing the demanded services, will depend to a major extent on its degree of access to relevant information facilities existing within and outside the sub-region, as well as on adequate mechanisms of information flow.

With these prerequisites in mind, the following recommendations are made:

- That the Documentation Centre be given a high-ranking place within the structure of the ECLA Office for the Caribbean, at the same level as other substantive units, with clear lines of authority and responsibility, to ensure smooth channels of communication, internally and externally.
- That the Library of the ECLA Office be merged with the Documentation Centre, to achieve greater economy.
- That effective links of co-operation and co-ordination be established with information services covering the subject areas relevant to CDCC actions, so that unnecessary duplication of efforts may be avoided.
- That full support be given to the development of national and sub-regional information infrastructures within the Caribbean to permit optimum utilization of existing resources.
- That the processing and retrieval functions of the Centre be automated to facilitate timely, relevant and comprehensive information flow.

IV

If the Centre is to meet its objectives, certain financial commitments must be taken. It is therefore recommended:

- That the Member States of the CDCC seek assistance from sources within the sub-region as well as from international organizations, especially UNESCO and UNDP.

In view of the need for the Centre to initiate its services immediately and taking into consideration that its operations at present are limited to manual procedures, the following recommendations are proposed:

- That the post of the Assistant Information Officer be filled as soon as possible so that the Documentalist will be enabled to concentrate on professional tasks.
- That the selection and acquisition policy be formulated on the basis of -
 - A thorough analysis of the CDCC Work Programme;
 - The determination of the different categories of CDCC priority information users and their specific characteristics;
 - Assessment of the actual and potential information supply by existing services.
- That funds be provided to build up a basic collection of reference tools (bibliographies, indexes, abstracts, etc.).
- That agreements be reached with the Governments of the CDCC Member States to provide the Documentation Centre, on a regular basis, with those official materials published by the Government and commercial printeries which are essential to the CDCC Work Programme.
- That in processing the collections, priority be given to indexing activities and to utilizing processing techniques, such as uniterm, which will facilitate the projected transfer to automated operations.
- That the services of the Documentation Centre be geared to the needs of the CDCC Secretariat (ECLA Office for the Caribbean) and of the decision-making and decision-preparing agents of the CDCC Permanent Secretariats.

In addition to the regular reference functions, the services to be provided should embrace, at a later stage, the procurement of documents on request and the publication of a periodical bulletin of current information, arranged in broad sections such as:

- Recent accessions.
 - Documents prepared by the ECLA Office.
 - References to current publications not existing in the Documentation Centre, but important to CDCC actions.
 - On-going research projects of relevance to the CDCC Work Programme.
- That the necessary arrangements be made to meet the Centre's basic requirements as regards space, furniture and equipment.



1. BACKGROUND INFORMATION

The Documentation Centre of the United Nations ECLA Office for the Caribbean in Port of Spain, Trinidad, began operating in January 1977, with the appointment of the Documentalist/Librarian.

The establishment of the Centre was mandated by the Member States of the Caribbean Development and Co-operation Committee (CDCC), during its first session, held in Havana, Cuba, in November 1975.

2. OBJECTIVES

From the conceptual framework outlined in the documents related to the creation and development of the Centre (E/CEPAL/CDCC/16 and E/CEPAL/CDCC/16/Rev.1), the following objectives can be determined:

General Objectives

- To support the integration activities of CDCC;
- To promote and facilitate optimum utilization of the information resources available within and outside the sub-region.

Specific Objectives

- To provide pertinent, accurate and up-dated information about priority sectors on which regional co-operation actions are to be centred, to both decision-making and decision-preparing agents of CDCC;
- To assume the responsibility of an inter-governmental co-ordinating body in order to secure a balanced and integrated development of national information systems in the sub-region and facilitate the flow of information among the Caribbean countries and between them and regional as well as international systems.

3. ADMINISTRATIVE ASPECTS

3.1 Structure

The Documentation Centre has been established as a specific unit within the ECLA Office for the Caribbean. Its lines of authority and responsibility are to be clarified. There is also a need for a written definition regarding the Centre's relation to the ECLA Library in Port of Spain which was established in 1968. There is no indication

as to whether the Library has been merged with the Documentation Centre in order to serve as a nucleus for the Centre's information activities.

The job description of the Documentalist/Librarian appointed to the Documentation Centre, specifies the range of duties assigned to the post, but does not mention the delegation of corresponding authority.

Specifically, there is a need to determine whether the Documentalist/Librarian is responsible for and has authority over:

- The organization, functioning and development of the Library, provided the latter has retained its status as a unit of its own within the structure of the ECLA Office for the Caribbean.
 - The execution of the budget assigned to the Library.
 - The formulation of the budget proposal for the Documentation Centre.
 - The selection and acquisition of published and unpublished documents, be it through purchase, exchange or donation.
- This aspect needs to be clarified, particularly in view of the fact that up to the present the acquisition of bibliographical materials for the Library is under the responsibility of the Administration Unit of the ECLA Office for the Caribbean.
- The selection and purchase of equipment, furniture and office supply for the Documentation Centre.
 - The recruitment of personnel to fill the vacant posts of the Documentation Centre.

Recommendations

It is recommended that:

1. The Library of the ECLA Office for the Caribbean be merged with the Documentation Centre.

Its existence as an individual unit within this Office can hardly be justified, considering the following circumstances:

- There is no personnel assigned to the Library.
 - Its collection of documents and publications is only in an incipient state of organization. Also, no adequate bibliographical control exists over its holdings. Previously established author, country and subject-catalogs do not serve any longer to locate materials on the shelves as they do not provide call numbers, and the card arrangement does not coincide any more with the collection's shelf arrangement which has been reorganized in June 1976. At present, subject approach to the contents of the collection is only through its shelf arrangement.
2. The Documentation Centre be given a high-ranking place within the structure of the Office, at the same level as other substantive units in order to ensure smooth lines of communication and co-operation, internally with the different units of the ECLA Office and externally with CDCC Member States and other entities.
 3. The official in charge of the Documentation Centre at present the Documentalist/Librarian, be entrusted not only with the responsibility but also with full authority to implement the managerial functions assigned to his post (planning, programming, budgeting, recruitment and supervision of personnel, etc.)
 4. The official in charge of the Documentation Centre be ultimately responsible for the selection and acquisition of bibliographical materials, equipment and furniture to be ordered for the Documentation Centre and the Library.

Undoubtedly, the selection of the bibliographical material should always be a joint undertaking between the Documentalist/Librarian and the professional staff of the ECLA Office for the Caribbean.

With regard to the acquisition procedures, only the accounting activities should continue to be the responsibility of the Administration Unit of the Office.

3.2 Personnel

The revised workplan of the Documentation Centre (E/CEPAL/CDCC/16/Rev.1) specifies the following posts to be staffed in order to operate the Centre during its initial stages of development:

<u>Post</u>	<u>First Phase (0-18 months)</u>	<u>Second Phase (19-36 months)</u>
Centre Chief	X	X
Documentalist/Librarian	X	X
Assistant Information Officer/Secretary	X	X
Documentalist/Programmer		X
Secretary		X

At present, only the Documentalist/Librarian has been appointed, as of 12 January 1977.

Recommendation

In order to implement the workplan as projected, the Centre needs urgently to be staffed with the required personnel.

Therefore, it is recommended that at least the post of the Assistant Information Officer/Secretary be filled as soon as possible, so that the Documentalist/Librarian will be enabled to concentrate on professional tasks.

Considering that the normal procedures for the appointment of personnel are lengthy, it is important that the Documentalist/Librarian will not be held up in initiating co-ordination activities with the different information services existing in the Caribbean countries. In this context, it is recommended that the necessary funds be provided to extend the projected travel of the Documentalist to Jamaica at the beginning of May 1977 (on invitation by the Institute of Social and Economic Research), by a brief mission to Cuba and also Mexico as both countries have very positive experiences to offer with regard to the development of information services.

3.3 Budget

The draft workplan, dated 2 December 1976, determines the following budget requirements for the first phase of the Centre's operation:

	<u>SALARIES</u>	<u>ECLA</u> (US\$)	<u>OTHERS</u> (US\$)	<u>TOTAL</u>
- Documentation Centre Chief		-	40,000	40,000
- Documentalist/ Librarian		12,000	-	12,000
- Assistant Library Officer/ Secretary		8,000	-	8,000
<u>TRAVEL AND CONNECTIONS</u>				
- Travel within the Region		-	10,000	10,000
- Publications		3,000	-	3,000
- Postage, Cable Messages		2,000	-	2,000
- Caribbean Information Meeting		-	15,000	15,000
<u>BIBLIOGRAPHIC MATERIAL AND EQUIPMENT</u>				
- Reference and Basic Books and Periodical Collections		2,500	15,000	17,500
- Specialized documen- tation equipment (microfilm reader and reproduction equipment)		-	20,000	20,000
- Office Supplies		<u>2,500</u>	<u>-</u>	<u>2,500</u>
TOTAL		<u>30,000</u>	<u>100,000</u>	<u>130,000</u>

So far, budget allotments have been limited to the provision of salary for the Documentalist/Librarian.

Recommendation

In order to get the Documentation Centre on an operational basis, it is recommended to seek and obtain the financial support needed to cover the projected expenses for personnel travel and acquisition of basic bibliographic materials, equipment and office supplies.

4. TECHNICAL PROCESSES

4.1 Selection and Acquisition

The Centre's workplan underlines the need to define selection policy in the light of CDCC's information requirements and the degree to which these requirements are being met already by existing information facilities.

The workplan identifies, though in very general terms, priority users and information requirements regarding types of materials and broad subject areas. However, it does not specify the number and categories of users involved and their specific information needs, which has to be done in order to provide the basis on which to formulate a relevant selection and acquisition programme.

In addition, selection work is faced with the following difficulties:

- The Centre does not possess the necessary bibliographical tools to locate materials published in the sub-region (National Bibliographies, Accession Lists, Indexes, etc.).
- Neither does it possess reference tools to locate essential publications from abroad (current contents for social sciences, and others).
- No adequate mechanisms have been established to locate and procure relevant government publications as well as those non-governmental and private publications which are not recorded bibliographically.

This problem has been partially solved by the efforts of staff members from the ECLA Office for the Caribbean who during their frequent field trips to the different CDCC member countries search for and collect materials relevant to their area of specialization.

As no funds are available, with the exception of US\$1,000 assigned to the Library for the subscription to periodicals and newspapers, acquisition is restricted to donations.

No formal links have been established for the systematic exchange of publications.

Recommendations

To ensure the procurement of documents and publications relevant to CDCC's information requirements and to fill the existing gap of information supply, it is recommended that the following measures be taken:

1. To formulate the selection and acquisition programme on the basis of:
 - a thorough analysis of the CDCC Work Programme, outlined in documents E/CEPAL/CDCC/8/Rev.1, E/CEPAL/CDCC/11 and E/CEPAL/CDCC/18;
 - the determination of the number and categories of priority users and their individual characteristics. (sphere of work, position, tasks and functions, etc.);
 - the assessment of the actual and potential information supply by existing services.
2. To establish a file of users' profiles (sets of particular information needs).
3. To prepare a directory of libraries and documentation centres existing within and outside the sub-region which provide information pertinent to the CDCC Work Programme.
4. To compile a file of Caribbean source materials.
5. To compile a file of development literature sources.
6. To build up a collection of basic selection tools, such as current national bibliographies, indexes and abstracts, accession lists and commercial publishing catalogs, produced in the sub-region.
7. To reach agreement with the Government Printing Offices of the sub-region, in order to obtain, on a regular and systematic basis, those official publications which are essential to the CDCC Work Programme. In view of the fact that a record of most of those

publications which emanate from Government Printerries but are not for sale, is not kept, it may be necessary to hold discussions on a higher level in order to ensure that Government Printerries provide the Documentation Centre regularly with lists of what has been published and with copies of those documents and publications which are vital to CDCC action.

8. To support the efforts made by the ECLA Office for the Caribbean staff during their field trips, to collect pertinent published and, especially, unpublished data.

4.2 Processing

The Library of the ECLA Office for the Caribbean which forms the nucleus of the information activities of the Documentation Centre, has only recently been reorganized by Miss Graciela Gonzales, Liaison Officer for Depository Libraries and Special Collections, Dag Hammarskjold Library (DHL), New York. Its collection is composed of documents and publications issued principally by the following entities:

- United Nations
- Governments of the Caribbean countries
- Specialized Agencies (FAO, ILO, etc.)
- Regional Organizations and Institutions (CARICOM, CDB, UWI, etc.)
- Technical Assistance Projects

The Library contains also a few commercially published books, pamphlets and some periodicals and newspapers on subscription, but does not possess any reference materials (dictionaries, encyclopedias, indexes, abstracts, etc.)

The approximately 10,000 items which form the collection according to Miss Gonzalez's report of August 1976, are shelved as follows:

UN Documents and Publications: Alphabetically by symbols and within each symbol numerically by document numbers, the Official Records of each organ preceding its symbolized documents.

Country Material: Alphabetically by countries within each country, alphabetically by subject notations and Cutter for author or title, according to a scheme developed by the DHL.

Specialized Agencies Documents and Publications: Alphabetically by Agency's acronym, within each acronym numerically by Dewey Decimal Classification's Form Divisions and Cutter for author or title, according to a scheme developed by the DHL.

No specific shelving arrangement has been made for the following kinds of materials:

- Books, periodicals and pamphlets
- Publications of regional organizations and institutions
- Published and unpublished reports of UN experts
- Non-commercially published reports, documents, etc. by individuals and private organizations.

During the reorganization, documents in series, periodicals and newspapers had not been checked in, due to the lack of adequate library supplies.

Cataloging had been limited to the preparation of author cards for documents from Guyana and for publications from certain specialized agencies to serve as samples for processing country and specialized agencies materials respectively.

Prior to the reorganization of the Library, catalogs had been prepared with separate subject, country, author and UN documents entries, using an elementary cataloging system, developed by the Library.

However, these catalogs have not been kept up to date. Moreover, they do not serve any longer their main function to locate materials in the collection, for reasons explained before.

Bearing in mind that the Documentation Centre has been established in order to support the implementation of the CDCC's Work Programme by providing pertinent, accurate and timely information to specific users, it is imperative to apply processing procedures and techniques which reduce the existing time lag between the receipt of the documents and the dissemination of needed information.

Recommendations

Though present conditions permit only manual processing and retrieval, it is recommended that the feasibility of automating these activities be examined as

early as possible since only computerized processing and retrieval will enable the Documentation Centre to provide the dynamic information service, particularly current awareness and selective dissemination of information, which CDCC actions demand. Meanwhile to improve efficiency of the present manual operations the following suggestions are offered:

At present, a large percentage of the collection consists of documents and publications in series. The estimate of priority information requirements (document E/CEPAL/CDCC/16/Rev.1), seems to indicate that this trend will continue to prevail in the development of the collection and that priority will be given to the acquisition of Caribbean materials especially statistical data, periodicals, Government reports and technical assistance reports.

In the light of these perspectives it is suggested that the collection be processed as follows:

1. UN Documents and Publications in Series

Bearing in mind that the Library has no depository status and that only a small percentage of UN materials relating to specific areas is received, it seems sufficient, for purposes of knowing what has been received, where it is located in the collection and the subject matter of each document:

- To register each item on a kardex card, according to its symbol and document number; the cards may then be arranged alphabetically by UN symbols, considering that inherent in each symbol is an author and broad subject approach,
- To identify the specific subject matter(s) of each item and determine the corresponding descriptor(s), consulting the index of the List of United Nations Document Series Symbols, the series A of the UNDEX, and the thesauri used for indexing.
- To prepare for each descriptor a subject catalog card and enter each item by its symbol and document number only, as those data are sufficient to identify the document and its location on the shelf. Then arrange the catalog cards alphabetically by descriptors.

Alternative: Instead of preparing subject catalog cards, it is recommended that the UN documents be indexed, as necessary, and incorporated into the uniterm file, described further below under "Monographic documents and publications".

In order not to interrupt the numerical sequence in the shelf arrangement of the monographic collection, it is suggested that the last consecutive number assigned to monographic materials, be used, distinguishing it by the addition of the initials (UN) for United Nations.

This alternative requires the preparation of a shelf-list card showing the symbol and number of the document as well as the descriptor(s) and consecutive number assigned to it.

The card then needs to be filed numerically in the shelf-list of the monographic collection.

- To shelve each item according to its symbol and document number. Shelf arrangement is alphabetical by UN symbols.
- To weed the collection regularly, following the recommendations given in the United Nations Documentation (ST/L 3/34).

2. Documents and Publications in Series

In order to facilitate shelf arrangement and the location of the materials in the collection, the following treatment is suggested:

- To enter documents and publications in series on kardex cards, arranged in one single alphabetical order, interfiling entries by:
 - Title (journals, annuals, etc.).
 - Country (Government documents and publications) and within each country alphabetically by issuing entity and title.
 - Regional organizations and institutions (CARICOM, CDB, UWI, etc.) and within each organization alphabetically by title.
 - Specialized Agencies (FAO, ILO, etc.) and within each agency alphabetically by title.
- If no relevant indexes are available, to subject analyze each item as necessary, and determine the corresponding descriptor(s), consulting the O.E.C.D. Macro-thesaurus and others at hand.

- To assign to each analyzed item a consecutive number in order to enter it or parts of it into the uniterm file as described below under "Monographic Documents and Publications".
- To avoid interfering with the numerical sequence in the shelf arrangement of the monographic collection, it is suggested that the last number given to monographic materials be used, adding the letter (s) for serials.
- To prepare a shelf-list card, with bibliographical reference to the indexed item, and indicating the consecutive number and descriptor(s) assigned to it, then intercalate the card by number into the shelf-list file for monographic materials.
- To enter the item by its descriptor(s) into the uniterm file.
- To shelve the serials alphabetically, in the same order as the kardex file; within each title, chronologically by issue number and/or date.

3. Monographic Documents and Publications

As subject analysis is of primary importance to the information service, it is suggested that all monographic materials be handled as follows:

- To assign to each item a consecutive number.
- To catalog each numbered item, preparing an identical author and shelf-list card, then indicate the assigned number on both cards, at the place normally reserved for the call number.
- To identify the subject matter(s) of each item and determine the corresponding descriptor(s) consulting the O.E.C.D. Macro-thesaurus and others as available.
- To register the assigned descriptor(s) on the author and shelf-list cards, at the place normally reserved for the subject headings.
- To prepare for each descriptor a uniterm card, on which the corresponding item number is registered, according to its last digit.

- To arrange the uniterm cards alphabetically by descriptors.
- To arrange the author catalog alphabetically by main entry.
- To arrange the shelf-list catalog by consecutive numbers, showing the last assigned number first.
- To shelve the monographic materials numerically.

As regards the periodic reports and technical documents prepared by Technical Assistance Projects, it is suggested that they be treated as monographic material, and arranged as follows:

- To prepare the author and shelf-list card under the name of the special agency and the title of the project, adding reports and documents as they are received.
- To assign a shelf-list number to the project itself and file periodic reports (initial, progress and final reports) together with the original project document and its plan of operation.
- To determine the subject fields in which the project's actions are centred (analysis of its plan of operation) and assign the corresponding descriptors.
- To register the project accordingly by its shelf-list number in the uniterm file.

As technical documents may deal with very specific subjects not represented by the descriptors assigned to the project, it may be necessary to register them separately in the uniterm file, giving them individual shelf-list numbers and descriptors.

Since shelf arrangement may cause a dispersion of the different documents produced by a project, it becomes necessary to establish the common authorship by recording all documents on the project's author card, though an individual shelf-list card needs to be prepared for each document separately entered into the uniterm file.

4. Reference Collection

Though at present the Centre possesses very few reference works, it is expected that a future collection will consist mainly of tools which facilitate the daily work of the Centre's staff. Therefore, it is suggested that this collection be shelved apart (next to the staff's working area), arranged by Dewey Decimal Classification and recorded in separate author and shelf-list files.

The above outlined suggestions and recommendations concerning the processing of the different materials, are based on the following considerations:

1. Experience shows that most of the information demands are subject-oriented; therefore, processing needs to provide for a maximum subject approach to the total collection's contents.

The uniterm system has been recommended since it permits a much more concise and detailed subject analysis than subject cataloging does. Also, it is expected that the application of uniterms will facilitate the eventual automation of technical processing.

2. The serious staff shortage on the one hand and the exigencies of the information service on the other, require that technical processes be rationalized to the greatest extent possible without losing sight of its main function which is to facilitate the use of the collections.

Therefore, it has been recommended that:

- all publications and documents in series be registered only on kardex cards, without providing additional catalog entries, as kardex registration is regarded sufficient to satisfy the Centre's needs for bibliographical identification;
- subject approach be only by uniterms in order to facilitate the search for information from the total collection.

Accordingly, catalogs and files have been limited to the following:

- 1 Kardex file for UN documents and publications in series.
- 1 Kardex file for documents and publications in series other than UN materials.
- 1 Author catalog for monographic materials, with cards for reference works being filed separately.
- 1 Shelf-list for materials listed in the uniterm file.
- 1 Shelf-list for reference works.
- 1 Uniterm file for all subject-analyzed items.

No title approach has been provided (with the exception of serials listed in Kardex), as the limited request, experienced so far, does not seem to justify the effort of preparing additional title cards.

3. For the same reasons of economizing efforts, shelf arrangement has been divided only into the following groups:

- UN documents and publications in series.
- Documents and publications in series, other than UN materials.
- Monographic documents and publications.
- Reference works.

It is understood that in processing the different materials, priority be given to new accessions as they provide up-dated information and that the existing collection be gradually recorded and analyzed, whenever time permits.

5. SERVICES

The objectives of the Documentation Centre call for an outreaching information service to support the CDCC development actions in the Caribbean.

According to the workplan (E/CEPAL/CDCC/16/Rev.1), the Centre's main functions are projected as "dissemination and referral services, rather than a centralized gathering of documents and data".

The establishment and implementation of these services will depend to a major extent on the following basic conditions:

- The existence of information infrastructures on national levels as well as on a regional basis.
- The application of modern telecommunication techniques.

Therefore, the recommendations made in the project proposal^{1/} which was prepared for the Inter-Agency Meeting on the Implementation of the Work of the Caribbean Development and Co-operation Committee (Santo Domingo, Dominican Republic, 23 March 1977), are aimed at supporting the development of these prerequisites for efficient information flow.

^{1/} Supplementary Note on the Caribbean Documentation Centre (E/CEPAL/CDCC/19/Add.3).

At present, due mainly to the staff shortage and the manual operation of the Documentation Centre, services are limited to the following activities:

- Circulation of materials and home loans to staff members of the ECLA Office for the Caribbean.
- Reference services to staff members of the Office, officials from other entities and the public in general.
- Occasional preparation of special bibliographies, on request from staff members of the Office and officials from other entities.
- Provision of photocopies to staff members of the office and to officials from other entities.
- Inter-library loans, on a local and national level.

Under the present conditions, it is not feasible to establish a current awareness service and selective dissemination of information, particularly on a scale corresponding to the wide range of CDCC information demands and priority users.

Nevertheless, there is a definite urgency to respond more actively to the immediate information needs of the ECLA Office for the Caribbean staff, and to supply CDCC priority users (who need to be identified more specifically) with basic current information of relevance to the CDCC regional co-operation actions.

Recommendations

Taking into account the limitations under which the Documentation Centre operates at present, it is suggested that the information service be developed along the following lines:

1. Information service to staff members of the ECLA Office for the Caribbean:
 - To circulate periodically (weekly) among the staff photocopies of the table of contents of periodicals received in the Documentation Centre, and of selective journals received by other libraries and documentation centres in Trinidad.

- To provide the staff regularly (bi-weekly) with bibliographies, arranged by subjects, about current accessions related to their field of specialization.

To offer a document procurement service.

2. Information service to CDCC priority users:

- To offer document procurement service.
- To publish a tri-lingual monthly bulletin of current references which may be arranged by the following sections:
 - List of recent accessions, arranged by subject areas directly related to the priority sectors of the CDCC work programme.
 - List of recent documents prepared by the ECLA Office for the Caribbean.
 - Bibliographic references to recent publications and documents of relevance to the CDCC work programme, but not existing in the Documentation Centre.
 - Directory of relevant on-going research projects (within and outside the sub-region).

It is suggested that the publication of the bulletin be initiated after needs of specific information needs and groups of CDCC priority users have been determined.

As to the document procurement service, it is also suggested that previous to its initiation, a feasibility study be conducted in order to ascertain the costs involved and to establish the conditions of service.

Concerning the long-term development of the Centre's information services, it is suggested that actions be taken on the conclusions and recommendations contained in the attached project proposal.

6. SPACE, FURNITURE AND EQUIPMENT

The Documentation Centre has not been allocated any physical facilities. At present, it uses the facilities of the Library which are the following:

6.1 Space

The Library occupies a total area of approximately 625 sq. ft. divided as follows:

Reading area: The Conference room of the ECLA Office for the Caribbean serves as reading room; it covers approximately 275 sq. ft. and seats 15 persons.

Office and Processing area: Both functions share an area of approximately 95 sq. ft.

Shelving: Occupies a space of approximately 255 sq. ft.

6.2 Furniture

Consists of the following:

- Commercial shelving (34 metal shelves with 6 panels each).
- 1 Four-Drawer metal card catalog.
- 2 Single card catalog drawers.
- 1 Book truck.
- 1 Office desk
- 1 Chair

The Conference room is furnished with three tables and 15 chairs, it also contains 2 wooden shelves with a total of 32 panels.

6.3 Equipment

The Library is equipped with one typewriter.

Recommendations

Existing space, furniture and equipment facilities are totally inadequate for the needs of the Documentation Centre, even in its initial stage of operation.

Therefore, it is recommended that the necessary provisions be made in order to meet the following minimum requirements:

1. Space

To accommodate reading, shelving, processing and office areas, a space of at least 2,000 sq. ft. needs to be provided.

2. Furniture

Upon appointment of the projected personnel, desks and chairs will be needed.

Though the presently allocated space does not permit the placement of any additional furniture, it is urgent to expand shelving in order to accommodate new accessions.

As an immediate answer to this pressing situation, it is suggested that the existing collection be weeded and discarded materials be distributed or offered in exchange, particularly unnecessary duplicates which at present are piled in the Conference room.

The processing of the collection requires among others the following facilities:

- 2 Visible card files, with 6 drawers each.
- 1 Sectional card catalog cabinet, with 15 drawers.
- 1 Vertical file cabinet, for newspaper clippings and other vertical file material.
- 1 File cabinet for correspondence, etc.
- 1 Microfiche filing cabinet.
- 1 Microfilm filing cabinet.

3. Equipment

The Documentation Centre is expected to offer photocopying service.

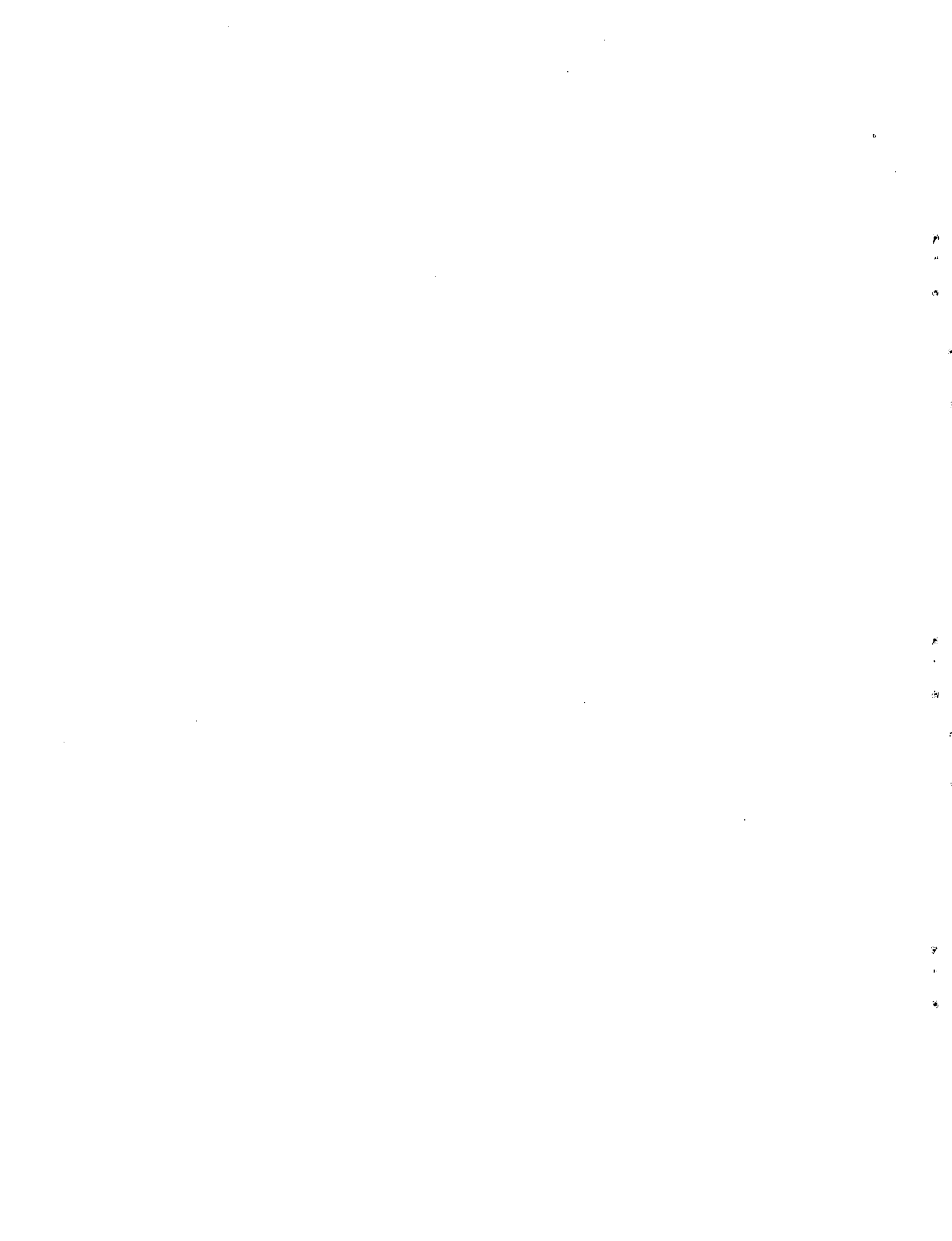
Therefore, it is suggested that adequate copying equipment be provided.

As the Centre will need to acquire information in microform (microfiche and microfilm), the corresponding reader-printers have to be purchased.

If the Centre is to prepare and also publish the current information bulletin, it will be necessary to purchase a tri-lingual electric typewriter with inter-changeable typefaces.

7. TIMETABLE

Since it is expected that the operation of the Centre will be subject to change when automated, only the immediate activities which need to be performed in order to initiate the information service, are detailed in the following timetable:



1977

1978

Activity

J F M A M J J A S O N D

J F M A M J

Develop the collection of documents and publications, selecting and acquiring materials related to CDCC priority sectors, not covered by other information services

.....

Process new accessions (checking-in, cataloging, indexing, recording, shelving)

.....

Process existing collection

.....

Weed collection and distribute discarded materials

.....

Prepare and distribute periodic lists of exchange materials

.....

Determine libraries and documentation centres with which to establish exchange

.....

Reach exchange agreements

.....

Establish directory of exchange libraries and documentation centres

.....

Compile reference file of Caribbean source materials

.....

<u>Activity</u>	<u>1977</u> <u>J F M A M J J A S O N D</u>	<u>1978</u> <u>J F M A M J</u>
Compile reference file of development literature sources	
Establish directory of research institutes (within and outside the sub-region) relevant to CDCC Work Programme	
Establish directory of on-going research projects relevant to CDCC actions	
Offer regular library services (reference, circulation, home loans)	
Reach agreements with Trinidadian libraries and documentation centres to obtain regularly photocopies of tables of contents of selective current journals	
Circulate among ECLA Office Staff photocopies of table of contents and current journals received in the Documentation Centre	
Examine feasibility of providing a document procurement service (cost analysis and terms of service)	



