



CEPAL

CENTRO LATINOAMERICANO DE DOCUMENTACION
ECONOMICA Y SOCIAL

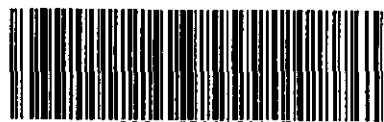
COMISION ECONOMICA PARA
AMERICA LATINA

CLADES

CLADES/PROY.REG./DIR./3/REV./1

DIRECTORY OF DEVELOPMENT INFORMATION UNITS

TRINIDAD AND TOBAGO



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Santiago, Chile, 1978

CLADES/PROY.REG./DIR./3/REV.1

DIRECTORY OF DEVELOPMENT INFORMATION UNITS

TRINIDAD - TOBAGO

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

Santiago, Chile, 1978

S U M M A R Y

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INTRODUCTION

The Latin American Centre for Economic and Social Documentation (CLADES) of the Economic Commission for Latin America (CEPAL) embarked in January 1976 on a group of activities connected with the execution of a project entitled "Inventory of Socio-Economic Information Units in Latin America and the Caribbean" under the sponsorship of the International Development Research Centre (IDRC) of Canada. The main objective of this project was to evaluate the services providing information and documentation for development existing in the region in order to promote the rationalization of their resources and foster a wider exchange of information.

The first task undertaken by CLADES was to design a questionnaire requesting information on the following points: names and addresses of libraries and information and documentation centres concerned with economic and social matters; administrative dependence of these libraries and centres; their human and financial resources, activities aimed to promote the services provided by these units; size of their collections; and other technical activities undertaken. Subsequently, this information was organized as a basis for the preparation of a diagnosis and the compilation of a directory of the units included in the inventory in countries of the region.

In order to carry out such a project efficiently, CLADES enlisted the collaboration and support of the national or sectorial information institutions in the various countries. Particularly noteworthy in the case of Trinidad-Tobago the support of the Library of the University of the West Indies, St. Augustine, whose participation in the organization of the work made it possible to obtain the large number of answers.

This directory, which was prepared on the basis of a set of relevant data contained in the answers to the questionnaire and processed by means of ISIS (Integrated Set of Information Systems), is essentially regarded as a working instrument designed to guide the search for data both by information specialists and by users in general as a basis for:

- Identifying the universe of information units for development from different angles: institutional, geographic, etc.;
- Reporting on the priority subjects contained in their collections and the physical location of such collections;

/... Reporting

- Reporting on access to specialized information services and the days and hours in which the Unit is opened to the public
- Disseminating information on the services furnished by each unit to the development community: planners with decision-making responsibilities, academic personnel, students and public in general and
- Supplying information about the publications produced by such units for real or potential users.

In addition, this instrument is expected to have other positive effects such as:

- (a) Facilitating closer liason and contact between information units with related interests, thus permitting an effective exchange of information.
- (b) Helping as far as possible to rationalize the centres' and libraries' own activities in this field; and
- (c) Paving the way for the strengthening or establishment of future sectoral and/or national information networks for development.

The information contained in the directory is mainly based on 1976 data, but has been up-dated to 1977.

In order to limit the scope of the inventory to a manageable number of information units for the national counterpart institutions and the small CLADES research team, some basic working definitions were adopted for the concepts "information unit" and "economic and social field".

a. Information unit: This term has been used in the restricted sense of "information and documentation services" which include only libraries and documentation centres possessing organized collections and sufficient human resources to enable them to offer information and documentation services. It excludes institutional files, statistical data banks, school libraries and privately owned libraries. Generally speaking, public libraries, except national libraries or those acting as such, have been excluded.

/b. Economic

b. Economic and social field: Refers to the subject content of the information units' collections. This includes economic and social disciplines such as: economics, sociology and law; interdisciplinary areas of development such as public health, environment and planning; units specializing in technology (as in agriculture, engineering, medicine) whose collections also usually contain information on economic and social disciplines and interdisciplinary areas of development. It excludes information units with collections specializing in exact and natural sciences (astronomy, mathematics) and general human sciences (theology, philosophy).

These restrictions of the concepts of "information unit" and "economic and social field" confine the inventory to a group of units whose role, though fundamental in development decision-making processes, is limited in that it does not cover all the requirements of such processes. This group of units would be on the periphery of the demand for information from executives, research specialists and their advisers and assistants, but it provides a point of departure for future research designed to embrace all the information most directly linked with decision-making.

INSTRUCTIONS FOR USE OF THE DIRECTORY

The document comprises the body or basic information of the directory in which the descriptive data on the information units are given, and the indexes which facilitate the retrieval of information.

The data presented in the directory have been taken textually from the answers to the questionnaires submitted to the institutions, with some corrections introduced by the national counterpart institution.

It should be noted that the units are presented on separate sheets, one for each library or centre. If a unit has no information available on a particular field, this is not given in the printed text, and if it lacks a particular service, the word "NONE" is inserted.

The basic information has been organized in five broad sections:

- A. Identification of unit (N^o 1 to 11)
- B. Collection (N^o 12 to 17)

/C. Services

- C. Services (N^o 18 to 21)
- D. Personnel and equipment (N^o 22 and 23)
- E. Observations

An example is given in the next page of the descriptive data for each unit, which has been numbered for the sake of clarity.

I. Basic Information in the Directory

A. Identification of unit

1. ISIS control number: the number assigned to each unit for its location and retrieval in the data base.
2. Name of institutions: Name of the organization which the information unit belongs to or serves. The information units are registered directly in their own name if they are independent or the name of the unit is sufficiently well known, as in the case of national libraries.
3. Name of information unit: Its descriptive or commemorative designation is given here, e.g., the Dag Hammarskjöld Library. Otherwise, the appropriate generic name is used: library, documentation centre, information centre, etc.
4. Address: Permanent address of the information unit. In some cases this may be different from the address of the institution to which it belongs, which is not given in this directory.
5. Geographical location: Place, city or region in which the unit is located.
6. Postal address: The postal address follows the form used in the country concerned: P.C. Box, apartado postal, casilla, etc.
7. Telephone (s): The unit's area code, telephone number and extensions.
8. Cable address: The abbreviation of the cable address is given.
9. Telex: Telex number of the institution or unit.

/10. Hours

- 1) 00088 2) University of the West Indies (Cave Hill Campus)
Faculty of Law Library
- 4) Address Cave Hill Campus
 - 5) City Cave Hill
 - 6) P.O. Box P.O. Box 64
 - 7) Telephone 02191 Ext. 232
 - 8) Cable UNIVADOS
 - 9) Telex None
- 10) Schedule Monday-Friday 9:00 am to 10:00 pm
Saturday-Sunday 9:00am to 5:00 pm
- 11) Estab. Date 1921
- 12) Collection 30,000 Volumes
- 13) Periodicals 400 Titles
- 14) Main Subjects 1 - Law
2 - Government
3 - Sociology
- 15) Cataloguing System Books: Angloamerican, Rules
Unconventional documents: Own
- 16) Storage and Retrieval Subject Headings: Library of Congress, MAYS
- 17) Special Materials Microforms
- 18) Services Provided Circulation
Information and Consultation
Reference
Photocopying (Paid)
Selective Dissemination of information
(Internal)
- 19) Coop. Activities Reproduction
Interlibrary loans
- 20) Exchange Exchange with Materials produced by the unit
Bibliographies
- 21) Publications Bulletins of recent acquisition
- 22) Personnel Librarians 004
Administratives 008
- 23) Equipment Photocopier, card duplicator

10. Hours of attention: Here the hours of attention to the public have been divided into week-days and Saturdays and Sundays, with a distinction between the morning and afternoon timetables.

11. Date of Establishment: Year in which the information unit was officially or unofficially established.

B. Collection

12. Size of collection: Number of volumes of books and non-conventional documents, which are normally estimates and not necessarily exact statistical figures.

13. Collection of periodical publications: Number of titles of journals existing in the unit, whether or not they are still being received. The data on this section should be used with caution, since the answers of some units indicated the total number of copies in their collection of periodical publications instead of the number of titles making up the collection.

14. Main subjects: The six most important subjects of the collection are given in decreasing order of importance according to the percentage they represent of the total collection.

In this connexion, the following list of subjects and disciplines in the socio-economic field was attached to the questionnaire:

Agriculture	History
Anthropology	Housing
Commerce	Industry
Economics	Information and Documentation
Economic Policy and Planning	Integration
Education	International Relations
Education Science	International Trade
Energy	Labour
Enterprises	Law
Environment	Management Science
Finance	Mass Communication Media
Forecasting	National Security
Geography	Natural Resources
Government	Nutrition

/Political Geography

Political Geography	Social Policy
Political Science	Social Security
Population	Social Welfare
Psychology	Sociology
Public Administration	Statistics
Public Finance	Tourism
Public Health	Transport
Public Works	Urbanism
Science Policy	

15. Cataloguing system: Set of rules and procedures used by the units for the description of bibliographical material, either books or non-conventional documents (name of author, title and date of publication, etc).

16. System of analysis: Set of working instruments (classifications, subject headings, thesauri, uniterm, etc.) used by the units to describe the content of the various types of bibliographical material.

17. Special materials: Information is provided on collections of maps, slides, discs, magnetic tapes, etc.

C. Services

18. Public services: The various services to which the users have access. If the services are used exclusively by the staff members of the unit, the word "internal" is written in brackets.

EXAMPLE: LOCAL LOANS (INTERNAL)

In the case of services which have to be paid for, the word "paid" is written in brackets.

EXAMPLE: PHOTOCOPIES (PAID)

The following services have been considered in this directory: circulation, local loans, references, bibliographies on request, translations, selective dissemination of information, and photocopies.

19. Co-operative activities: Activities carried out by the unit in co-ordination with other similar or related units with the object of rationa-

/lizing the

lizing the use of human and bibliographical resources and improving the quality and coverage of the services. These activities can be: co-operative acquisitions (purchase, exchange, gifts), preparation of collective catalogues, co-operative cataloguing, inter-library loans, reprography, etc.

20. Exchange of publications: Type of publications used by the unit for exchange purposes. These can be publications of the unit itself or of the institution to which it is responsible, or discarded material.

21. Publications of the unit: It is indicated here whether the unit publishes lists or bulletins of new acquisitions, bibliographies, translations, summary bulletins or reviews, periodical publications, etc., with the name and frequency of publication.

D. Personnel and equipment

22. Personnel: Number of librarians, other professionals and administrative personnel normally working in the unit, and of personnel on a half-time basis, if any.

23. Equipment: The various equipment to which the unit has access. When the equipment is hired outside the unit, the term "hired outside" is written in brackets.

EXAMPLE: COMPUTER (HIRED OUTSIDE)

E. Observations

These are normally some indications given by the units in order to clarify or complement their answers.

II. Indexes

The following indexes have been prepared for the purpose of locating the information contained in the national directory:

1. General index of institutions: Presents in alphabetical order the names of the institutions to which the units covered by the survey are administratively responsible.

/2. Classification

DIRECTORY

00091 Central Bank of Trinidad and Tobago
Research Library

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

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

Collection 7.000 Volumes
Periodicals 752 Titles
Main Subjects
1 - Monetary Policy
2 - Statistics
3 - Economics
4 - Finance
5 - Law
6 - Economic Policy and Planning
Cataloguing System Books: Angloamericans
Storage and Retrieval Classification: U.D.C.
Services Provided
Photocopying
Circulation (Internal)
Local Loans (Internal)
Reference (Internal)
Bibliographies on request (Internal)
Coop. Activities Interlibrary loans (Local)
Exchange None
Publications
Bulletins of recent acquisitions (Weekly)
Bibliographies (3 monthly)
Weekly News Summary
Daily News Bulletin
Personnel
Librarians 002
Administratives 004
Equipment Photocopier
Observations
Depositary Library of Publications of the
International Monetary Fund

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

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

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

Collection 3.500 Volumes

Periodicals 70 Titles

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

Storage and Retrieval
Classification: Dewey
Punched Cards: Books

Special Materials Films, slides, cards - Subject and Title

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

Coop. Activities Interlibrary loans (Local)

Exchange Exchange with publications produced by the entity

Publications
Bulletins of recent acquisitions
Bibliographies

Personnel
Librarians 001
Administratives 001

Equipment Photocopier, Reproductions equipment (Hired outside)

Observations Depository library of publications of national institutions and UNESCO

00093 Ministry of Finance (Planning and Development)
Library

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

Schedule: Monday-Friday 8:00 AM - 4:15 PM
Estab. date: 1968

Collection 12.000 Volumes

Periodicals 225 Titles

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

Cataloguing System
Books: Angloamericans
Unconventional Documents: Angloamericans

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

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

Coop Activities Interlibrary loans (Country)

Exchange None

Publications
Bulletins of recent acquisitions (Monthly)
Bibliographies

Personnel
Librarians 001
Administratives 004

Equipment Photocopier, Reproduction equipment

00094 Ministry of Industry and Commerce
Library

Address: Frederick St., 6. Floor, Salvatori Building
City: Port of Spain
P.O. Box: P. O. Box 288
Telephone: 32931

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

Collection 500 Volumes
Periodicals 20 Titles
Main subjects 1 - Economics
2 - Industry
3 - Commerce
4 - International Trade
Cataloguing System Books: Angloamericans
Unconventional documents: Angloamericans
Services provided None
Exchange None
Personnel Librarians 001
Administratives 001
Observations Unit is now being established

00095 Trinidad and Tobago Management Development Centre
Library

Address: Frederick St., Salvatori Building, 2nd Floor
City: Port of Spain
P.O. Box: P.O. Box 1301
Telephone: 62-31961-3
Cable: MANDEV

Schedule: Monday-Friday 8:00 AM - 4:15 PM
Estab. date: 1971

Collection 1.500 Volumes.

Periodicals Without information

Main subjects
1 - Management Science
2 - Personnel Management
3 - Industry
4 - Marketing
5 - Advertising

Cataloguing System Books: Angloamericans

Storage and Retrieval Classification: London classification for Business Studies

Special Materials Maps, films

Services provided
Reference
Bibliographies on request
Translations
Photocopying

Coop Activities Interlibrary loans

Exchange Exchange with publications produced by the entity and the unit

Publications
Bulletins of recent acquisitions (Bimonthly)
Bibliographies
MDC Business Journal (2 yearly)
Management abstracts

Personnel
Librarians 001
Administratives 001

Equipment Photocopier, Reproduction equipment

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

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

Estab. date: 1851

Collection 65.000 Volumes
Periodicals 150 Titles
Main subjects 1 - Social Sciences
2 - West Indian Literature
Cataloguing System Books: Angloamericans
Storage and Retrieval Classification: Dewey
Subject Headings: Sears
Special materials Tapes, records
Services provided Circulation
Local loans
Reference
Bibliographies on request
Photocopying (Paid)
Coop Activities Interlibrary loans (Country)
Exchange None
Publications Bibliographies
Personnel Librarians 003
Administratives 043
Equipment Photocopier (Hired outside)

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

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

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

Collection 5.000 Volumes

Periodicals 16 Titles

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

Cataloguing System Books: UN System

Special materials Maps

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

Coop Activities
Co-operative acquisitions
Interlibrary loans (Local)

Exchange None

Personnel Administratives 001

Equipment Photocopier, Reproduction equipments

00098 Parliament Department
Parliament Library

Address: Red House
City: Port of Spain
Telephone: 62-37055

Schedule: Monday-Friday 8:00 AM - 4:00 PM

Collection 2.000 Volumes

Periodicals 130 Titles

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

Cataloguing System Books: Angloamericans
Unconventional documents: Angloamericans

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

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

Coop Activities Interlibrary loans (Local)

Exchange None

Personnel Librarians 001

Equipment Photocopier

Observations Depository library of Parliament's publication and
of publications of national institutions

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

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

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

Collection 23.000 Volumes

Periodicals 117 Titles

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

Cataloguing System
Books: Angloamericans
Unconventional documents: Angloamericans

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

Special materials
Records, tapes, cassettes

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

Coop Activities
Interlibrary loans (Local)

Exchange
None

Publications
Bulletins of recent acquisitions (Irregularly)

Personnel
Librarians 001
Administratives 001

Equipment
Photocopier, Reproduction equipment

Observations
Depositary library of British Standards of the
British Standards Institutions

00100 Ministry of Industry and Commerce
Industrial Development Corporation
Library

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

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

Collection 8.000 Volumes

Periodicals 385 Titles

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

Cataloguing System Books: Angloamericans

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

Special materials Maps

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

Coop Activities Interlibrary loans (Local, regional, country)

Exchange Exchange with publications produced by the unit and discarded material

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

Personnel	Librarians 002 Administratives 002
Equipment	Photocopier, Reproduction equipment
Observations	Depository library of the publications of the British Standards Institutions

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

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

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

Collection 300 Volumes
Periodicals 40 Titles
Main subjects
1 - Energy
2 - Finance
3 - Economic policy and planning
4 - Commerce
5 - Environment
6 - Economics
Cataloguing System Books: Own
Storage and Retrieval Classification: Own
Services provided Photocopying
Circulation (Internal)
Local loans (Internal)
Coop Activities Interlibrary loans (Country)
Exchange None
Personnel Administratives 001
Equipment Photocopier, Reproduction equipment, computer (hired outside)

00102 Express Newspaper Trinidad Ltd.
Library

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

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

Estab. date: 1967

Collection 5.000 Volumes

Periodicals 200 Titles

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

Cataloguing System Books: Own
Unconventional documents: Own

Special materials Microforms, maps, newspaper clippings and photographs

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

Exchange Exchange with publications produced by the entity

Publications Guide to the use of the library (1974)

Personnel Other professionals 001
Administratives 003

Equipment Photocopier, reproduction equipment, microform reader

00103 Ministry of Legal Affairs
Law Commission
Library

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

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

Collection 10.000 Volumes

Periodicals 25 Titles

Main Subjects 1 - Law
2 - History

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

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

Coop Activities Interlibrary loans (Local)

Exchange None

Publications Bulletins of recent acquisitions

Personnel Librarians 001

Equipment Photocopier

00104 Council of Legal Education
Hugh Wooding Law School
Library

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

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

Estab. date: 1972

Collection 4,686 Volumes

Periodicals 439 Titles

Main Subject 1 - Law

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

Services provided Circulation
Local loans
Reference
Photocopying (Paid)

Exchange None

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

Personnel Librarians 001
Administratives 005

Equipment Photocopier, reproduction equipment

00105 University of the West Indies
Library

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

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

Estab. date:

Collection 148,300 Volumes

Periodicals 8,977 Titles

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

Cataloguing System
Books: Angloamericans
Unconventional documents: Angloamericans

Storage and Retrieval
Classification: Library of Congress

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

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

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

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

Publications
Humanities; Engineering and Physical Sciences; Agri-
culture and Life Sciences
Social Sciences (Quarterly)
Caribbean Studies (Quarterly)
National Bibliography (Jointly with Central Library)

of Trinidad and Tobago (Quarterly)
Bibliographies
Bulletins of recent acquisitions

Personnel

Librarians 016
Administratives 052

Equipment

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

Observations

Depositary Library of Trinidad and Tobago
Copyright Law and publications of the United Nations,
UNESCO, FAO, OAS, IICA OEA/CIDIA

00106 University of the West Indies
Institute of International Relations
Documentation Centre

City: St. Augustine
Telephone: 662-5314

Schedule: Monday-Friday 8:30 AM - 4:30 PM
Estab. date: 1972

Collection 15,000 Volumes

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

Cataloguing System Unconventional documents: ALA

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

Special materials Records, tapes, cassettes

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

Coop Activities None

Exchange None

Publications Bulletins of recent acquisitions (Irregularly)

Personnel Other professionals 002

Equipment Photocopier

00107 Caribbean Epidemiology Centre (CAREC)
Library

Address: Jamaica Blvd.
City: Port of Spain
P.O. Box: P.O. Box 164
Telephone: 62-24261
Cable: CAREP

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

Collection 800 Volumes
Periodicals 120 Titles
Main Subjects
1 - Virology
2 - Microbiology
3 - Medicine
4 - Science and Technology
5 - Public Health
6 - Entomology

Cataloguing System Books: Library of Congress, U.S. National Library of
Medicine

Special materials Maps, films, records, tapes, cassettes

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

Coop Activities Interlibrary loans (Local)

Exchange None

Publications Bulletins of recent acquisitions

Personnel Librarians 001

Equipment Photocopier, Reproduction equipment

00108 Cipriani Labour College
Library

Address: Churchill Roosevelt Highway
City: Valsayn
Telephone: 662-5014

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

Collection 2.000 Volumes

Periodicals 30 Titles

Main subjects
1 - Management Science
2 - Industrial Relations
3 - Economics
4 - Political Science
5 - Finance
6 - Psychology

Storage and Retrieval Classification: Dewey

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

Coop Activities Interlibrary loans

Exchange Exchange with discarded material

Publications
Bulletins of recent acquisitions
Bibliographies

Personnel Administratives 004

Equipment Photocopier, reproduction equipment

00109 Ministry of External Affairs
Research Library

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

Collection 20.000 Volumes
Periodicals 15 Titles
Main Subjects 1 - International Relations
2 - International Laws
3 - Economics
4 - International Trade
Cataloguing System Books: Angloamericans
Storage and Retrieval Classification: Dewey
Special materials Maps
Services provided Selective dissemination of information
Circulation (Internal)
Reference (Internal)
Coop Activities Interlibrary loans (Local)
Exchange None
Publications Index of Treaties and International Agreements of
Trinidad
Foreign Policy Statements and Appendices 1972, 1973,
1974
Personnel Librarians 001
Administratives 002
Equipment Photocopier, reproduction equipment

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

City: Centeno
Telephone: 664-4334-7

Schedule: Monday-Friday 8:00 AM - 4:00 PM
Estab. date: 1900

Collection Without information
Periodicals 500 Titles
Main subjects 1 - Agriculture
Cataloguing System Books: Angloamericans
Storage and Retrieval Classification: Dewey
Special materials Slides
Services provided Reference
Bibliographies on request
Circulation (Internal)
Local loans (Internal)
Photocopying (Internal)
Coop Activities Interlibrary loans
Exchange None
Personnel Librarians 001
Administratives 003
Equipment Photocopier
Observations Depository Library of Publications of FAO

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

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

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

Estab. date: 1945

Collection 542.990 Volumes

Periodicals 379 Titles

Main subjects Without information

Cataloguing System Books: Angloamericans
Unconventional documents: Angloamericans

Storage and retrieval Classification: Dewey
Subject headings: Sears

Special materials Maps

Services provided Circulation
Local loans
Reference
Bibliographies on request
Photocopying

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

Exchange Exchange with publications produced by the unit

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

/Personnel

Personnel

Librarians 023
Other professionals 001
Administratives 091

Equipment

Photocopier, Reproduction equipment

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

Address: U.W.I. Campus
City: St. Augustine

Schedule: Without information
Estab. date: 1977

Collection Without information

Periodicals Without information

Main subjects 1 - Agriculture
2 - Statistics
3 - Economics
4 - Information and Documentation

Cataloguing System Books: Own
Unconventional documents: Own

Services provided Circulation
Reference
Selective dissemination of information

Coop Activities None

Exchange None

Publications Non-periodic . publications
Bulletins of recent acquisitions
Bibliographies

Personnel Other professionals 003
Administratives 002

Equipment Photocopier (Hired outside the entity), card dupli-
cator, key puncher, computer

/00113

00113 University of the West Indies
Caribbean Industrial Research Institute (CARIRI)
Technical Information Services

Address: U.W.I. Campus (TUNAPUNA P.C.)
City: St. Augustine
Telephone: 662-7161
Cable: CARIRI

Schedule: Without information
Estab. date: 1970

Collection Without information

Periodicals 126 Titles

Main subjects Without information

Cataloguing System Books: ALA
Unconventional documents: REMAC Optical Coincidence

Storage and Retrieval Classification: U.D.C.
Peek-a-Boo: Unconventional documents

Special materials Microforms, maps, records, tapes, cassettes

Services provided Reference
Bibliographies on request
Translations (Paid)
Selective dissemination of information
Photocopying (Paid)
Question and answer
Information retrieval (Paid)
Circulation (Internal)
Local loans (Internal)

Coop Activities Interlibrary loans

Exchange None

Publications Bibliographies (3 Monthly)
Construction Cost Information Bulletins (Irregularly)
Technical Bulletins
Food Processing Data Series

Personnel Other professionals 004
Administratives 004

Equipment Photocopier, reproduction equipment, microform
reader

00114 University of the West Indies
School of Education
Library

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

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

Estab. date: 1973

Collection 11.200 Volumes

Periodicals 140 Titles

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

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

Storage and Retrieval Subject headings: Library of Congress

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

Services provided
Circulation
Local loans
Photocopying (Paid)

Exchange Exchange with publications produced by the entity

Personnel Librarians 001
Administratives 002

Equipment Photocopier, reproduction equipment

00115 Trinidad and Tobago Electricity Commission (TYIEC)
Reference Library

Address: Frederick St. 63
City: Port of Spain
P.O. Box: P.O. Box 121
Telephone: 36291
Telex: 274 Trincelon

Schedule: Monday-Friday 7:45 AM - 4:30 PM

Estab. date:

Collection 2.500 Volumes
Periodicals 90 Titles
Main subjects
1 - Energy
2 - Engineering
3 - Accounting
4 - Management Science
5 - Labour
Cataloguing System Books: Angloamericans
Storage and Retrieval Classification: U.D.C.
Services provided Without information
Coop Activities None
Exchange None
Personnel Administratives 001
Equipment Photocopier

00116 Ministry of Health
General Hospital
Medical Library

Address: Charlotte St.
City: Port of Spain
Telephone: 62-32437

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

Estab. date: 1966

Collection 10.000 Volumes

Periodicals 300 Titles

Main subjects 1 - Medicine

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

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

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

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

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

Exchange Exchange with publications produced by the unit

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

Personnel Librarians 002
Administratives 004

Equipment Photocopier, reproduction equipment

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

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

Estab. date: 1965

Collection 3.000 Volumes

Periodicals 800 Titles

Main subjects 1 - Statistics
2 - Population
3 - Economics

Cataloguing System Books: IASI

Storage and Retrieval Classification: IASI

Services provided None

Exchange None

Publications Bulletins of recent acquisitions (Weekly)

Personnel None

Observations Depository library of the World Fertility Survey

00118 University of the West Indies
Institute of International Relations
Library

Address: University of the West Indies
City: St. Augustine
Telephone: 662-5511, Ext. 371
Estab. date: 1966

Collection 10.000 Volumes

Periodicals 120 Titles

Main subjects
1 - International Relations
2 - Economics
3 - Law
4 - History

Cataloguing System Books: Library of Congress, ALA

Storage and Retrieval Subject Headings: Library of Congress

Special materials Maps

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

Coop Activities Interlibrary loans (L.A. and the Caribbean)

Exchange None

Publications Bulletins of recent acquisitions (Fortnightly)

Personnel
Librarians 001
Other professionals 001
Administratives 002

Equipment Photocopier

00119 United Nations Information Centre (UNIC)

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

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

Estab. date: 1962

Collection 3.000 Volumes

Periodicals 19 Titles

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

Cataloguing System Books: Own

Storage and Retrieval Classification: Own

Services provided Reference

Coop Activities Interlibrary loans (Local)

Exchange None

Personnel Administratives 001

Equipment Photocopier

Observations Depository Center of Publications of United Nations

00120 Industrial Court of Trinidad and Tobago
Library

Address: St. Vincent St. 26
City: Port of Spain
P.O. Box: P.O. Box 1289
Telephone: 62-31304

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

Collection 15.125 Volumes
Periodicals 316 Titles
Main subjects
1 - Law
2 - Labour Relations
3 - Economics
4 - Management Science
5 - Statistics
6 - Political Science
Cataloguing System Books: Angloamericans
Storage and Retrieval Classification: Dewey
Special materials Maps
Services provided
Local loans
Reference
Bibliographies on request
Circulation (Internal)
Coop Activities Interlibrary loans (Local)
Exchange None
Publications Non-periodic publications
Personnel Librarians 001
Administratives 003
Equipment Photocopier

00121 Ministry of Petroleum and Mines
Library

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

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

Collection 1.500 Volumes

Periodicals 70 Titles

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

Cataloguing System Books: Angloamericans

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

Special materials Maps

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

Coop Activities Interlibrary loans (Local, country)

Exchange Exchange with publications produced by the entity

Publications Bulletins of recent acquisitions (Monthly)

Personnel Librarians 001

Equipment Photocopier (hired outside), reproduction equipment

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/Ministry

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University of the West Indies
Institute of International Relations
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1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for financial transparency and accountability. This section also outlines the various methods used to collect and analyze data, ensuring that the information is reliable and up-to-date.

2. The second part of the document focuses on the implementation of these practices across different departments. It provides detailed instructions on how to set up the necessary systems and procedures to ensure consistency and efficiency. This includes identifying key personnel responsible for data collection and analysis, as well as establishing clear communication channels.

3. The third part of the document addresses the challenges associated with data management and offers solutions to overcome them. It discusses the importance of data security and privacy, as well as the need for regular audits to ensure the integrity of the information. Additionally, it highlights the benefits of using modern technology to streamline data collection and analysis processes.

4. The final part of the document provides a summary of the key findings and recommendations. It reiterates the importance of maintaining accurate records and implementing robust data management practices. The document concludes by expressing confidence in the organization's ability to achieve its goals through these efforts.

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2016年12月31日

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