



Report of the Sub-Regional Workshop for  
**COOPERATIVE LIBRARIANS  
AND  
DOCUMENTATION OFFICERS**

Los Banos, Laguna (Philippines)

14th—29th April, 1981



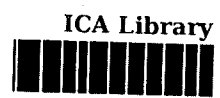
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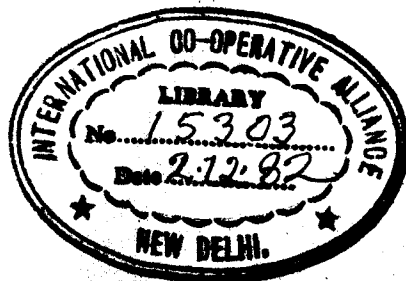




R E P O R T  
OF THE  
SUB-REGIONAL WORKSHOP FOR COOPERATIVE LIBRARIANS  
AND DOCUMENTATION OFFICERS OF SOUTH-EAST ASIA.

Los Banos, Laguna, Philippines

APRIL 14-29, 1981



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INTERNATIONAL COOPERATIVE ALLIANCE  
Regional Office and Education Centre for South-East Asia  
"Bonow House", 43 Friends Colony,  
New Delhi-110065



## P R E F A C E

The International Cooperative Alliance, Regional Office and Education Centre for South-East Asia (ICA ROEC), under its library and documentation services made modest contribution to promote and develop cooperative libraries, documentation, information services and system among ICA member countries of South-East Asia. Precisely the manner in which the said promotional activities hitherto conducted by ICA ROEC could be categorised as follows:

1. Providing documentation services, specially to the cooperative movements in the Region.
2. Providing in-service training to cooperative librarians and documentation officers of member countries.
3. Providing consultative services.
4. Organising and conducting workshops/courses for cooperative librarians and documentation officers of member countries.
5. Liaison work for the International Working Party of Cooperative Librarians and Documentation Officers.

Prior to the Sub-Regional Workshop held in the Philippines, four national workshops were held - three in India and one in Sri Lanka. The report of the workshop is divided into five parts:

Part-I deals with the general concept and need for cooperative library documentation and information network through resource sharing in South-East Asia. It was felt that dealing with the conceptual aspect for the need for cooperative libraries network will provide better insight of the subjects to the readers in general and policy-makers in particular.

Part-II deals with the study report dealing with the present position of cooperative libraries of participating countries and their problems and suggestions for improvements. The background information provided a base for the preparation of workshop syllabus.

Part-III - The report of the workshop.

Part-IV - The report of group discussions of the workshop.

Part-V contains various annexes (i.e. list of reading material, list of participants & resource persons of the workshop, workshop programme, further reading, etc.).

In the preparation of this report I received valuable help, guidance and encouragement from many people. I specially acknowledge my gratitude for the help and guidance given to me by my seniors and by my colleagues in our office. Professional support given by Mr. Bernard Howcroft, Mr. G.Y. Wesley and Mrs. Shamsiah Abu was of immense value.

B.D. Pandey



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GENERAL INTRODUCTION

COOPERATIVE INFORMATION NETWORK

Rochdale Pioneer and Early Cooperative Library System : A Source of Inspiration

To educate the people, Rochdale Pioneers started many cooperative education activities, and classes were held to teach members to read and write. To enable them to have access to books and newspapers they established their own libraries. If the cooperators/cooperative officials/cooperative policy makers/cooperative educators wish to send the message of cooperative ideology to the masses it can be done by establishing a network of cooperative libraries, reading rooms and information centres filtered down at the primary societies level.

Need for a Library Documentation and Information Network for Cooperative Movement of Developing Countries : A General Situation

Most of the developing countries have realised for some time the importance of setting up cooperative information systems and services aimed at supporting decision-making and research in the promotion of cooperative movement. So far, the promotional aspect of cooperative movement is being carried out through cooperative education and training programme. Cooperative education and training for cooperative development is a process of passing on information about relevant cooperative knowledge and experiences through teaching. Besides teaching, the vital component of retrieval of information and knowledge for cooperative development is served by the library and information centre. This service though well-appreciated in principle by the cooperative authorities is often side tracked by the developing countries. Any cooperative information and knowledge generated by individual or an institution should ultimately reach to the users of the information. There are various ways of channelling the information through mass media. However, books are one of the most powerful media of communication, casting an everlasting impression on a person. Andre Maurois aptly emphasizes the

impact of reading thus - "Our civilisation is an epitome of the knowledge and memories accumulated by the generation that have gone before. The partake of it we must need get into touch with their thought. The only way to do this - and so become a cultured person - is by reading. Nothing can take the place of reading - no lecture or image on a screen has the same power to enlighten. Pictures are a most valuable means of illustrating a written text, but they hardly enable us to form general ideas. Films, like the spoken word, flow by and are lost to us, it is difficult, impossible to turn back to them for reference. Books abide, as life-long companions." (UNESCO: Public libraries and their mission, 1961).

Although Maurois focusses upon the importance of reading in general nonetheless it is equally valid for reading for professional purposes also. The experiences gained by others can mainly be channelled through books and other printed material.

Therefore, there must be a place where all the printed cooperative knowledge is procured, preserved, indexed and made available to the users in the quickest possible time. The place is a library or a documentation centre or an information centre within the cooperative organisation and/or its auxiliary bodies.

#### Need of a well-organised Library for Cooperative Educational Institutions and other Cooperative Organisations

A good cooperative educational programme entails a well-equipped library where students and teachers can undertake self-study. The library should contain all printed material on cooperation and allied subjects, with special reference to that particular country. For comparative study purposes it should have a good collection of cooperative documents from other countries. It should have a comprehensive collection of cooperative and allied journals. It should also have relations with national and international cooperative libraries for the purpose of inter-exchange and inter-lending of books and documents. A place where all these could be available is the cooperative library. However, a library exclusively devoted to cooperative subjects, where those involved in cooperative work could make researches and studies is still wanting in the developing countries of Asia. If teachers and leaders engaged in cooperative work have to be aware of the latest trends and developments there is a need for a well-equipped cooperative library

network, rich in reading materials and devices. Only then can it be said, the cooperative teachers and leaders of the country after having studied and referred to the experiences and knowledge of others (as learned from the wise use of what a good cooperative library offers) will be able to build up an effective, educational programme fitted to the country's economic, cultural, political and social background needs.

### COOPERATIVE INFORMATION NETWORK THROUGH RESOURCE SHARING

#### Need for Cooperative Information Network

The volume of literature output in the field of cooperative studies and movement all over the world during the post-war period has assumed large proportions. The enormous growth of interest in cooperation and the rapid expansion of new cooperatives has been matched by an explosion of literature on the subject. Books, pamphlets, published report, etc. are only one part of this burgeoning literature, there is also a growing periodical press and many unpublished papers, surveys, statistical statements, etc., are in circulation. The latter kind of material contains important and topical current information, but these are elusive of not properly tracked out on time and documented. The literature on cooperatives is vast particularly if one wants to know about cooperatives in other countries or for obtaining a global picture of the movement. The speed with which it is produced calls for the establishment of a network of information system at various levels. Such a system would facilitate collection, organisation of information on regular basis for quick retrieval and dissemination to the users before it become obsolete. It is all the more imperative in view of the increasing importance attached to the cooperatives by the governments as agencies for attaining social justice through cooperatives an information system which can make available the requisite information at the proper time.

#### Resource Sharing among Cooperative Libraries

A viable cooperative information system or network can be established through a coordinated effort of all cooperative libraries of the country. The participating libraries share their resources or pool their resources together for the ultimate success of the information network. Resource sharing denotes a mode of operation whereby the functions are shared in common by a number of libraries. It is a mean, to maximise the accessibility

of material and minimize costs and at the same time not lose individual identity. Cooperative libraries belonging to a same discipline or mission can form a network of their own for sharing their collection and create data basis on the subject of their interest for purposes of current and retrospective search. (See also page 16 : National Information System for Cooperatives).

### Why Resource Sharing

A cooperative library, whatever be its states of affluence cannot hope to be self sufficient. The dynamic nature of information, sooner or later gives rise to financial pressure upon the cooperative libraries and information centres for cooperating into a network in order to share resources rather than duplicate.

Broadly the resources could be shared by the cooperative libraries and information centres in the following areas and manner:

1. Book acquisition
2. Book processing
3. Storage and delivery
4. Sharing of manpower
5. Training and development programmes
6. Material sharing
7. Inter-unit loaning
8. Integrated documentation service

### PRESENT POSITION OF COOPERATIVE LIBRARIES AND DOCUMENTATION SERVICES IN SOUTH-EAST ASIA : A SURVEY

Realising and recognising the need for developing cooperative libraries of member countries of the South-East Asia, ICA ROEC conducted a Workshop for Cooperative Librarians and Documentation Officers of South-East Asia in April 1981 for a duration of 15 days. It was decided that before the workshop, a preparatory study should be conducted of the working of the cooperative libraries in the Region. A brief report of the study conducted by the ICA Librarian and Documentation Officer is given below:

#### Objectives of Preparatory Study

In order to be able to conduct the workshop effectively, preparatory study was conducted of the working of cooperative libraries and information

system of the participating countries. The study helped the ICA to prepare a need based syllabus for the workshop and to identify suitable participants for the workshop.

#### Countries covered

The countries covered were Indonesia, Republic of Korea, Malaysia, Philippines, Singapore and Thailand.

#### Study Methodology

1. Visited cooperative institutions and their libraries.
2. Concerned persons were interviewed.
3. Working of libraries was studied.
4. Information was also collected through a questionnaire covering all aspects of cooperative libraries and documentation services.

#### Subject Area Covered

1. Present position of the library services in the country.
2. Present system of collection of documents.
3. Technical aspects of the library work.

### COUNTRY SITUATIONS

#### 1. THAILAND

##### 1.1 Institutions covered:

Cooperative League of Thailand, Cooperative Promotion Department.

##### 1.2 Present Position of Cooperative Libraries:

At present there are two good cooperative libraries, viz. Cooperative Promotion Department, and Cooperative League of Thailand.

##### 1.2.1 Library of Cooperative Promotion Department:

It has a separate apartment with total area of 176 sq. metres. It has over US\$1500/- budget per year. At present, library has over 8000 books and adds about 100 books per year. Library receives over 30 periodicals. Over 50% of library collection is in English language. Library covers subject areas of cooperation and allied subjects. Library is managed by three trained personnel. Library users are government officials only. It is not open to public. Some time, it lends books to outsiders. At the time of survey library was not doing any documentation and press cutting services. Library is not the member of International Working Party of Cooperative Librarians & Documentation Officers.

1.2.2 Problem areas:

Inadequate skill of compiling documentation work; lack of use of library by outsiders; and lack of interest of library to develop cooperative libraries of the country.

1.2.3 Suggestions:

- i. Library should encourage cooperators and university scholars to use library.
- ii. Lending rules to outsiders should also be relaxed.
- iii. Library staff should issue documentation lists to begin with accession list.
- iv. Library should cooperate and collaborate with the library of Cooperative League of Thailand and prepare a plan for future cooperation library development in the country.

1.3 Library of Cooperative League of Thailand

At present, library is placed in a small room of 64 sq. metres. It has a annual budget of about US\$ 2000/-. Library has over 5000 books and receives over 100 periodicals. Over 50% of the library documents are in English language. Library mainly covers cooperative literature. A few documents on socio-economic subjects and a few general reference books are also kept for use. Library is open for general public interested in cooperatives. Library also maintains newspaper clipping file. Library is managed by a single but technically qualified person. Library has inter-lending with other libraries and is a member of the International Working Party of Cooperative Librarians and Documentation Officers.

1.3.1 Problem areas:

- i. Inadequate space.
- ii. Inadequate staff.
- iii. Inadequate budget.
- iv. Poor collection of cooperative literature.
- v. Presently library has no plan for future development of cooperative libraries in Thailand.

1.3.2 Suggestions in brief:

- i. Staff: Library of this size, utility and services must have at least two skilled persons, one typist and one helper (total four).
- ii. Space: Library should be housed in a larger space with a room for readers and stacking place for documents.



- iii. Library budget should be increased at least by 50%.
- iv. Library should have better reference and information services of its current possession.
- v. Library should be in touch with other national and international cooperative organisations.
- vi. Library in collaboration with Cooperative Promotion Department should plan future cooperative library development in the country.

### 1.3.3 Stages and Steps for Implementation of above Suggestions:

It can be in two stages:

- A. Organisation and development of Leagues' library.
- B. Coordinated development of cooperative library system in Thailand.

#### A. Organisation and development of Leagues' library

- i. After necessary scrutiny of each collection, I meant, determining the utility of each document for use all selected documents should be accessioned.
- ii. Classification of all the accessioned documents of library.
- iii. Cataloguing of all the classified documents of library.
- iv. To decide regarding lending and other administrative problems of library documents.
- v. Issuing of Accession list of new additions to library on a regular basis.
- vi. Preparation of a cumulative catalogue of collections of documents in the library.
- vii. Preparation of list of journals received in the library.
- viii. Preparation of a Bibliography of Literature on Cooperative Movement in Thailand.

#### B. Coordinated Development of Cooperative Library System in Thailand

- i. First of all a survey should be conducted of existing cooperative libraries and information centres in the country to find out how many cooperative organisations have their information centres/libraries and how many should have their libraries/information centres.
- ii. How much trained manpower will be required for manning these proposed cooperative libraries/information centres.
- iii. To plan and organise condensed basic courses for potential cooperative librarians of the country.
- iv. To prepare teaching packages, if possible in Thai language for the potential cooperative librarians.
- v. To maintain, national/regional/international relations with cooperative organisations and their librarians, through correspondence and exchange of literature, etc.

Further it is envisaged that the participants of proposed librarians workshop shall prepare a national blue print for cooperative library development in Thailand for the consideration of concerned authorities.

Before going for the implementation of these suggestions, it is suggested that a library committee should be formed under the chairmanship of a senior ranking officer of the CLT with Leagues' Librarian as its member secretary. If requested ICA ROEC can help in the formulation of the proposed Library Committee.

## 2. MALAYSIA

### 2.1 Institutions/Organisations covered:

Cooperative Union of Malaysia, Malaysian Cooperative Insurance Society, Angkatan Kerjasama Kebangsaan Malaysia Limited (ANGKASA), Cooperative College of Malaysia, Department of Cooperative Development, Cooperative Book Store of University of Malaysia, Farmers Organisation Authority, Fisheries Development Authority, Consumer Cooperative Super Market and National Library.

### 2.2 Present Position of Cooperative Libraries:

Cooperative College of Malaysia has an excellent library. It has enough space for books and readers. At present the library has over 14,000 books and receives over 250 journals. It is managed by a trained librarian, hence library documents are properly classified and catalogued. Farmers Organisation Authority, Fisheries Development Authority and Malaysian Cooperative Insurance Society have their own small libraries. These libraries do not have qualified staff to arrange library documents in a scientific manner. However, during my discussions with the concerned authorities of these institutions I found good enthusiasm among concerned authorities to have a good library manned by trained staff. They were fully aware and convinced that a well organised library, documentation and information centre is an essential tool for a cooperative organisation not only for cooperative references but even for general reading for staff.

### 2.3 Problem Areas:

Other Cooperative Libraries: As mentioned earlier, besides College Library, other institutions visited, either do not have their libraries or wherever there is modest library collection, it is not properly organised. Even space, furniture and physical facilities provided are not adequate. Library personnel manning these libraries are not properly qualified.

College Library:

Space : College library is presently housed in a small room, but in the proposed new building for college, adequate provision has been made for housing the library.

Finance : Library gets required budgetary support from authorities.

Personnel : At present, library has one qualified librarian and one qualified assistance librarian and three other supporting staff (total five). I understand from concerned authorities that with the expansion of college activities, library's inadequate staff problem will be taken care with.

Documentation Service : At present library is not doing documentation services except issuing the occasional accession list.

Development and Promotional work : At present library is not attending such work. However, Malaysian movement being a fairly well developed movement has good cooperative training college imparting cooperative training to the cooperative personnel of the country. As an institution of self education, the authorities of the movement are fully aware and appreciative of developing a network of cooperative libraries and documentation and information system in the country. They feel that the libraries network will be a good support for their educational and training activities on one hand and for general cooperative information utility services on the other. The movement has a well established cooperative college having a reasonably good library with trained manpower which will be an advantage to the movement to promote cooperative libraries in the country.

2.4 Suggestions:

- i. The cooperative college should take responsibility for library development in the country.
- ii. The college should conduct regular training programmes and courses for cooperative library development in the college on the same lines as they have training programmes for other subjects.
- iii. To begin with the college librarian should conduct a survey of cooperative libraries in the country and establish the future documentation and information needs of the cooperative movement. A plan for the national network of cooperative library development and information system should be prepared.

- iv. After the plan is prepared and future target group is found, a national workshop should be organised for the potential cooperative librarians of the country.
- v. College librarian in collaboration with the ICA ROEC should produce simple teaching packages to teach library science to the untrained persons.
- vi. After the national workshop, a series of provincial level workshops should be organised.
- vii. In view of the potentiality and richness of the movement and the English language proficiency and the availability of trained librarians with the college it is suggested that Malaysian movement should extend a helping hand to other sister movements in the Region to develop their library system.
- viii. College librarian should also maintain close collaboration with the ICA ROEC for exchange of cooperative literature and technical know-how etc.
- ix. It is suggested and strongly recommended that college librarian should take active part in the activities of the International Working Party of Cooperative Librarians and Documentation Officers and also participate in its meetings held from time to time.

### 3. INDONESIA

#### 3.1 Institutions Covered:

Dewan Koperasi Indonesia, Office of the Director General of Cooperatives, Cooperative Training College, National Navy Cooperatives, Office of the Chief Technical Adviser (Project Manager), ILO/UNDP Project in Indonesia.

#### 3.2 Present Position of Cooperative Libraries:

There are 27 training centres spread over the country and over six thousand people are engaged in the development and promotion of the cooperative movement in the country. There are various national and international organisations engaged in helping and guiding cooperative education and training programmes in the country. To meet their reference and documentation requirements there is not a single good cooperative library in Jakarta.

Cooperative Training Centre, Office of National Navy Cooperatives have libraries consisting of a few hundred books. But these libraries also need much improvements in their collection as well as in technical aspects. However, I was told that these two libraries are managed by trained librarians. But I only met the librarian of the National Navy Cooperatives, who is a trained person and very keen to learn and improve her library services. I also understand that the condition of libraries at other training centres is not satisfactory.

### 3.3 Problem Areas:

Space : The libraries I studied do not have adequate space and desired standard furniture and other necessary physical facilities.

Budget : Libraries do not have any fixed budget.

Collection : Libraries collection of books and journals are inadequate to meet the requirements of cooperative readers.

Documentation Services : At present none of the cooperative librarians are doing any kind of documentation work.

Personnel : Library personnel are not properly qualified and some of them are only part-time librarians.

### 3.4 Suggestions:

Indonesian participants for proposed Manila Sub-Regional Workshop for Cooperative Librarians and Documentation Officers should prepare a blue print for development of cooperative library system in the country. If possible, subject specialist should be put to job to prepare a national plan for cooperative library development. The proposed plan can be implemented into three phases:

- i. reorganising present libraries,
- ii. training cooperative librarians, and
- iii. documentation service for cooperatives.

Many international organisations presently helping cooperative movement in Indonesia can help to find out an expert consultant to plan for cooperative library development in Indonesia.

4. PHILIPPINES

4.1 Institutions covered:

Cooperative Union of the Philippines, Bureau of Cooperatives Development, Agricultural Credit and Cooperatives Institute, Polytechnic University of the Philippines, Philippine Rural Reconstruction Movement, and also met an official of Cooperative Sugar Federation.

4.2 Present Position of Cooperative Libraries:

Though the Philippines has a high rate of literacy and the people have an awareness about the cooperative movement which is 75 years old. However, due consideration has not been given to the need for a well organised library system for cooperatives in the country. At present, there is no cooperative library where one can find all literature on the cooperative movement of the country. Polytechnic University and ACCI have their libraries but they too are not very rich in cooperative literature. Therefore, in my opinion there is a need for a national cooperative library for the country.

4.3 National Cooperative Library:

It is suggested that there should be a National Cooperative Library for the country. The library should possess all available old cooperative documents of the country as well as should receive on a continuous basis current cooperative literature produced in the country and also from other parts of the world. This library should be open to all cooperative organisations, cooperative officials, University students and any other person who wish to know and read cooperative literature. This project perhaps can be undertaken by the newly organised National Cooperative Union of the Philippines.

4.4 Proposed Future Expansion and Extension Programme for National Network of Cooperative Library and Documentation Services:

The National Library should be a collective pilot project of all cooperative organisations/institutions. It should expand to cope with the future reference requirements of the cooperative movement. The National Cooperative Library should be responsible for the development of provincial level library system, etc. This can be done in a phased manner.

5. REPUBLIC OF KOREA

5.1 Institutions covered:

National Agricultural Cooperative Federation (Research Department and Library), and National Agricultural Cooperative College.

5.2 Present Position of Cooperative Libraries:

Both the institutions covered, have very good libraries. These libraries have good collection on cooperative and allied subjects. Over 70% of the documents are in Korean language, about 10% in Japanese language and nearly 20% in English. Libraries have enough space for documents and readers. Both the libraries have technically qualified staff. Documents are properly classified and catalogued. Shelves arrangement and display of journals and newspapers, etc. is excellent. Precisely, the libraries arrangement speaks itself that these are being managed by trained staff.

5.3 Future Plan and Special Observations:

Due to the reasons of my short visit, I could not discuss much about the future plan, etc. However, I felt a good awareness among the authorities about the need for a good library for a cooperative organisation. It was felt that participating Korean Cooperative Librarians in the proposed workshop shall discuss and prepare the future development plan for cooperative libraries in their country.

6. GENERAL OBSERVATIONS AND IMPRESSIONS  
OF MY STUDY CONDUCTED IN SOUTH-EAST ASIA

6.1 Cooperative authorities appreciated ICA's initiative for cooperative library promotion and development in the Region.

6.2 Cooperative librarians responded very well with the idea of having a Sub-Regional Workshop for Cooperative Librarians and Documentation Officers of South-East Asia.

6.3 There were a few potentialities for developing National Cooperative Library network in a few countries of the Region.

6.4 ICA ROEC and other concerned national and international organisations should extend a helping hand to the cooperative movement of the Region in the development and promotion of their library system.

6.5 ICA should carry out on a regular basis activities of library promotion and development in the Region of South-East Asia.

REPORT OF THE WORKSHOP

INTRODUCTION

A Sub-Regional Workshop for Cooperative Librarians and Documentation Officers of South-East Asia, was held by the International Cooperative Alliance, Regional Office & Education Centre for South-East Asia (ICA ROEC), in collaboration with the Agricultural Credit and Cooperatives Institute (ACCI), Philippines, from 14th to 29th April 1981 at Los Baños, Laguna, Philippines. 23 participants from Afghanistan, Indonesia, Republic of Korea, Malaysia, the Philippines, Singapore and Thailand attended the workshop. A list of participants and resource persons is attached at Annex-I.

The workshop was inaugurated by Dr. P.R. Sandoval, Dean, CIEM, University of the Philippines at Los Baños, Laguna, Philippines, on 14th April 1981 and the valedictory address was given by Atty. Clemente E. Terso, Jr., Director, Bureau of Cooperatives Development, Philippines, on 29th April 1981. Mr. Lionel Gunawardana, Joint Director (P&PR), ICA ROEC, also addressed the inaugural session. He attended a few sessions of the workshop in the beginning.

The workshop was directed by Mr. B.D. Pandey, Librarian and Documentation Officer, ICA ROEC. Mr. Bernard Howcroft, Chairman of the International Working Party of Cooperative Librarians and Documentation Officers, acted as Chairman of the workshop for its full duration.

OBJECTIVES

The objectives of the workshop were to review the present state of cooperative libraries in the participating countries, and to impart skills to cooperative librarians and documentation officers.

STUDY VISITS

To provide the workshop participants with an opportunity to know the working of cooperative libraries in the Philippines, a two days study visit programme was arranged in and around Manila.

WORKSHOP METHODOLOGY

Based on the information collected by Mr. Pandey during his study visits during September 1980 to many participating countries, a needbased syllabus was prepared.



SYLLABUS

- i. Library, Documentation and Information Services and their role in Cooperative Education and Training,
- ii. Cooperative Library and its Management.
- iii. Library routine, Accessioning, Library records, Lending operation, Binding, etc.
- iv. Sources of Cooperative Information.
- v. Classification - Theory, Concept and Practical.
- vi. Role of Libraries in Community.
- vii. Social Science Libraries with special reference to Library Organisation and Management.
- viii. Periodicals, Publication and Press cutting services.
- ix. Cataloguing - Theory and Practical.
- x. Documentation and Information Services.
- xi. Resource Sharing in Cooperative Library Network.
- xii. Bibliography - Methodology and preparation of documentation list.
- xiii. International Working Party of Cooperative Librarians and Documentation Officers and the Developing Countries.
- xiv. Reference and Information Services.
- xv. National Library and Information System for Cooperatives.  
The Programme followed in the workshop is attached at Annexe-II.

GROUP DISCUSSION

Group discussions on relevant subjects were held. Lecture-cum-participative method was followed in the workshop. The participants were divided into three working groups, each assisted by a resource person. Topics were first introduced and explained in detail to the entire group by the resource persons. Guidelines for discussions were given to the groups. Each group was given same topic for discussion. In the plenary session some additional points were discussed and these were eventually amalgamated into a single group report of the day. (brief groups reports are annexed).

The workshop discussed at length the present situation of cooperative library documentation, information service and system in participating countries. The participants could identify the various problems faced by the cooperative library movement of their countries. All felt that library and information activities are generally considered as low priority activities within cooperative movements. As a result of this apathy in many participating countries there are no cooperative libraries/information system. The result of this is that users do not get information on the cooperative movement of their own country.

#### PRACTICAL WORK

In addition to the group work the workshop also provided guidance to the practical work of classification, cataloguing, documentation and bibliographical work but due to short duration of the workshop we could not give adequate practical training to the participants.

#### READING MATERIAL

During the workshop over forty working and background papers were distributed to the participants. These papers will provide very useful practical guidance to the participants for their library organisation and management. (List of material distributed is enclosed at Annexe-III).

#### SPECIAL HIGHLIGHTS

##### National Information System for Cooperatives

At the end of the workshop, participants were asked to prepare a blue print for "National Cooperative Information System" for their respective countries. It was envisaged under the information system that each country should initiate action to set up a network of cooperative libraries. There should be a national cooperative library which should be responsible for the development of a national cooperative information system in the country. This system should function under a national advisory committee. The National Committee should prepare a plan for the national cooperative information network. Committee should be responsible for finance, building, selection and procurement for literature, training of library personnel, etc. A model of National Information Service for Cooperative was presented by Mr. G.Y. Wesley for guidance of the participants (Annexe-III - Sr.No. 29)

### RECOMMENDATIONS

1. To prepare a national information system for cooperative.
2. To get it accepted from the concerned authorities.
3. To establish network of cooperative library and information centre in the participating countries.
4. To conduct national level condensed courses for cooperative librarians.
5. To conduct orientation courses for trained librarians.
6. To form a National Working Party of Cooperative Librarians.
7. To form Regional Working Party of Cooperative Librarians and Documentation Officers of South-East Asia.
8. To conduct follow-up of the Sub-Regional Workshop.
9. To prepare teaching package on Library and Information Science.
10. To develop regional/national clearing house for cooperative information system.
11. Exchange of accession list and other cooperative literature among the cooperative libraries of South-East Asia.
12. To collaborate and cooperate with the activities of the International Working Party of Cooperative Librarians and Documentation Officers.
13. To request ICA to consider starting a Fellowship Programme for Cooperative Librarians of South-East Asia.

### AMALGAMATED GROUP REPORTS

Chief Rapporteur: Mrs. Shamsiah Abu  
Librarian  
Cooperative College of Malaysia

As stated earlier the workshop followed lecture-cum-participative method. After each lecture, participants were divided into three working groups. To maintain cohesiveness, same grouping was retained for discussing all topics. Each group was assisted by a resource person and groups were asked to discuss the lecture of the day in their respective group, they were given issues for discussion. Each group appointed a chairman and a secretary, who worked as rapporteur of the group. Different group reports were amalgamated by the Chief Rapporteur. The amalgamated reports were discussed and adopted in the plenary session. Persons participated in different groups and the amalgamated group reports are given below:

- Group-I :
1. Mr. Jae Seung Lee (Korea) Chairman
  2. Mrs. Shamsiah Abu (Malaysia) Secretary
  3. Mrs. Anastasia R. Amsid (Philippines) Member
  4. Mrs. Khaisaeng Chartikavanich (Thailand) "
  5. Mrs. Imelda G. Torres (Philippines) "
  6. Miss Endah Setiari (Indonesia) "
  7. Mr. Subarman (Indonesia) "
  8. Mrs. Carmen P. Rosel (Philippines) "

- Group-II :
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  2. Ms. Noemi R. Regino (Philippines) Secretary
  3. Mr. Jaong Eui Kim (Korea) Member
  4. Mr. Achmad Rivai Wirasasmita (Indonesia) "
  5. Mrs. Sri Hapsari Basuki (Indonesia) "
  6. Mr. Pedro G. Pagsolingan (Philippines) "
  7. Mr. Zainal A. Nasoetian (Singapore) "
  8. Ms. Ismaelita R. Narciso (Philippines) "

- Group-III :
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  3. Miss Walpa Boonchandra (Thailand) Member
  4. Ms. Fraternidad A. Miranda (Philippines) "
  5. Ms. Storai (Afghanistan) "
  6. Mr. Ahmed Zamri Kamaruddin (Malaysia) "
  7. Mrs. Joy R. Geronca (Philippines) "

GROUP REPORT - I

Subject : The Role of Libraries in Cooperative Education & Training

Speaker : Mr. Bernard Howcroft

Issues for Discussion:

1. Are you convinced that libraries play any role in promotion of cooperative education and training.
2. Do you think most of cooperative libraries function as traditional libraries of yester year.
3. How to diversify library activities so that it can play more effective and meaningful role.

The three groups agreed that libraries play an important supporting role in cooperative education and training. They also strengthen self study facilities there by playing a vital role in creating effectiveness of cooperative education and training programmes. More activities could be carried out if there are adequate financial, personnel and physical resources available at the command of libraries. Groups also felt that cooperative libraries should diversify their activities and should come out from traditional activities of libraries, viz. procurement and their lendings. It should also procure audio-visual material for the library. In fact to make its effectiveness, each national level cooperative library should maintain a film section and other audio-visual material. Library should also have study circle corner, story telling corner, documentation activities so that a national cooperative library can be a hub of varied kind of cooperative learnings.

GROUP REPORT - II

Subject : Cooperative Library and its management, Library routine, Accessing, Library records, Library operation, Binding, etc.

Speaker : Mrs. R.N. Mrapaya

Issues for Discussion:

1. Does the lecture paper give you necessary guidelines to your routine work.
2. Do you wish to add any new ideas.

The group agreed that the paper has given them guidelines to organise and manage cooperative library having some special features in its management. All aspects of library routines and procedures used as well as probable solutions are included in the lecture. It was recommended that issues dealt in the lecture paper should be followed and practiced by all participating cooperative librarians.

GROUP REPORT - III

Subject : Sources of Cooperative Information : Periodicals, Publication and Press Cutting

Speaker : Mr. Bernard Howcroft

Issues for Discussion:

1. How can we improve our knowledge on existing cooperative literature.
2. Can you as Librarian identify the improvements you would like to see in current cooperative periodicals.
3. Press cutting techniques and their utility.
4. Are accession list adequate in the coverage on Cooperative publications and how we can improve them.
5. Directories are essential in our work in pointing to the Sources of Cooperative Information. Can you identify any gaps in current directories which ought to be met.

1. Sources of Cooperative Information: The speaker has listed in his paper many reference tools for cooperatives. The most important title listed is the "Sources of Cooperative Information by ICA/CEMAS, London". The directory has listed all world agencies generating cooperative information and documentation work done by them. Beside using this directory, cooperative librarians should be in touch with cooperative organisation, cooperative editors, cooperative libraries, editor, LIBRADOC, editor, CEMAS bulletin, etc., for the exchange of cooperative literature, accessioning lists and new publications, etc. The information regarding above mentioned organisations can be available from ICA Review of International Cooperation, ICA Regional Bulletin, ICA Press Directory, Directory of Cooperative Librarians, etc. For local cooperative information, librarian should be in touch with national libraries, national bibliography, cooperative college, unions, registrar of cooperative societies, department of cooperation, universities, social science documentation centres, etc.

2. Journals and their circulation: Journals provide current information. They are the source of primary information. The maintenance and use of journals need special attention of library staff. Once journals are received they should be accessioned and display in their pre-fixed places. In research library they should be circulated among concerned staff. Journals being reference material should be exceptionally lend. Selected journals should be bound and kept in library for future use.

Source : ICA Press Directory, Bibliographies, Organisations' Newsletters.

Procurement: National level cooperative library must possess all cooperative journals in the languages covered by their library, published in any part of the world.

Documentation: The articles appear in the journals should be indexed. If possible abstracting services can also be prepared, they can be either informative or indicative.

3. Press Cutting: Group suggested that participating libraries should maintain newspaper clippings on cooperation and allied subjects. Classification of clipping file should be the same as practiced by the library. For the technique of maintaining clipping file, Bernard's book on "Newspaper Clippings" will provide useful guidance.

4. Accession List: Each cooperative library should issue accession list. The accession list issued from time to time should be accumulated and it should be published annually.

Usage: The purpose of publishing the accession list is to inform the users of the library's collection. It will be of no use if the accession list is not given to the user. Apart from circulation, among library users, it should be displayed with new books added to the library on display board.

Accession List - Regional Cooperation: The cooperative libraries of participating countries should circulate their accession list to the cooperative unions (the affiliated members of the ICA). The list should also be given to the ICA Regional Library. In this way the ICA Regional Library should be able to get a comprehensive list of all the publications available in the Region.

5. Directories: The gaps which ought to be met are the following:

(a) The existing directories should be updated yearly. As a follow-up the members agreed to write to the publishers of all cooperative directories. To ensure the yearly up-dating the participating librarians from respective countries were requested to take necessary follow-up actions.

(b) The cooperative union in each country should prepare the directory of the cooperative libraries in each country. This should be given to ICA Regional Office, which should act as the coordinator and publisher of the Regional Directory of Cooperative Libraries and Information Centres in South-East Asia.

#### GROUP REPORT - IV

Subject : The Role of Libraries/Librarians in the Community

Speaker : Prof. Estrella V. Manuel

#### Issues for Discussion:

1. If you see cooperatives as a close-nit community by itself, what role and function you assign or foresee for their betterment in relation to the suggestions given by the speaker.

2. How do you see or conceive your community. Is it only a cooperative community with cooperative interests or does it reach beyond cooperators.
3. How can you meet its needs.

1. The Role of Libraries/Librarians: The participants felt that all cooperative organisations must have their libraries. Cooperative community is dynamic, it is changing everyday. As a librarian, the person is able to participate in the demanding and challenging process of growth and change. All groups agreed that the cooperative organisations must appoint trained person as librarian. The person beside being academically qualified should possess sound knowledge of technical work of librarianship, i.e. ability to plan and execute plans, supervising skill, attention to detail, interest in helping people, ability to make a favourable impression on individuals or groups, ability to get along with others and work cooperatively with colleagues, should be research minded, etc. The above can be achieved by combination of these following elements:

Healthy attitude - a librarian true to his calling must have an open and flexible temperament towards any possible sign of change.

Observation of the possible - a librarian is able to tap resources which are otherwise impossible so that indifferent authorities, policy-makers and other interesting people can be given right information. A librarian is able to set the necessary and proper climate and can act as a bridge with the management vis-a-vis staff and clientele.

Identification of the transferable - a librarian is supposed to be creative, innovative and dynamic. It does not limit him to his library work, i.e. printed media only. It offers as well, all source of techniques and equipment for better communication.

Information Role of Library/Librarian: The role of Library/Librarian or Information Officer are the following:

- i. To organise and maintain dissemination centre for cooperative information and related subjects.
- ii. Generation of ideas for the improvement of life - this would be useful for present and the would be cooperators.
- iii. Act as instrument for Government Programmes - Plans and latest government projects can be made known to the users.



iv. Aid to policy-makers and planners : Information from census, local governments shall provide baseline data for planners and policy-makers. This information is also useful for the Board of Directors of the Cooperative Societies to plan projects which will be carried out by their own societies.

v. Facilitator in the flows of knowledge: Information on cooperatives is not static. With the explosion of cooperative information and knowledge, the need has arisen that a cooperative librarian should guide the cooperators on the new cooperative information.

vi. Repository of historical materials of pioneers cooperatives. It will be the responsibility of the library to collect information on the cooperative movement in the country and the bibliographies of the pioneers of the movement. This will be the special collection in the library.

vii. Advisory and consultancy services : The library should provide the consultative service to cooperatives who wish to develop their library systems.

viii. Translation : The library should work as catalyst in identifying the gaps of available cooperative knowledge in the country which should be translated from other languages.

2. Cooperative Community : A cooperative community is one which reaches beyond its own limits. As a discipline, as an ideology it surpasses the material limitations.

The cooperative library by acquiring and providing library services can meet the intellectual needs of the cooperative community.

i. The role and function that we could assign and foresee for the betterment in relation to the suggestions given in the paper are:

- (a) Dissemination centre of information
- (b) Repository of cultural materials
- (c) Generator of ideas as an aspiration for the improvement of life
- (d) Instrument for government programmes on cooperatives
- (e) Aid to policy matters and planners
- (f) Facilitator for cooperative knowledge

ii. The library should also be open to the selected public who are interested in cooperatives such as students doing research on cooperatives, etc.

3. In order to meet above requirements the library should provide:

- i. Lending services
- ii. Documentation and reference services including reprographic services
- iii. Advisory services
- iv. Translation services

GROUP REPORT - V

Subject : Documentation and Information Services - Techniques and System with special reference to Cooperatives

Speaker : Mr. B.D. Pandey

Issues for discussion:

1. What functions and activities of documentation and information you are anticipating for your library?

The group members almost unanimously felt that the following are some of the activities they anticipate in their own libraries: First, to convince the concerned authorities about the felt need of documentation services in our establishment. Second step could be to begin with to start compiling an accessions list and issuing it on regular interval.

Translation services would normally be availed of in order to translate vital information from any language.

We may also decide to come up with the reprinting and reproduction of some magazine/periodical issues. As a common need, almost everybody saw the vital role of documentation services to promote and propagate cooperative information to enhance the efficiency of cooperative movement. Due to lack of library development, lack of trained personnel, lack of proper support from authorities, except Philippines and Malaysia, other participating countries have no plans for starting documentation and information services in future. However, participants felt that without the documentational and bibliographical services, libraries cannot play an effective role in cooperative movement.

With regard to Philippines, it is envisaged that in the near future Cooperative Union of the Philippines will organise 13 regional libraries. The anticipated documentation and information services are as follows:

- a. Accession list
- b. Bibliography
- c. Directory

As regards Malaysia, the anticipated documentation and information services are as follows:

The cooperative literature search is made up of the following components and is restricted to periodical literature:

- a. Contents page service
- b. Follow-up of the photocopying service
- c. Photocopying of the retrospective items required

The group anticipated plans for future activities:

- publication of accession list
- publication of bibliographies on cooperatives
- publication of directory of cooperative libraries of the country
- translation services

#### GROUP REPORT - VI

Subject : Resource Sharing in Cooperative Library Network

Speaker : Ms. Luz Concepcion

#### Issues for Discussion:

1. Work out a plan for resources - sharing for your library

Broadly the resource sharing should be shared by the libraries and information centres in the following manner:

- i. Cooperative acquisition of documents
- ii. Cooperative processing of documents
- iii. Cooperative storage and delivery
- iv. Sharing of manpower
- v. Training and development programmes

In case of cooperatives, there should be a central cooperative library. This library should be responsible for coordination and development of other branch libraries, which may be set-up at provincial/district level.

Possibilities and areas of resource sharing spelt out by the groups are as follows. It is proposed that a meeting of the participating libraries of respective countries may be called. The listed areas of cooperation should first be discussed in the meeting. The meeting will provide opportunity to know each others' view points and will help them to establish better coordination among themselves.

i. As a first step each library should make a complete list of books it possesses and thereafter regular accessions lists should be issued and exchanged. An annual national cumulative list should be issued by central library.

ii. Acquisition of books has become a common and perennial problem. Therefore, the member libraries should arrange for a group procurement of books to minimize cost in purchase and delivery.

iii. Identification of books and periodicals is exigent in the promotion of cooperative development programme in the rural areas and should be done by our proposed National Association of Cooperative Libraries and Documentation Officers. The members are, in turn, should be divided into working groups and assigned the job of selection of books/periodicals for translation, e.g. from English and other languages to the National languages.

iv. Each member of the association, whenever possible should make himself/herself readily available for assistance in the professionalizing cooperative librarianship and documentation/information services.

v. Foreign literature should be procured or subscribed too by the National Association and then reproduced and issued to the local libraries.

vi. The National Association should spearhead the conduct of training and development programmes in coordination with other local or international associations.

vii. Exchange of periodicals, bulletins, etc. all should be done regularly by existing cooperative libraries.

viii. Regular exchange of cooperative literature and communication/correspondence should be maintained with foreign cooperative librarians.

ix. Inter-library lending of books/periodicals/films, etc.

#### GROUP REPORT - VII

Subject : Bibliography

Speaker : Mr. G.Y. Wesley

Issues for discussion:

1. What areas/subjects would you identify for bibliographical activity for your organisation.
2. What types of basic documents would you depend upon for preparing a bibliography on national cooperative movement of your country.

Present position

Participating libraries are not preparing any kind of bibliographies.

Recommendations

Participants felt that there is a need for compiling retrospective cooperative national bibliographies. Subsequently, current bibliographies should also be compiled. Special bibliographies covering various aspects of cooperative movement of countries shall be of great use, i.e. Agricultural cooperatives, Women's cooperatives, Industrial cooperatives, Housing cooperatives, Labour cooperatives, etc.

Coverage

While preparing the bibliography on the national cooperative movement of the country, the material to be consulted are books, journals, thesis, reports, seminars, documents, published bibliographies, audio-visual material available, accession list of agencies involved directly or indirectly with the cooperative movement and publication lists of the international organisations like ICA, UNDP, FAO, ILO and others. ICA ROEC should coordinate bibliographical activities of member countries of the Region of South-East Asia.

Usage

Need not to say that if above mentioned bibliographies are compiled, they will be useful to students, teachers, researchers and policy-makers.

GROUP REPORT - VIII

Subject : Reference and Information Service

Speaker : G.Y. Wesley

Issues for Discussion:

1. What kinds and types of reference and information work/ services do you anticipate for your library.

The groups have anticipated to equip their libraries reference section with more up-to-date reference tools. Compilation of bibliography on the country's cooperative movement will be one of the anticipated reference and information work.

It was further recommended that participating cooperative libraries should start performing short range and long range reference services as it spelt out by the speaker.

BLUE PRINTS ON NATIONAL COOPERATIVE INFORMATION SYSTEM

Participants prepared blue prints on "National Cooperative Information System" of their respective countries. It was envisaged that the blue prints shall act as basic document in providing guidance for future development of cooperative libraries and documentation and information services & system in the respective countries. The common points emerged from blue prints can be summarised as follows:

i. Participants felt that there is a need for developing cooperative libraries in the country.

ii. The proposed blue prints should be implemented into phased manner. The phased implementation could be as follows:

- (a) To conduct survey of cooperative libraries in the country.
- (b) To conduct a national workshop for cooperative libraries. In this workshop the proposed blue print and its proposed follow-up can be discussed with the participants. Perhaps a National Working Party for Cooperative Librarians and Documentation Officers can also be formed at that time.
- (c) In each participating country there should be a national cooperative library. Where an adequately developed cooperative library is in existence that library should be given the status of a national cooperative library. It should be the focal point for future cooperative library development.
- (d) A retrospective national cooperative bibliography should be compiled and its future regular supplements should be published.
- (e) Other developmental activities should be arranged on resource sharing basis.
- (f) ICA ROEC should actively participate in planning and implementation of national blue prints of participating countries.

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Valedictory Message

by

Mr. Bernard Howcroft  
Chairman,  
International Working Party of Cooperative  
Librarians and Documentation Officers

In a short period, of just over two weeks, in true cooperative spirit, all of us taking part in this first Sub-Regional Workshop for Cooperative Librarians and Documentation Officers, have become not only Cooperators with a specific purpose as information provides, but true friends. Now we know each other, we have widened our sources of cooperative information. That is the basis on which we must now build to further the development of libraries in cooperative organisations throughout South-East Asia. To improve also the range and standards of service which we provide to our respective organisations. That is the real challenge to each one of us.

Throughout the sessions of our workshop, right from the outset, from the first paper presented to you, it has been stressed, again and again, that as librarians we are making a significant contribution to cooperative education, stimulating thoughts and ideas, nourishing cooperative democracy and the principle which we hold dear, that information shall be freely available to anyone who needs it. Never neglect those in positions of executive or elected responsibility. They control our budgets. Their decisions affect the prosperity of our national cooperative movements and the success (or failure) of cooperation as a way of life, as an alternative to economic and social systems which have, to our cost, produced only a divided world and standards of human existence and dignity which fall well below what we want to see as the right of all.

May I be allowed now to turn my attention to the workshop and its achievements. I am being positive in taking that attitude, though I appreciate very well the communication problem which we have all had to contend with, representing ten different countries and languages. In the time available, no untrained librarian can be instructed in all the systems, techniques and information sources, which the professional librarian comprehends only after years of study in library & information science. Only the elements, the basic aspects have been covered. Excellent guidelines have been laid down and opportunities provided to study at first-hand the operation of efficient library services, but rather bigger in scale than we know in our cooperative libraries. I hope that the way forward has been well sign-posted, that you

have the determination to pursue that road and that it will open up to the prospect, the reality of a national cooperative library system (though we still have a considerable task before us to arrive there). More successful cooperative libraries will strengthen our International Working Party of Cooperative Librarians and Documentation Officers.

This very successful workshop (and there is no doubt about that) owes a great deal to the study tours, planning and guidance of its Director, Mr. Pandey, to the excellent facilities we have enjoyed here at ACCI, from Dr. Matienzo, Domin and all his support staff who have helped us always with a smile, the feature of the Philippines we shall always remember. A very sincere thank you to all of you for your many kindnesses and thoughts.

.....



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P R O G R A M M E

Mon., April 13, 1981

Arrival of participants in Manila

Tues., April 14

0830 - 0930 Registration of participants

0930 - 1100 Inauguration

1100 - 1130 Tea break

1130 - 1200 Introduction of the participants and briefing  
- Objectives and Working Methods of the  
Workshop  
- Mr. B.D. Pandey, Librarian & Documentation  
Officer, ICA ROEC, New Delhi

1200 - 1300 ICA and its activities  
- Mr. Lionel Gunawardana, Joint Director,  
ICA ROEC, New Delhi

1300 - 1430 Lunch break

1430 - 1530 Presentation of country background  
papers by the participants

1530 - 1600 Tea break

1600 - 1700 Presentation of background papers (contd.)

Wed., April 15

0930 - 1015 Library, Documentation & Information  
Services and their role in cooperative  
education and training  
- Mr. Bernard Howcroft, Cooperative Wholesale  
Society, Manchester, UK

1015 - 1100 Group discussion

1100 - 1130 Tea break

1130 - 1300 i. Cooperative Library and its management  
- Mrs. R. Mrapaya, Librarian, School of  
Cooperation, Polgolla, Sri Lanka

ii. Supplementary talk on  
Library routine, Accessing, Library records,  
Lending operation, Binding, etc.  
- Mrs. R. Mrapaya

1300 - 1430 Lunch break

1430 - 1700 Group discussion

Thus., April 16

0930 - 1100

Sources of Cooperative Information  
- Mr. Bernard Howcroft

1100 - 1130

Tea break

1130 - 1300

Group discussion

1300 - 1430

Lunch break

1430 - 1700

F R E E

Fri., April 17

HOLIDAY

Sat., April 18

0930 - 1100

Classification - Theory and Concept  
- Mr. G.Y. Wesley, Librarian, Indian  
Farmers Fertilizer Coop. Ltd., New Delhi

1100 - 1130

Tea break

1130 - 1300

Lecture continued to be followed by  
a group discussion

1300 - 1430

Lunch break

1430 - 1530

Classification - Practical : Lecture-cum-  
Demonstration  
- Mr. G.Y. Wesley

1530 - 1600

Tea break

1600 - 1700

Group discussion

Sun., April 19

F R E E

Mon., April 20

0930 - 1015

Role of Libraries in Community  
- Ms. Estrella V. Manuel, Director,  
Library & Related Services, Polytechnic  
University of the Philippines

1015 - 1100

Group discussion

1100 - 1130

Tea break

1130 - 1215

Social Science Libraries with special reference  
to Library Organisation and Management  
- Ms. Luz Concepcion, Sr. Librarian,  
Thomas Jefferson Cultural Centre, Manila



1215 - 1300 Group discussion  
1300 - 1430 Lunch break  
1430 - 1530 Periodicals, Publication and Press  
Cutting Services  
- Mr. Bernard Howcroft  
1530 - 1600 Tea break  
1600 - 1700 Group discussion

Tues., April 21

0930 - 1100 Cataloguing - Theory, Concept, Need  
and Importance  
- Mrs. Zenida M. Nalunsadan, Supervising Librarian,  
A-V Centre, Philippines Women's University, Manila  
1100 - 1130 Tea break  
1130 - 1300 Group discussion  
1300 - 1430 Lunch break  
1430 - 1530 Cataloguing - Practical  
- Miss Jesusa Manhit, Chief Librarian,  
Bureau of National & Foreign Information, Manila  
1530 - 1600 Tea break  
1600 - 1700 Group discussion

Wed., April 22

0930 - 1100 Documentation and Information Services  
- Techniques and Systems with special  
reference to Cooperatives  
- Mr. B.D. Pandey  
1100 - 1130 Tea break  
1130 - 1300 Group discussion  
1300 - 1430 Lunch break  
1430 - 1530 Resource Sharing in Cooperative  
Library Network  
1530 - 1600 Tea break  
1600 - 1700 Group discussion

Thus., April 23

- 0930 - 1100 Bibliography - Methodology and Preparation of Documentation List  
- Mr. G.Y. Wesley
- 1100 - 1130 Tea break
- 1130 - 1300 Group discussion
- 1300 - 1430 Lunch break
- 1430 - 1530 International Working Party of Cooperative Librarians and Documentation Officers and the Developing Countries  
- Mr. Bernard Howcroft
- 1530 - 1600 Tea break
- 1600 - 1700 Group discussion

Fri., April 24

Study visits to Cooperative Libraries in and around Manila

Sat., April 25

- 0930 - 1100 Reference and Information Services  
- Mr. G.Y. Wesley
- 1100 - 1130 Tea break
- 1130 - 1300 Supplementary talk on Cooperative Reference and Information Services  
- Mr. B.D. Pandey
- 1300 - 1430 Lunch break
- 1430 - 1530 Group discussion
- 1530 - 1600 Tea break
- 1600 - 1700 Group discussion (contd.)

Sunday April 26

F R E E

Mon., April 27

- 0930 - 1300 Plenary on the topics discussed earlier
- 1300 - 1430 Lunch break
- 1430 - 1700 Preparation of Reports

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Tues., April 28

0930 - 1100	National Library and Information System for Cooperatives - Mr. G.Y. Wesley
1100 - 1130	Tea break
1130 - 1300	Supplementary talk on National Library and Information System for Cooperatives - Mrs. R. Mrapaya
1300 - 1430	Lunch break
1430 - 1530	Preparation of Blue Print for their respective countries on "National Library and Information System for Cooperatives"
1530 - 1600	Tea break
1600 - 1700	Preparation of Blue Print (contd.)

Wed., April 29

0930 - 1300	Preliminary discussion and finalisation of Blue Print of National Library and Information System for Cooperatives
1300 - 1430	Lunch break
1430 - 1530	Evaluation of the workshop
1530 - 1600	Tea break
1600 - 1800	Concluding Session

Thus., April 30

Departure of participants

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LIST OF READING MATERIAL USED AND CIRCULATED

A. BACKGROUND PAPERS

1. The Status of Cooperative Library and Documentation Services and Possibilities of Future Development in Afghanistan
2. Cooperative Librarians and Documentation in Indonesia
3. Cooperative Library and Documentation Services in Korea
4. The Status of Cooperative Library and Documentation Services and Possibilities of Future Development in Malaysia
5. Status of Cooperative Library and Documentation Services and Possibilities of Future Development in the Philippines  
- by Mrs. C.P. Rosel
6. The Status of Cooperative Library and Documentation Services and Possibilities of Future Development in the Philippines  
- by Ms. F.A. Miranda
7. The Status of Cooperative Library and Documentation Services and Possibilities of Future Development in Thailand

B. LECTURE PAPERS

8. Library Documentation and Information Services and their Role in Cooperative Education and Training - by Mr. Bernard Howcroft
9. Cooperative Library and its Management - by Mrs. R. Mrapaya
10. Accessing - by Mrs. R. Mrapaya
11. Sources of Cooperative Information - by Mr. Bernard Howcroft
12. Classification - by Mr. G.Y. Wesley
13. Classification (Practical) - by Mr. G.Y. Wesley
14. The Role of Libraries/Librarians in the Community  
- by Prof. Estrella V. Manuel
15. Periodicals, Publications and Press Clipping Services  
- by Mr. Bernard Howcroft
16. Cataloguing - Theory, Concept, Need and Importance  
- by Mrs. Zenalda M. Nalundasan
17. Glossary of Terms related to cataloguing
18. Cataloguing (Practical) - by Miss Jesus Manhit
19. Exercise in Cataloguing
20. Answers to Exercises
21. Cataloguing (Practical) - by Mrs. R. Mrapaya
22. Documentation and Information Services, techniques and systems with special reference to cooperatives - by Mr. B.D. Pandey
23. Script of Training Package on Documentation and Information Services - by Mr. B.D. Pandey

24. Curriculum for the Orientation Course for the Cooperative Librarians of South-East Asia - by Mr. B.D. Pandey
25. Bibliography - by Mr. G.Y. Wesley
26. In-House Documentation List - Suggested Standard Forms for Small Special Libraries - by Mr. G.Y. Wesley
27. The International Working Party of Cooperative Librarians and Documentation Officers and the Developing Countries - by Mr. Bernard Howcroft
28. Reference and Information Services - by Mr. G.Y. Wesley
29. National Information System for Cooperatives - by Mr. G.Y. Wesley
30. National Library and Information System for Cooperatives - by Mrs. R. Mrapaya

G. STUDY MATERIALS

31. Public Library Planning - A New Approach - by Mary Jo Lynch
32. Library Manager - by Charles R. McClure
33. The Invisible Director - by James Baughman
34. Brief Report on the Preparatory Study Visit of the Cooperative Libraries, Documentation & Information System and Services in South-East Asia - by Mr. B.D. Pandey
35. Class Numbers for Cooperation in Universal Decimal Classification - by B.D. Pandey
36. The Cooperative Information Unit : Its Public Relations and Information Dissemination Services - by Mr. Bernard Howcroft
37. Information Services and the Structure of Knowledge in the Social Sciences - by J.M. Brittain
38. The Role of Existing Cooperative Libraries and Documentation Services in the Development Libraries & Documentation Services in Developing Countries - by Raymond Louis
39. ICA Working Party of Cooperative Librarians and Documentation Officers.
40. Circulation of Periodicals and Use of Articles - by Mrs. Edith Gonozy
41. Information Systems are an Essential Part of Modern Economic Life and Human Activity - by Viljo Luukke
42. The Role of Libraries in a Changing Society - by T.N. Rajan
43. New Role of Libraries in a Developing Society with Particular Reference to India - by Mrs. Kalpana Dasgupta
44. Techniques of Library and Documentation Services with special reference to Cooperative Libraries - by Mr. K.A. Jayarajah
45. National Working Party of Indian Cooperative Librarians and Documentation Officers
46. Report of the National Workshop on Library Management Development and Documentation Services in Sri Lanka

47. Report of the Expert Consultative Services rendered to the Cooperative Training Centre in Nepal for organising their Library and Documentation Services - by B.D. Pandey
48. Report of the Orientation Course for the Librarians of Cooperative Training Colleges and Apex Level Organisations/Institutions of India, New Delhi, India : 13th to 25th June, 1977 - by B.D. Pandey
49. Report and Course Material on Short-term Orientation Course for the Librarians/Library Incharge of the Libraries maintained by the Cooperative Department and Cooperative Institutions of Rajasthan State of India.

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FURTHER READINGS

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The Hague: International Federation for Documentation with the  
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New Delhi: Vikas Publishing House Pvt. Ltd., 1978, pages x + 444
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Calcutta: The World Press Pvt. Ltd., 1964, pages ix + 335
- NEELAMEGHAN, A  
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- ... Documentation and Information Services with special reference to Cooperative (Training Package)
  - ... Training Package on Desk Research : Role of Library  
New Delhi: ICA Regional Office & Education Centre for South-East Asia, 1981, pages 17 (mimeo)
  - ... International Working Party of Cooperative Librarians and Documentation Officers and Developing Countries
  - ... Classification : Class No. 334 : Cooperatives
  - ... Reference Service - Preparation of Documentation Bulletin and Bibliography
  - ... Regional Cooperation in the Field of Cooperative, Documentation and Information Services (South-East Asia) Project Thesis
  - ... Report of the Study visit to Thailand and Japan 1974
  - ... Report of the Orientation Course for the Librarians of Cooperative Training Colleges and Apex Level Organisations/Institutions of India, New Delhi, India : 13-25 June 1977
  - ... Report of the Expert Consultative Services rendered to the Cooperative Training Centre in Nepal for organising their Library and Documentation Services, 1978
  - ... Report of the National Workshop on Library Management, Development and Documentation Services in Sri Lanka, Polgolla, May 28-June 2, 1979
  - ... Brief Report on the Preparatory Study visit of the Cooperative Libraries, Documentation & Information System and Services in South-East Asia (August 31 - October 4, 1980)
  - ... Report of the Sub-Regional Workshop for Cooperative Librarians and Documentation Officers of South-East Asia, Los Banos, Philippines, 14th to 29th April 1981.
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Colombo (Sri Lanka): National Cooperative Council of Sri Lanka, 1977, pages 34 (mimeo)
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Calcutta: The World Press Pvt. Ltd., 1977, pages 506,  
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