

SHORT GUIDE

for

Co-operative Libraries

and

Documentation Services

ICA Library
334:02 KAM-S
ICA 00399

International Co-operative Alliance

S H O R T G U I D E

for

C O - O P E R A T I V E L I B R A R I E S

and

D O C U M E N T A T I O N S E R V I C E S

by

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*

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International Co-operative Alliance
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With sincere thanks to
Miss E.M. Kerr, librarian
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position of this guide.

FOREWORD

This short guide is a contribution made by the experienced librarians who are members of the I.C.A. Working Party of Co-operative Librarians and Documentation Officers, to the Alliance's Programme of Technical Assistance to the Co-operative Organisations in the newly-developing regions of the world. Experience has shown that the progress of the Movement everywhere depends directly upon the effectiveness of Co-operative education and that this depends in its turn on the existence of Co-operative Unions properly equipped for educational and training activities. No Union, no Co-operative College, can carry out its tasks in this field without a library. A library is more than a mere collection of books. It is a selection of literature, properly classified, carefully stored and efficiently managed by a responsible person who will devote time and thought to making it as helpful as possible to those using it.

The aim of the short guide is to give practical guidance to anyone, whether with or without training in librarianship, who is responsible for establishing and building up a library of Co-operative literature and documentation. A library of well-selected books and brochures, supplemented by newspaper cuttings and other documentary material, is an indispensable tool for any kind of sustained Co-operative activity, whether it be educational, propagandist, administrative, commercial or industrial. It enables policy to be framed and action be taken, not on guesswork or a vague recollection of events and decisions, but on precise knowledge and accurate records. It enables new recruits to the Co-operative Movement and those undergoing training for specific tasks to master by reading the subjects of which they require a competent knowledge.

The present short guide contains all that is essential for a beginning. It is for those who use it and apply its teaching to demonstrate, by the progress made by the libraries in their charge, that they need and can benefit from the complete manual of Co-operative librarianship which the Working Party of Co-operative Librarians and Documentation Officers has already compiled.

W.P. Watkins
Director of
the International Co-operative Alliance

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INTRODUCTION .

Why a short guide

for co-operative libraries and documentation services ?

During the third meeting of the Working Party of Co-operative Librarians and Documentation Officers in the International Co-operative Alliance¹⁾ it was considered that there was a need, or that a need might arise for some guidance on the organisation of co-operative libraries or documentation services within co-operative organisations in general, and more especially within those organisations in the economically and socially less developed countries. In the latter case, the documentation services would probably be administered either by an untrained librarian or a full-time non-librarian member of the staff, at any rate in the initial stages. Therefore, the Working Party decided to write a manual for co-operative libraries and documentation services.²⁾ This manual deals circumstantially with all the problems connected with library and documentation work, but it was felt that, in addition, there was a real need for a simpler guide to help those establishing a co-operative library on a small scale. To meet this need the present short guide has been compiled, which contains only essential information in broadest outline.

1) Vide annexe III

2) Manual for co-operative libraries and documentation services
by Dr. W. Kellerhals and C. Kamp.

Should more detailed information be required it can be obtained from the following sources:

- a. the complete manual mentioned above
- b. the Working Committee³⁾ (either verbally or in writing)

What is the meaning of documentation?

Before we can set up a library or a documentation service, we have to know what is the nature, origin and purpose of documentation work. The best definition of documentation is given by the International Federation of Documentation, viz.:

Documentation is the collection, the classifying and the dissemination of documents of all kinds in the field of human activities.

We see that this definition contains three parts, viz.:

1. collection)
2. classifying) of documents
3. dissemination)

These three different parts of documentation work will be discussed in chapters I, II and III respectively.

3) Vide annexe III

Chapter I - COLLECTION OF PUBLICATIONS .

§ 1 Sources of supply.

Information on new literature can be obtained from several sources e.g., catalogues and advance notices sent out either by publishers themselves or their booksellers; bibliographies, book reviews, and accessions lists of large national libraries as well as co-operative documentation services.

The actual collection of publications can be made in three ways:

1. Purchase
2. Gift
3. Reciprocal exchange

§ 1.1 Purchase.

a. General.

Books and pamphlets are purchased only when they are absolutely necessary and useful to the organisation concerned. The best way is to deal with one bookseller, who gives reliable service and has a wide selection of books.

b. Ordering and receipt of books and pamphlets.

To control the execution of the order and payment, it is necessary to make a simple note as follows:

Date of order	Author and title of book	Bookseller	Price	Date of receipt
<u>1961</u>				
Dec. 6	<u>Lasserre</u> La coopération	Mr. X	£-.2/6	Dec.12
" 11	<u>Odhe</u> Cooperation in world economy	I.C.A.	£1.-.-	Dec.20
" 15	<u>Ames, J.</u> Cooperative Sweden to-day			

When the books are received the columns indicating price and date of receipt are filled in.

c. Ordering and receipt of periodicals.

The ordering and more especially the receipt of periodicals are referred to in § 4.1.

§ 1.2 Gift.

Books, pamphlets and periodicals are occasionally sent as gifts from one organisation to another. Recipients should use their discrimination regarding such gifts; retaining those useful to their organisation.

§ 1.3 Reciprocal exchange.

This way of obtaining books, pamphlets and periodicals is the most efficient way for co-operative organisations, according to the experiences of European co-operative libraries. Since the first meeting of the Working Party in 1954, the reciprocal exchange of publications has increasingly proved to be the most effective means of obtaining co-operative literature.

The arrangement is as follows :

The documentation officers of the different co-operative organisations, who are members of the Working Party, make a voluntary and usually gratis distribution of their publications on a reciprocal basis. Any charges made are usually limited to the actual cost of the publication.

Chapter II - CATALOGUING.

§ 2 Introduction.

At least two forms of library catalogues are necessary, viz.:

an author catalogue and a subject catalogue.

The author catalogue (vide § 2.1) is designed to tell what books the library has by any given author.

The subject catalogue (vide § 2.2) has to answer the question what publications the library has on any given subject.

A third form of library catalogue maybe useful, viz.:

a shelf catalogue (vide § 2.3)

This catalogue is designed to indicate the location of the books on the shelves and is a useful control of accessions and withdrawals.

If there are three forms of catalogues it is advisable to have cards of three different colours, e.g. the author card white, the subject card green and the shelf card yellow. The usual size of the cards is 5" x 3".

The cards should be filed in a card index cabinet.

§ 2.1

The author catalogue.

a. How to write a card for the author catalogue?

If we want to make an author entry,
what data do we write on the author cards?
As a start we take the title-page of a
book, e.g.:

PRACTICAL
CO-OPERATION
IN ASIA AND AFRICA
by
W.K.H. Campbell, C.M.G.
Cambridge
W. HEFFER & SONS LTD
1951

The author card for this book would be :

1	Campbell, W.K.H.	Book number
2	Practical co-operation in Asia and Africa.	
3 + 4	W. Heffer and Sons, Cambridge, 1951. 271 pag.	

1. Surname + Christian name or initials.
2. Title and sub-title.
3. Imprint (publisher, place and year).
4. Number of pages, etc.

From this example it will be noted that the following data is mentioned on the author card:

1. The author's name : the surname followed by the Christian name(s) in full (if given) or initials (vide remarks 1).
2. The title : This is given in full together with the sub-title. The latter is necessary, as it is often a better indication of the contents of the book than the main title (vide remarks 2).

3. The imprint : This consists of the publisher's name, the place of publication and year of publication. It is given on the catalogue card, because it is useful to know where further copies can be obtained. The year of publication is of value, because it may indicate how far the contents cover recent developments (vide remarks 3).
4. The number of pages, etc. : This number is an indication of the length of the work and therefore useful. If desired, the fact that a book has illustrations, diagrams, tables, etc. may be denoted by the following abbreviations after the number of pages - "illus.", "diagrs.", "tabs." It is not absolutely necessary however.
5. Series : It is possible, that the book or the pamphlet is part of a series with a collective title. In that case the series title and the number of the volume is mentioned below the imprint between brackets.

b. Remarks.

1. The author's name.

- i. Titles such as "professor", "doctor", etc. are not given except in cases where there might be confusion, i.e., in the case of two authors having the same surname and christian names.

ii. More than one author.

If there are two joint authors, enter the book under the name of the first followed by the name of the second. E.g.:
Co-operative democracy by J.A. Banks and C.N. Ostergaard will be catalogued under the heading Banks, J.A., and Ostergaard, G.N.

It may be useful to have a cross-reference card for the second name, which will read :
Ostergaard, G.N. vide Banks, J.A., and Ostergaard, G.N.

Where there are more than two authors, enter the book under the name of the first author followed by "and others". It may be advisable to have cross-reference cards for the names of the other authors.

iii. Corporate author.

It is possible that we do not know the author, but only the organisation, which published the book. In that case enter the book under the name of the corporate body, e.g.:
Kooperativa Förbundet.

iv. Anonymous literature.

Should neither the author's name nor that of the corporate body be known, then the book should be entered under the most significant part of the title, e.g.:

Idee	Book number
Die Idee der Genossenschaft.	
Bern, 1948. 28 pag. (Schriften der eidgenössischen Gemeinschaft, nr. 1)	

Remarks.

2. The title.

1. Second impressions, revised editions, etc.

Occasionally books run into second impressions or are revised more than once. In these cases it is advisable for relevant information to follow the title, e.g.:
Co-operative Sweden to-day 2nd revised edition. Reference to the latter edition implies that the contents of the book may be more up-to-date than the original edition.

ii Two or more volumes.

A book may be published in more than one volume. If all the volumes have been published under one collective title, then it is only necessary to mention the number of volumes after this title, e.g. : 2 vol.

However, if the title of each volume varies then the titles must be given, e.g.:

Vol. I Co-operation in Belgium 1890 - 1914.

Vol. II Co-operation in Belgium 1914 - 1940.

Remarks.

3. The imprint.

i The position of the imprint.

The imprint is usually found at the foot of the title-page; if not, it may be at the back of the title-page or at the back of the book.

ii. Publisher different from printer.

In the cases where the publishers and printers are different firms, the latter can be ignored for cataloguing purposes.

iii. Place of publication unknown.

If there is no indication of the place of publication then insert - n.pl. (no place).

iv. Year of publication.

The year of publication is usually inserted on the title-page, but it may appear elsewhere in the book. In the latter case it is put between brackets, e.g. : [1959]. Should the actual date not be published, but about known, then it is advisable to insert.

[c. 1959] or [195.]. Where the date is quite unknown the entry is n.d. (no date).

§ 2.2

The subject catalogue.

a. Introduction.

As indicated in § 2 the subject catalogue has to answer the question what publications the library has on any given subject. There are several types of subject catalogue - the principal being :

alphabetical subject catalogue;

classified catalogue : an individual classification,
a universal classification.

b. Alphabetical subject catalogue.

The alphabetical subject catalogue lists the subjects alphabetically under subject-headings. It is essential to plan a table of headings suitable for the organisation concerned.

For example, a simple library dealing almost exclusively with, say, consumers' co-operatives might have the following subject-headings :

consumers' co-operation general points of view
consumers' co-operative movement at home
consumers' co-operative movement abroad
financing
dividend policy
staff problems
sales policy

Advantage of an alphabetical subject catalogue.

This form of cataloguing can be easily adapted to the requirements of any particular organisation.

Disadvantage of an alphabetical subject catalogue.

There is, however, a big disadvantage in using this catalogue, namely, that there is a great number of books and pamphlets which do not indisputably come under any one of the subject headings. This raises the problem of choice about there may be disagreement. Subsequently it might be difficult to trace the literature catalogued according to a documentalist's personal decisions.

c. Individual classification.

An individual subject classification has to be planned in the same way as the alphabetical subject catalogue, e.g. :

01	Co-operation general points of view
011	Co-operative history
012	Co-operative sociology
013	Members
0131	Meetings
01311	Board meetings
01312	Committee meetings
01313	Members' meetings
	etc. etc.

Advantage of an individual classification.

An individual classification not only meets the needs of a particular organisation, but is capable of modified extension which the subject-headings catalogue is not.

Disadvantage of an individual classification.

The great disadvantage of any individual classification is that there is always the possibility that it cannot be expanded sufficiently.

d. A universal classification.

There are several systems of universal classification. In the opinion of the Working Party of Co-operative Librarians and Documentation Officers the Universal Decimal Classification (U.D.C.) is the most suitable for the Co-operative Movement. There is a simplified form of this classification appropriate to the requirements of a small library, or a library newly established (vide Annexe II).

For example, a subject card would be written as follows :

334 (569.4)	Co-operation Israel
<u>Preuss, W.</u>	Book number
Co-operation in Israel and the world.	
Jerusalem, 1960. 289 pag.	

§ 2.3 The shelf catalogue.

As indicated in § 2 the shelf catalogue is designed to indicate the location of the books on the shelves and is a means of control. The shelf catalogue is not always necessary. If the books are stored according to classification numbers, the subject catalogue cards also indicate the shelving as both the cards and the arrangement of the books on the shelves are in the same order.

This method of storing has the advantage that the books on the same subject stand together. It may be adequate for a small library, but for an extensive library, however, there are at least two disadvantages:

- a. If a separate shelf is to be reserved for each subject then it is essential to have plenty of shelf space, which is not always practicable.
- b. To overcome the shortage of space, books may be shelved according to their classification numbers irrespective of their subject. The disadvantage of this form of shelving is that it has to be disarranged continually to make room for additional books.

The best method of shelf cataloguing is to put the books in chronological order of entry, numbering 1, 2, 3, 4, 5, etc. An extension of this system is the combination of the number of the bookcase, of the shelf and of the book. For example 7.6.28 indicated the seventh bookcase, the sixth shelf and book number 28.

If the books are not stored in the order of classification numbers, it is better to have shelf cards as a means of control. Such a card needs have only a simple entry, e.g. :

7.6.28

Preuss, W.

Co-operation in Israel and the world.

Jerusalem, 1960. 289 pag.

§ 2.31 Storing of pamphlets.

In general it is advisable not to shelve pamphlets, slim annual reports, etc. with the books, as the former are apt to get lost or damaged. Small publications should be stored preferably in boxes, which have the size of an average book. Such boxes hold approximately 25 booklets. The boxes should be numbered and shelved in a special bookcase. The pamphlets themselves can be numbered as e.g. B.6.9, denoting brochure box 6; brochure 9.

§ 2.4

Accessions lists.

a. Introduction.

The primary object of circulating accessions lists is to keep the staff of any given organisation informed of the books recently acquired. But the exchange of accessions lists with other libraries and documentation services is also very important (vide § 1).

Accessions lists can be compiled in various ways:

- i. in alphabetical order of the authors' names;
- ii. in order of the subject-headings or classification numbers;
- iii. in order of the book numbers.

b. Recommendation of the Working Party.

The accessions lists should be compiled:

- i. in alphabetical order of the authors' names;
- ii. in two parts : 1. books and pamphlets
2. annual reports, year books, etc.

For example vide annexe I.

Chapter III - DISSEMINATION OF PUBLICATIONS.

§ 3

Introduction.

The third and most important function of a documentation service is the dissemination of publications. This is the main spring of the whole service; the collection and classification of literature are only appliances. The value of a documentation service is determined by the efficacy of the distribution of publications.

Prospective readers can ascertain the range of a library either by consulting the accessions lists (vide § 2.4) or by enquiring for literature by a specific author or on a specific subject. In the latter case, the documentation service deals with the enquiry through the author catalogue or the subject catalogue. In this case of enquiring for literature the borrower takes the initiative.

Occasionally a publication deals with a subject, which a certain staff member of the organisation ought to know, but he is unaware of it. Then the documentation officer has to take the initiative and to send the publication without any request from this staff member.

§ 3.1

Lending of books.

To ensure that books and pamphlets should not be lost or mislaid, it is essential that all lendings should be conditional on the completion of a lending form.

A sample lending form is given below:

CO-OP Nederland Vierhavensstraat 40-42	Documentation Department Rotterdam-7
Book number:	
Author:	
Title:	
Date of return:	
Name: Borrower	Date: 19 ..
Address:	Signature:

It is advisable that lending forms should be completed in duplicate; one, signed by the borrower, to be filed in chronological order, the second to be filed under book numbers. A third copy could be useful and filed alphabetically under borrowers' names; this record would show the number of books lent to any one reader.

Distribution of periodicals vide § 4.2

Chapter IV - HANDLING OF PERIODICALS.

§ 4 Introduction.

Periodicals often contain important articles on a variety of subjects which are of a special interest to a given organisation. Therefore, this chapter will deal with all aspects of handling periodicals : their receipt and registration; circulation and storage (including binding). Also the cutting of periodicals and the eventual indexing of the articles.

§ 4.1 Receipt.

Periodicals received regularly should be registered on special cards. The front of such a card on page 23 gives the date which is necessary to record, and the information entered on the back is a control on the regularity of receipt. Missing numbers should be applied for in order to keep the series complete. The specimen card on pages 23 and 24 have been completed as a guide. The cards are indexed in alphabetical order of the periodicals' titles.

A specimen card for the registration of periodicals:
Front

Periodical : The Co-operative Review		
Monthly	paper	
Volume from :	January	to December
Subscription :	reciprocal exchange with CO-OP	
Publisher :	Co-operative Union	
Address :	Holyoake House, Hanovers Street, Manchester-4, England	
Bookseller :		
Address :		
Number of copies :	1	
Readers :		
Fisher		
Barns		
Wood		
Peterson		
Chester-ton		
Howard		
Brown		

A specimen card for the registration of periodicals:
Back

Date of receipt		Issue Nr. Date		Co-pies	Date of receipt		Issue Nr. Date		Co-pies	Date of receipt		Issue Nr. Date		Co-pies
16 -	1	1	Jan.	1										
14 -	2	2	Feb.	1										
17 -	3	3	March	1										
3 -	5	4	Apr.	1										
27 -	5	5	May	1										
26 -	6	6	Jun.	1										
18 -	7	7	Jul.	1										
18 -	8	8	Aug.	1										
12 -	9	9	Sep.	1										
13 -	10	10	Oct.	1										
17 -	11	11	Nov.	1										
29 -	12	12	Dec.	1										

Periodical : The Co-operative Review

Nr. of bookcase

§ 4.2 Circulation.

After registering a periodical a circulation slip should be completed in duplicate, quoting the information on the registration cards (vide page 28).

The top copy of the slip is attached to the periodical and the duplicates are retained in alphabetical order of the periodicals' titles. These duplicates serve to check the exact whereabouts of the periodicals at any given time.

§ 4.3 Storing.

After circulation the periodicals should be stored in a special bookcase, preferably one divided into compartments. These compartments should be numbered in accordance with the numbering on the periodicals. The periodicals should be so shelved that the latest issue is always on the top. Vide further down § 4.5.

§ 4.4 * Indexing of articles.

Periodicals frequently contain valuable articles; these should be classified in the same way as books. Each article should have a subject card; these cards have to be filed by classification numbers. Occasionally an author card would be also useful. The examples shown on page 26 and 27 will

* This paragraph is optional.

only serve as an indication how these cards could be completed. Ultimately the cards should be filed in a special card cabinet.

334.511 (42)		Consumers' co-operation England
<u>1959</u>	<u>Co-op.</u>	Co-op bread trade of vital concern.
20 jun.	<u>News</u>	
press	cutting	

334.511 (42)		Consumers' co-operation England
<u>Hough, J.A.</u>		
Co-operative retailing in 1958.		
Co-operative Review (1959), pag. 6/9		
14.1.02		

Hough, J.A.

Co-operative retailing in 1958.

Co-operative Review (1959), pag. 6/9

14.1.02

§ 4.5 * Binding and cutting.

At the end of the year, or if the volume is complete, the periodicals are bound or extracted.

The bound volumes are a part of the library and they are numbered like books. The corresponding number is also entered on the cards of important articles (vide § 4.4).

The press cuttings are fixed to special folio size paper. The classification number is written at the top of the paper (right hand corner) and at the bottom of the paper the title and date of the periodical from which the article is extracted (right hand corner).

The cuttings are stored in portfolios, which bear the same classification number as those on the cuttings themselves. The latter are filed in chronological order.

* This paragraph is optional.

A specimen circulation slip is given below:
(during circulation)

CO-OP Nederland				
Documentation Department				
Periodical :		The Co-operative Review		
Issue :		12	Date : Dec. 1961	
Date of receipt : 29 December 1961				
To be read by :	To :	From :	Vide pag .	Initials
Fisher	29-12	30-12		
Barns	30-12	31-12		
Wood	2-1	3-1		
Peterson	3-1	4-1		
Chesteron				
Howard				
Brown				

ANNEXES

MODEL OF A STANDARD ACCESSIONS LIST .

Basevi, A. - Studi cooperativi.

La Rivista della Cooperazione, Roma. 635 pag.
(Collana di Studi Cooperativi 24).

* U.D.C. 334

* Summ.

Essays on the Italian co-operative movement; on the international co-operative movement; biographies; financing of co-operatives in general and credit sources for Italian co-operatives.

Bowen, E.R. - The co-operative road to abundance; the alternative to monopolism and communism.
Henry Schuman, New York, 1953. 169 pag.

* U.D.C. 334

* Summ.

Discussion is centred on co-operative versus competition; communism is dismissed in a few paragraphs.

Cole, G.D.H. - Democracy and authority in the co-operative movement.

London Co-operative Societies' Joint Education Committee, London, 1953. 16 pag.

* U.D.C. 334.511 (42)

* Summ.

Lecture given at London School of Economics, mainly referring to the British Consumer Movement.

The summaries and U.D.C. numbers are starred to indicate, that the insertion of the information is optional.

Moura, V. - Dez faces do mundo.

Livraria-Editoria da Casa do Estudante do Brasil,
Rio de Janeiro, 1954. 606 pag.

* U.D.C. 334 (4)

* Summ.

Record of the author's tour in Europe in 1951.
Countries and co-operative movements visited are
Sweden, Denmark, Holland, Belgium, Switzerland,
Italy, France, England, Spain and Portugal.

Nationale Coöperatieve Raad - Co-operation in
the Netherlands.

's-Gravenhage, 1953. 24 pag., illus.

* U.D.C. 334 (492)

* Summ.

Survey of the different types of co-operation
in the Netherlands.

Scott, S.M. - Central co-operative federations
in the United Kingdom and Ireland.

Horace Plunkett Foundation, London, 1954. 52 pag.
(Occasional Paper No 8)

* U.D.C. 334 (410)

* Summ.

Compares and analyses the structure of the
national central federations (trading and non-
trading of the consumer, agricultural and workers
productive co-operative movements of the United
Kingdom and Ireland.

The summaries and U.D.C. numbers are starred to
indicate, that the insertion of the information
is optional.

III

Ann. I

Schmidt, F. - Die landwirtschaftliche Genossen-
schaftsbewegung in der Schweiz.

Verband schweiz. Konsumvereine, Basel, 1944. 112 pag.
(Genossenschaftliche Volksbibliothek, Heft Nr. 52)

* U.D.C. 334.4 : 63 (494)

* Summ.

History and development (up to 1942) of the
Swiss agricultural co-operative movement.

Stuyvenberg, J.H. van. - Het Centraal Bureau,

een coöperatief krachtveld in de Nederlandse
landbouw 1899 - 1949.

Rotterdam, 1949. 520 pag., illus.

* U.D.C. 334.4 : 63 (492)

* Summ.

General development of Dutch agriculture after
1880 and agricultural co-operation. Development
and structure of the Dutch central co-operative
agricultural society "Het Centraal Bureau".

ANNUAL REPORTS.

Consumers' Co-operative Association.

Annual report 1955.

Kansas City, 1955. 24 pag., illus.

G.J.D.C. Goedhartstichting.

Jaarverslag 1954 - 1955.

De Steeg, w.y. 18 pag., illus.

The summaries and U.D.C. numbers are starred to
indicate, that the insertion of the information
is optional.

Köln, Konsumgenossenschaft.

Jahresbericht 1960.
Köln, 1961. 35 pag., illus.

Kooperativa Förbundet.

Verksamheten 1960.
Stockholm, 1961. 212 pag., illus.

Suomen Osuuskauppojen Keskuskunta.

Annual report 1960.
Helsinki, 1961. 44 pag.

Universal Decimal Classification.

Most important numbers of U.D.C. 334

(Co-operative Movement)

Introduction.

Referring to § 2.2 it is indicated once again, that it is necessary to have a classification system to cover adequately all the subjects within a documentation service, in order to ensure that the literature is readily accessible in that service. In the opinion of the Working Party the Universal Decimal Classification (U.D.C.) is considered to be the best for the co-operative movement. It is a system that is the same all over the world and if all co-operative organisations would use the U.D.C., the documentation in all co-operative libraries and documentation services would be the same.

It is rather difficult to give a brief explanation of the U.D.C. system. Therefore it is recommended to read and to use the "Trilingual Abridged Edition of the Universal Decimal Classification" 1). Moreover Part III of the "Manual for co-operative libraries and documentation services" by Dr. W. Kellerhals and C. Kamp, deals in

1) British Standards Institution - London W 1 - 1958 .

II

details with the application of the U.D.C. in general and more especially with the application of the U.D.C. of the Co-operative Movement. As to the latter the most important numbers are mentioned in this annexe.

334

CO-OPERATIVE MOVEMENT - MUTUALITY.

See also:

301.186.2	Co-operatives (sociology)
347.726	Co-operative law
381.814	Competition by co-operatives
658.114.7	Co-operatives (business sciences)

Field of application.

Only subjects, which specially refer to the co-operative movement are classified under 334. Subjects which are of a general character, especially those which may refer to non-co-operative organisations, are classified under the proper U.D.C. number.

e.g.:

336.2	Taxes
658.14	Financing
658.3	Staff

III

If it is necessary to emphasize the co-operative character then it is possible to connect them with 334, or the special subdivision of 334 by the colon,

e.g.:

05 : 334	Co-operative press
06.02 : 334	Member relations
06.053 : 334	Co-operative meetings
06.055 : 334	Annual reports of co-operatives
31 : 334	Co-operative statistics
329 : 334	Co-operative Party
336.2 : 334	Taxation of co-operatives
338.4 : 334.511	Own production of the co-operative retail societies
37 : 334	Co-operative education
374.24 : 334	Co-operative study circles
647.211 : 334	Co-operative women's guilds
658.14 : 334	Co-operative financing
658.156 : 334	Co-operative dividend
658.3 : 334	Staff of co-operative societies
659 : 334	Co-operative propaganda
791.43 : 334	Co-operative films

Sub-groups of co-operatives.

If there are no special U.D.C. numbers and if the subdivision cannot be arrived at by borrowing from the subdivision of other U.D.C. numbers, further subdivision may be achieved by the colon connecting the corresponding existing U.D.C. number and the U.D.C. number of the branch in which the co-operative society prosecutes its activities.

e.g.:

334.512 : 614.6	Co-operative funeral societies
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IV

Relations between co-operative movement and other groups.

e.g.:

334 + 3-053	Co-operation and youth
334 + 321	Co-operation and state
334 + 331.881	Co-operatives and trade unions

Co-operative Theory.

The different co-operative theories are indicated by 334 in connection with the name of the creator of the theory.

e.g.:

334 Gide
334 Owen
334 Schulze Delitzsch

Theories which have not a special creator or the theories in general on co-operatives can be classified as 334.

History of co-operation.

The publications on general history of co-operation can be classified as 334 (091). The history of special categories of co-operatives has to be classified with the U.D.C.-number of the co-operatives themselves. A "cross-reference" card can also be written on 334 (091).

Classification of countries.

The co-operative movements in the different countries are indicated by adding the common auxiliaries of Place of the U.D.C.

e.g.:

334 (100)	International co-operative movement
334 (480)	Finnish co-operative movement
334.2 (43)	Credit co-operative movement in Germany
334.4 : 63 (54)	Agricultural co-operation in India
334.45 : 637 (52)	Co-operative dairies in Japan
334.511 (494)	Consumers' co-operative movement in Switzerland
334.6 (549.7)	Workers' co-operatives in Pakistan

As it is impossible to mention the U.D.C. numbers of all countries in the world, we only indicate those for the different continents:

Europe	(4)
Asia	(5)
Africa	(6)
North America	(7)
South America	(8)
Oceania, Arctic and Antartic regions	(9)

For the different countries vide Trilingual Abridged Edition.

U.D.C. numbers of co-operative unions, etc.

Co-operative unions	334 : 061.25
International Co-operative Alliance (I.C.A.)	334 : 061.25 (100)
International Co-operative Petroleum Association (I.C.P.A.)	334 : 665.5 (100)
Co-operative wholesale societies	334.511 : 381.31
Nordisk Andelseksport	334 : 382.6 (48)
Nordisk Andelsforbund	334 : 381.731.6 (48)



VI

- 334.2 Co-operative credit societies
- 334.21 Co-operative loan societies.
Co-operative credit societies.
for a special purpose.
- 334.25 Co-operative thrift societies.
- 334.21/.25 Co-operative thrift and credit
societies. Co-operative savings
banks. Co-operative Raiffeisen
banks.
- 334.3 Co-operative insurance societies.
- Mutual and aid societies.
- Friendly societies.
- 334.311 Co-operative fire insurance societies.
- 334.312 Co-operative building insurance soc.
- 334.32 Co-operative transport insurance soc.
- 334.33 Co-operative life insurance societies.
- 334.337.123 Co-operative old-age pensions
- 334.338.1 Co-operative insurance against accidents.
- 334.338.2 Co-operative sickness insurance.
- 334.35 Co-operative societies for agricultural
insurance.
- 334.352 Co-operative livestock insurance.

VII

- | | |
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| <u>334.4</u> | <u>Professional producers' co-operative societies.</u> |
| | a. <u>Co-operatives of private traders; transport co-operatives; artisans' co-operatives; co-operatives of manufacturers; co-operatives of professional men.</u> |
| 334.41 | <u>Supply co-operatives.</u> |
| | e.g.: |
| 334.41 : 664 | Co-operative supply societies of grocers. |
| 334.41 : 685.31 | Supply co-operatives of shoemakers. |
| 334.43 | <u>Service co-operatives.</u> |
| | e.g.: |
| 334.43 : 362.11 | Co-operative hospitals (of physicians). |
| 334.45 | <u>Marketing/Productive co-operatives.</u> |
| | e.g.: |
| 334.45 : 656.135 | Transport co-operative societies. |
| 334.4 : 63 | b. <u>Agricultural co-operative societies.</u> |
| 334.41 : 63 | <u>Supply co-operatives.</u> |
| 334.43 : 63 | <u>Service co-operatives.</u> |
| | e.g.: |
| 334.43 : 631.361 | Co-operative threshing societies. |
| 334.43 : 631.585 | Co-operative pasture societies. |
| 334.43 : 631.6 | Co-operative land improvement. |
| 334.43 : 636 | Co-operative livestock breeding soc. |
| 334.43 : 636.2 | Co-operative cattle breeding societies. |
| 334.43 : 636.4 | Co-operative pig-breeding societies. |
| 334.43 : 636.5 | Co-operative poultry breeding societies. |

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334.45 : 63	<u>Marketing/Productive co-operatives.</u>
	e.g.:
334.45 : 633.71	Co-operatives for marketing of tobacco.
334.45 : 633.72	Co-operatives for marketing of tea.
334.45 : 633.73	Co-operatives for marketing of coffee.
334.45 : 633.74	Co-operatives for marketing of cocoa.
334.45 : 633.85	Co-operatives for processing of oils.
334.45 : 633.91	Co-operatives for processing of rubber.
334.45 : 634.3	Co-operatives for marketing of citrus.
334.45 : 635.9	Co-operative flower auctions.
334.45 : 636	Co-operative marketing societies of livestock.
334.45 : 637	Co-operative dairies, creameries.
334.45 : 637.4	Co-operative marketing societies of eggs.
334.4 : 639.2	<u>c. Co-operative fishery societies.</u>
<u>334.5</u>	<u>Consumers' co-operative societies.</u>
334.511	<u>Co-operative retail societies with a general purpose.</u>
334.512	<u>Co-operative consumers' societies with a special purpose.</u>
	e.g.:
334.512 : 614.6	Co-operative funeral societies.
334.512 : 614.27	Co-operative chemists' shops.
334.512 : 621.3	Co-operative societies for electricity distribution.
334.512 : 628.1	Co-operative water supply societies..
334.512 : 64.024.3/.5	Co-operative restaurants.
334.512 : 662.6	Co-operative fuel supply societies.

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334.53

Service co-operatives.

e.g.:

334.53 : 362.11

Co-operative hospitals (of patients).

334.53 : 64.024.1

Co-operative hotels.

334.53 : 648.18

Co-operative laundries.

334.53 : 728.1

Co-operative housing societies.

334.6

Integral co-operatives.

Workers' productive co-operative
societies.

e.g.:

334.6 : 63

Co-operative productive societies
of agricultural labourers.

334.6 : 69

Co-operative productive societies
of labourers in the building trade.

334.6 : 792

Co-operative societies of actors.

International contacts between co-operative librarians
and documentation officers.

Since 1954 the international contacts between the different libraries of the organisations affiliated to the International Co-operative Alliance have progressively improved.

The first meeting of co-operative librarians was held at the headquarters of the I.C.A. in 1954. It was only an orientation on the problems of international contact.

The proceedings of the second meeting, which took place at Basle in April 1956, were more definite. A Working Committee was elected and several concrete proposals were approved (e.g.: the exchange of accessions lists). The collaborating librarians were formally called the International Working Party of Co-operative Librarians and Documentation Officers.

The third meeting held in Rotterdam in September 1958 approved the rules of the International Working Party of Librarians and Documentation Officers as well as those of the Working Committee (vide below).

The discussions at the fourth meeting held in Cologne in September 1961 were mainly concerned with the further amelioration of the international relations between co-operative librarians.

Rules for the International Working Party of
Co-operative Librarians and Documentation Officers.

The International Working Party of Co-operative Librarians and Documentation Officers should:

1. create and promote an effective system of collaboration which will be profitable to all participating organisations;
2. extend and strengthen relations between co-operative libraries and librarians;
3. provide information on the practical questions which affect this sphere of activity, and raise the standard of professional qualifications;
4. within the purview of the I.C.A., strive in every way to improve the effectiveness of libraries and documentary services as well as the efficiency of their personnel;
5. by appropriate means endeavour to increase the scope of the I.C.A.'s library activities and in connection therewith create an International Co-operative Research Centre;
6. ascertain whether the regulations, recommended by the Working Party for collaboration between co-operative libraries and similar activities, are applied and observed.

Rules for the Working Committee.

The Working Party elects a committee of three or four members to carry out the practical work authorised by the Working Party, during the periods between conferences. This committee is called the "Working Committee". Vacancies in the Committee are filled by election amongst members of the Working Party.

The tasks of the Working Committee are:

1. taking action on resolutions, recommendations, etc. adopted by the International Working Party of Co-operative Librarians and Documentation Officers.
2. Initiating and coordinating the collaboration between the libraries of the co-operative organisations affiliated to the I.C.A.
3. Advising and instructing organisations on library problems, and referring them to competent experts when necessary.
4. Coordinating the proposals sent to the Working Committee and circulating these proposals among respective librarians to promote general discussion.
5. Promoting the revision and use of U.D.C. 334, and reporting progress in this field.
6. Ensuring close collaboration with the I.C.A.
7. Encouraging continuous collaboration between the libraries; modernisation and rationalisation of co-operative library work as well as technical development in this special sphere of activity.
8. Undertaking:
 - i) to give members of the Working Party advance notice of the Committee's meetings;
 - ii) to invite suggestion and comments to be considered at such meetings;
 - iii) to circulate minutes of the meetings to all members of the Working Party.

IV

Ann. III

Members of the Working Committee are:

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