

22 November, 1982

MEMORANDUM

From : Regional Director

To : Mr. B.D. Pandey  
L.O.O

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Subject : Short-term Consultancy - ILO Technical Assistance Project  
INS/78/068

I am happy to inform you that the Chief Technical Adviser of the above project has written as follows in regard to the services rendered by you during the period of your short-term consultancy:

"I am most satisfied with Mr. Pandey's good contribution to the project. The work done by Mr. Pandey in the form of written materials, on-the-job training and in the organisation of a workshop for prospective cooperative librarians was most substantial. Mr. Pandey's achievements are even more obvious when the short duration of two months of his consultancy is taken into consideration. I know that the above impression on Mr. Pandey's accomplishments and devotedness to his work are also shared by the project's National Team Leader and other counterparts.

In addition to his activities directly connected with the library and documentation services, Mr. Pandey established contacts with the Indonesian cooperative Council (DEKOPIN). These contacts will be valuable in initiating the future development and collaboration between the Indonesian Cooperative Movement and the International Cooperative Alliance (ICA) and ILO project as well.

The excellent initial work and the various materials, guidelines and blue print produced by Mr. Pandey are a good foundation for the further development of the cooperative library and documentation service at the Indonesian Cooperative Training Centres."

I would like to take this opportunity to congratulate you on your performance in this regard and wish to inform you that a copy of this letter will be placed in your personal file for future reference.

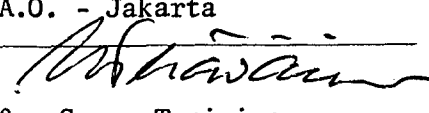
R.S. Rajaguru  
Regional Director

pk/

**ILO MEMORANDUM BIT**

CC.- Res. Representative  
UNDP, Jakarta  
- Director ILO ROAP  
Bangkok  
- Chief Coop. Branch  
ILO, Geneva  
- Head of PUSLATPENKOP  
Jakarta  
- Mr. B.D. Pandey

To Mr. S. Sankar Narayanan  
Director ILO A.O. - Jakarta

From M. Teravainen   
CTA/INS/78/068 - Coop. Training

Your Ref.

Date :

Our Ref. INS/78/068, D.14 MT/ed  
Date : 19.10.1982

Subject : Final Report, Mr. B.D. Pandey, Consultant in Library and Documentation Services, INS/78/068, Indonesia

1. I am enclosing for your information a copy of Mr. B.D. Pandey's final report along with other documents produced by him on his consultancy assignment in our Cooperative Training project from the 23rd of August till the 22nd of October 1982.
2. The report is self explanatory. It indicates explicitly the work done, the problems faced and also provides recommendations and future guidelines for the further development of cooperative library and documentation service in Indonesia.
3. I am most satisfied with Mr. Pandey's good contribution to the project. The work done by Mr. Pandey in the form of written materials, on-the-job training and in the organization of a workshop for prospective cooperative librarians was most substantial. Mr. Pandey's achievements are even more obvious when the short duration of two months of his consultancy is taken into consideration. I know that the above impression on Mr. Pandey's accomplishments and devotedness to his work are also shared by the project's National Team Leader and other counterparts

In addition to his activities directly connected with the library and documentation services, Mr. Pandey established contacts with the Indonesian Cooperative Council (DEKOPIN). These contacts will be valuable in initiating the future development and collaboration between the Indonesian Cooperative Movement and the International Cooperative Alliance (ICA) and ILO project as well. (Minutes enclosed).

4. The excellent initial work and the various materials, guidelines and blue print produced by Mr. Pandey are a good foundation for the further development of the cooperative library and documentation service at the Indonesian Cooperative Training Centres.



CO-OPERATIVE TRAINING  
DITJENKOP/ILO/UNDP PROJECT  
DIREKTORAT JENDERAL KOPERASI



DEPARTEMEN PERDAGANGAN DAN KOPERASI

MAIL :

CO-OPERATIVE TRAINING  
DITJENKOP/ILO/UNDP PROJECT  
P.O. BOX 75, JAKARTA, INDONESIA

CO-OPERATIVE TRAINING  
DITJENKOP/ILO/UNDP PROJECT  
P.O. BOX 122, MALANG INDONESIA

OUR REF. : INS/78/068, D.14

YOUR REF. :

OFFICES :

- PUSAT LATIHAN DAN PENATARAN PERKOPERASIAN  
JL. GATOT SUBROTO, JAKARTA

- BALAI LATIHAN PERKOPERASIAN  
JL. RAYA KARANGLO NO. 159, SINGOSARI, MALANG

20.10.1982

Mr. T. Bottomley  
Secretary Education ICA  
35 rue des Paquis, P.O. Box 41,  
1201 Geneva  
SWITZERLAND

Dear Mr. Bottomley,

Documentation and Final Report Produced by  
Mr. B.D. Pandey

1. I have the pleasure of forwarding to you copies of the documentation and final report produced by Mr. B.D. Pandey on his consultancy to the ILO Cooperative Training Project in Indonesia. For your further information and reference I have also enclosed a copy of my forwarding note.
2. As can be seen from my attached note, Mr. Pandey's report and documentation, a considerable amount of work was accomplished by Mr. Pandey during his brief consultancy in Indonesia.

With Cooperative Regards,  
Yours sincerely,

M. Teravainen  
Chief Technical Adviser  
INS/78/068 - Coop. Training

cc: - Mr. B.D. Pandey

MT/ed



CO-OPERATIVE TRAINING  
DITJENKOP/ILO/UNDP PROJECT  
DIREKTORAT JENDERAL KOPERASI  
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- BALAI LATIHAN PERKOPERASIAN  
JL. RAYA KARANGLO NO. 159, SINGOSARI, MALANG

OUR REF. : INS/78/068,D.14

20.10.1982

YOUR REF. :

Mr. Bernard Howcroft  
Manager, Library & Information Unit  
and Chairman, International Working Party  
of Cooperative Librarians and Documentation  
Officers. Cooperative Wholesale Society LTD.  
P.O. Box 53, New Centurt House  
Manchester M 60 4ES  
UNITED KINGDOM

Dear Mr. Howcroft,

Documentation and Final Report Produced  
by Mr. B.D. Pandey

1. I have the pleasure of forwarding to you copies of the documentation and final report produced by Mr. B.D. Pandey on his consultancy to the ILO Cooperative Training Project in Indonesia. For your further information and reference I have also enclosed a copy of my forwarding note.
2. As can be seen from my attached note, Mr. Pandey's report and documentation, a considerable amount of work was accomplished by Mr. Pandey during his brief consultancy in Indonesia.

With Cooperative Regards,  
Yours sincerely,

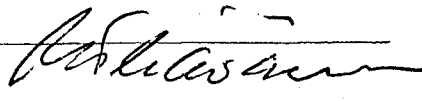
M. Teravainen  
Chief Technical Adviser  
INS/78/068 - Coop. Training

cc: Mr. B.D. Pandey

ILO **MEMORANDUM** BIT

- CC. - The Director,  
ILO ROAP, Bangkok  
- The Resident Representative  
UNDP, Jakarta  
- The Director ILO A.O.  
Jakarta  
- The Chief COOP.  
ILO, Geneva

To Mr. Sularso  
KAPUSLATPENKOP  
Jakarta

From M. Teravainen   
CTA/INS/78/068 - Coop. Training

Your Ref.

Date :

Our Ref. INS/78/068, D.16 MT/dn  
Date : 3.9.1982

Subject : Work Plan of Mr. B.D. Pandey, Consultant on Library and Documentation Services, INS/78/068 - Cooperative Training

..... Enclosed please find Mr. Pandey's Work Plan for his consultancy 23.8 - 22.10.1982 in our project.

I find the work plan to be systematically designed and comprehensive. It indicates clearly the amount of work necessary to upgrade our library and documentation service.

I have discussed the plan and the necessity of the various activities indicated in it with Mr. Pandey. We agree that the plan is ambitious but also feel that the activities mentioned have to be started during his consultancy in order to establish a foundation for further development of the library and documentation service at the PUSLATPENKOP,

I agree with Mr. Pandey about the present problem of not having qualified staff of which at least the senior ones (the librarian most urgently) would be conversant in the English language. I support Mr. Pandey's idea of having a qualified librarian from outside on a temporary basis to start with and do hope that the arrangement could be made a permanent one.

I realize that many of the tasks indicated in the plan can be only commenced during Mr. Pandey's consultancy. The development of an library and documentation service at a national level training institute is a long term task. This fact is also recognised in our project proposal 1983-86 for continued ILO assistance where an associate expert is proposed to be attached to the PUSLATPENKOP library to continue the work, the foundation of which we are laying now.

Work plan of Mr. B.D. Pandey ILO consultant on Library and Documentation services (23rd August to 22nd October 1982).

General :

- 23rd August           Departure from Delhi for Bangkok.  
24th-25th August    Briefing at ILO Regional Office, Bangkok.  
26th August           Arrival at Jakarta.  
27th August         1. Reporting to CTA at ILO UNDP Project 2. Visit to ILO Office 3. Visit to Chief of PUSLATPENKOP.

Part I. Reorganization of the Library of PUSLATPENKOP

1. Present position

At present, library has over 7500 books out of which about 1500 books are in English language. The Library receives about 22 journals, out of which 9 are in English language. Although the Library has about 7500 books but many of the books are out-dated and may not have any reference and research value. Library also stocks many copies of many a single titles. The Library does not follow any technical systems of any kind, viz, accessioning, clasification, cataloguing documentation etc. The Library also does not maintain any proper system of recording of journals, lending of books, circulation etc. There is no regular policy of book purchasing.

2. Staff

The Librarian who was supposed to be the technical counterpart and coordinating the technical matters with ILO Consultant is presently undergoing a three months course in library science, which I understand, will be over only when I will leave the country on 21st Oct 1982. Other remaining library staff is non-technical and do not understand English too, hence is not able to give me the desired support.

3. Steps which should be taken to reorganize the Library

3.1.

Weed out (remove) old editions having no reference and research value. Remove additional copies of single titles which are kept in the Library. Only 5 copies of each title should be preserved, which should be enough to cater the reference

and research requirements of the readers. However, many copies of text books should be kept in the library. A special library corner should be used for ILO projects documents.

Note : A committee of academically competent persons should be appointed to sort out library books and remove unwanted titles VERY URGENT.

### 3.2. Accessioning

Remaining documents i.e, books, journals, booklets should be accessioned.

Note : Accessioning job to be done on a prescribed standard Accession Register. The job of recording of the journals should also be done on standard cards.

Note : As per international practices man hour required to accession the books : 6000 books per person per year (working days only). This is being mentioned here to indicate the amount of work involved.

### 3.3. Classification

All documents accessioned should be classified on the basis of a recognized scheme of classifications. In my opinion, Universal Decimal Classification (UDC) is most suitable to classify cooperative literature.

### 3.4. Cataloguing

All classified documents should be catalogued by following one of the internationally accepted rules for cataloguing. At least three entries should be prepared for each title i.e. Authors Entry, Subject Entry and Title Entry (optional).

Note : Classification and cataloguing of only 8 titles can be done by a person per day (Indicative of work load involved).

### 3.5. Cumulative catalogue

After completion of the cataloguing work, a cumulative catalogue of library collection should be produced. The cumulative catalogue can be typed and reproduced from the classified part of library catalogue. The cumulative <sup>catalogue</sup> should be distributed to all concerned persons and libraries. Here-in-after

a regular Accession List should be issued on a regular basis monthly or quarterly.

### 3.6. List of Journals

A list of journals/periodicals received in the library should be issued and distributed to all concerned libraries and persons with a circulation slip.

### 3.7. List of Books

To prepare a list of books on Cooperation and allied subjects to be procured by the Library in future.

### 3.8. List of Journals

To prepare a list of journals on Cooperation and allied subjects to be subscribed by the Library in future.

### 3.9. Library Routine

To develop a system of book procurement, accessioning, lending, classification and cataloguing etc.

### 3.10. Documentation Techniques

To develop a system of documentation work viz, Accession List Documentation Bulletin and Bibliographical work, press cutting etc.

Note : To implement the above task one or two technically qualified (in library science) people may be hired from out-side on a temporary basis. Even, I suggest that if institution's librarian can also attend the work on part time basis, this will be of great help to us as well as to her to know more about practical working of the library, which I think will be very useful for her course, which she is presently undergoing.

## Part II. Study visits to a few cooperative institution/libraries in suggested as under :

Departure : 14/9	in Semarang	--- Surabaya	--- Malang
	15/9	in Malang	--- late afternoon --- Jakarta
	19/9	(Sunday)	to Bandung
	20/9	afternoon	to Jakarta.



Part III. Reorganization of library as suggested above should continue till my departure on 21st Oct. including during the period of my study visits.

Part IV. To conduct an Orientation Workshop for Cooperative Librarians of Indonesia (4th-12th) Oct 1982. The following topics may be discussed. Preparation for the workshop : 1. Selection of participants 2. Invitation to participants 3. Preparation of curriculum, 4. To arrange about 4-5 local resource persons and allocate to them subjects to be dealt by them 5. Other physical arrangements of space, refreshment, OHT etc.

Part V. Preparation and submitting to CTA a final report of the activities of the consultancy. The report may consist of the followings.

- (I) Work carried out during consultancy.
- (II) To prepare a plan for the development of cooperative libraries documentation and information services for Indonesia.
- (III) Future follow-up plan for CTP and Cooperative Movement of the country.

21st Oct. Evening : Departure

Note : The success of my consultancy will depend much upon the availability of adequate administrative technical and supporting staffs support to me from concerned counterparts and persons. Otherwise I am afraid, I may not be in a position to implement many of my above mentioned work plans.

*B.D. Pandey*  
B.D. Pandey

30.8.82

NATIONAL WORKSHOP FOR COOPERATIVE LIBRARIANS OF INDONESIA  
( 4th-12th OCT, 1982 )

WORKSHOP PROGRAMME

3rd Oct, Sunday

Arrival of participants

4th Oct, Monday

8.30 - 9.30

Registration of participants

9.30 - 11.00

Inauguration

11.00 - 11.30

Tea Break

11.30 - 12.00

Introduction of the participants  
and Briefing on : objectives and  
working methods of the workshop.  
By B.D. Pandey ILO Consultant.

12.00 - 01.30

Lunch break

01.30 - 02.30

Cooperative movement in Indonesia  
with special reference to education  
and Training and the Role of  
Library and Documentation Services.  
Mr. Sularso, Director Coop. Training

02.30 - 03.00

Questions - Answers

5th Oct, Tuesday

09.00 - 10.30	ILO/UNDP cooperative training project : its objectives and the working vis-vis- expected role of library, documentation and the information services. By Mr. Teravainen, CTA : and participants expectation from ILO project:
10.30 - 11.00	Questions - Answers
11.00 - 11.30	Tea Break
11.30 - 12.00	Questions - Answers continue
12.00 - 01.30	Lunch Break
01.30 - 02.30	International Cooperative Alliance Education and Training activities with special references to the promotion and the development of cooperative libraries and documentation services in S.E. Asia. By Daman Prakash ILO Consultant.
02.30 - 03.00	Questions - Answers

6th Oct, Wednesday

09.00 - 10.30	Effective coop. education and the training programme and role of library and documentation services. By B.D. Pandey ILO Consultant.
10.30 - 11.00	Questions - Answers
11.00 - 11.30	Tea Break
11.30 - 12.00	Questions - Answer continue
12.00 - 01.30	Lunch

.../..

6th Oct, continue

01.30 - 02.30

Present working of PUSLATPENKOP library and envisaged future plan of development of cooperative library and documentation system in Indonesia.

By Mr. Sudaryono, Chief of PUSLAT-PENKOP Evaluation Section.

02.30 - 03.00

Questions - Answers

7th Oct, Thursday

09.00 - 10.30

The meaning and scope of library services : I. The place of library in the world of knowledge.

II. the philosophy and ethics of librarianship and its obligations towards the society.

By a local resource persons.

10.30 - 11.00

Questions - Answers

11.00 - 11.30

Tea Break

11.30 - 12.00

Questions - Answers continue

12.00 - 01.30

Lunch Break

01.30 - 02.45

Library Administration and Management:

Library planning, building, furnitures and fixtures. Personnel.

Finance and budgeting. Book selection with special reference to cooperative literature. Processing work - Book ordering, Accessioning etc. Maintenance services, viz. Binding, repairs, stock verification etc. Readers services-Circulation, issue system etc.

02.45 - 03.30

Questions - Answers

8th Oct, Friday

09.00 - 11.00

Theory of classification :  
definition, need for classification,  
principles of classification, various  
schemes of classification.  
By a local resource person.

11.00 - 11.30

Tea Break

11.30 - 12.00

Questions - Answers

12.00 - 01.30

Lunch Break

01.30 - 03.30

Classification practical :  
Techniques of classification,  
terminology, Notation: same resource  
person continued.

9th Oct, Saturday

09.00 - 11.00

Theory of cataloguing, need and  
functions of catalogues, types of  
entries. By a local resource  
person.

11.00 - 11.30

Tea Break

11.30 - 12.00

Questions - Answers

12.00 - 01.30

Lunch Break

01.30 - 03.30

Cataloguing practical - Imparting  
the skill of preparing various types  
of entries. Same resource person  
continued.

.../..

11th Oct, Monday

09.00 - 10.30	Bibliography, Documentation work, press cutting and reference services. By local resource person.
10.30 - 11.00	Questions - Answers
11.00 - 11.30	Tea Break
11.30 - 12.00	Questions - Answers continue
12.00 - 01.30	Lunch Break
01.30 - 03.30	Supplementary lecture on preparations and use of Bibliography, documentation services, press cutting and its relations with reference services. By B.D. Pandey ILO Consultant.

Homework for participants -- Note :

Participants are requested to have group discussions, regarding the next day topic i.e. - national plan..

12th Oct, Tuesday

09.00 - 11.00	Preparations of a tentative plan for coop. libraries and documentation services for Indonesia : participant re-actions.
11.00 - 11.30	Tea Break
11.30 - 12.00	Evaluation of workshop
12.00 - 01.30	Lunch Break
01.30 - 03.00	Concluding session : Distribution of certificates etc.

.../..

NOTE

- I : The workshop shall be directed by Mr. B.D. Pandey ILO Consultant.
- II : To attend administration and other practical matters, Mr. Sudaryono or some person similar to his understanding should be in attendance during the entire period of the workshop.
- III : Similarly to attend technical matters (Library science) particularly for simultaneous translation from English to Bahasa and vis-vis-, when needed. Mrs. Sri Hapsari Basuki librarian of Navy Cooperative or some other persons of similar technical skills should be in attendance during full duration of the workshop.



B.D. Pandey  
ILO Consultant.

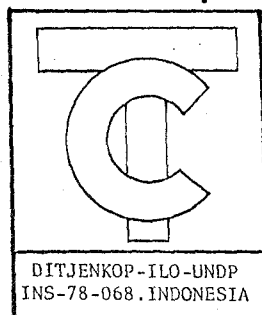
REPORT

CONSULTANCY SERVICE ON  
COOPERATIVE LIBRARY AND  
DOCUMENTATION SERVICES  
FOR THE INDONESIAN  
COOPERATIVE MOVEMENT

SUBMITTED BY

B.D.PANDEY

ILO CONSULTANT



DITJENKOP-ILO-UNDP  
COOPERATIVE TRAINING PROJECT  
PUSLATPENKOP, JAKARTA

OCTOBER 20 1982

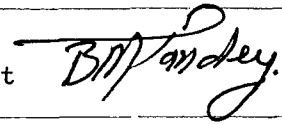


**ILO MEMORANDUM BIT**

CC.

To Mr. M. Teravainen  
CTA/INS/78/068 - Coop. Training

From B.D. Pandey  
ILO Consultant



Your Ref.

Date :

Our Ref. INS/78/068, D.14 BDP/ed

Date : 20.10.1982

Subject : Re: CONSULTANCY SERVICE ON COOPERATIVE LIBRARY AND DOCUMENTATION SERVICES FOR INDONESIA - A REPORT

A Report on the activities of the Consultancy carried out during 23rd August to 21st October 1982 is given below for your kind information and necessary action:

THE REPORT HAS BEEN DIVIDED INTO THE FOLLOWING HEADINGS:

1. General Report Work Plan and;
2. In-Service Training;
3. Study Visits;
4. Workshop for Cooperative Librarians;
5. Preparation of technical documents and training materials;
6. Future Plan for Cooperative Libraries and Documentation services; and
7. Recommendations.

1. GENERAL REPORTING AND WORK PLAN

1.1. General:

23rd August

Departure from Delhi for Bangkok

24th-25th August

Briefing at ILO Regional Office, Bangkok

26th August

Arrival at Jakarta

27th August

1. Reporting to CTA at ILO/UNDP Project

2. Visit to ILO Office

3. Visit to Chief of PUSLATPENKOP.

21st October (Evening) Departure from Jakarta for Delhi.

.../..

### 1.2. Work Plan

Prepared a work plan for the activities to be carried out during the period of consultancy. After discussing the work plan with the Chief Technical Advisor (CTA) and his National Counterpart, the activities were carried out simultaneously. It may please be noted here that the Librarian and Documentation Officer of PUSLATPENKOP (National Cooperative Training Centre) who was supposed to be my national technical counterpart was not available. This factor limited the execution of my work plan to a great extent. I also could not develop any rapport and understanding with the national technical counterpart for further cooperation, collaboration and necessary follow-up. It was a real limitation to my consultancy programme. This is particularly important since I am working on full time basis with the ICA Regional Office for S.E. Asia in New Delhi. The ICA, as you are aware, is actively supporting the national movements in the region in the field of library development. However, all possible support and cooperation I received from ILO project staff and their national counterparts, I could do some work which is being reported in preceding pages.

### 2. IN-SERVICE TRAINING

When in station and excluding the period of workshop, an in-service training programme was conducted everyday from 09.00 - 12.00 hrs for the present and potential library staff of PUSLATPENKOP (National Cooperative Training Centre).

### 3. STUDY VISITS

To get first-hand information on the working of libraries of a few BALATKOPs (Provincial Cooperative Training Centres) the following places were visited.

16th September	1. Semarang (Central Java).
	2. Surabaya (East Java).
17th September	3. Malang (East Java).
18th September	Return to Jakarta.
20th September	4. Bandung (West Java) at Institute of Cooperative Management, and the BALATKOP. Also visited a few Government Offices.
21st September	Return to Jakarta.

.../..

Impressions on the libraries of above BALATKOPs is given below

None of the studied BALATKOPs have reading rooms and any library facilities. Whatever a few hundred documents they have are not organized. Only exceptions being the libraries at Malang and Institute of Cooperative Management at Bandung. All libraries suffer due to the lack of necessary pre-requisites with them i.e., Space, furniture, finance, reading material and trained personnel.

I was informed that due to lack of reading and reference material, so to say no material at all, teachers find a tremendous handicap in preparing their lesson and lecture notes. However, there was a keen desire to develop libraries and they felt it is an urgent need. A detailed plan for developing cooperative libraries and documentation services for Indonesia is being submitted separately and the copy is enclosed.

4. NATIONAL WORKSHOP FOR COOPERATIVE LIBRARIANS OF INDONESIA

A national workshop was conducted from 4th - 12th October 1982. It was the first activity of this kind. Based on the preparatory study done on the working of the libraries at PUSLATPENKOP (National Cooperative Training Centre) and BALATKOPs (Provincial Cooperative Training Centres) a need-based syllabus was prepared, covering the elementary requirements of the beginners. The workshop was attended by twenty participants consisting of many participants coming from BALATKOPs.

A compendium of training package on library science entitled "Management of Cooperative Libraries and Documentation Services" was prepared by me and the same was distributed among the participants. Besides, the Short Guide, many other technical papers on library science were distributed among the participants. The report of the workshop, incorporating a Blue Print prepared by the participants under my guidance for future development of cooperative libraries was prepared for the concerned authorities of PUSLATPENKOP (National Cooperative Training Centre).

4.1. Participants Recommendation

Needless to say that the short duration of the Workshop is not at all adequate to impart the skill of librarianship to the participants. Therefore, it is recommended that a month long intensive course on library science should be organized in near future.

.../..

## 5. PREPARATION OF TRAINING MATERIAL AND TECHNICAL DOCUMENTS

The following material was produced during the period of two months consultancy and was distributed among the workshop participants and other concerned persons.

1. Training material "Management of Cooperative Libraries and Documentation Services" - A Short Guide. pp 75
2. A model Accession List (new additions to a library). pp 13
3. A model Documentation Bulletin (an annotated list of articles). pp 13
4. A model of Annotated Bibliography of Cooperative Literature. pp 18
5. A Select List of English Language Cooperative Journals. pp 35
6. A Select List of Books on Cooperation and Allied Subjects. pp 45

Note: Necessary copies of documents are enclosed.

## 6. FUTURE PLAN

Prepared a document entitled "Development of Cooperative Libraries, Documentation and Information System and Services in Indonesia - Proposal for future development - Blue Print". pp30

## 7. RECOMMENDATIONS

1. PUSLATPENKOP Library should be re-organized on the lines suggested in the Blue Print Similarly BALATKOP libraries should also be developed.
2. If the authorities of PUSLATPENKOP wish to re-organize and develop their own library and its services and also wish to develop efficient cooperative library system in the country, they must appoint an adequately qualified Librarian and Documentation Officer having required qualifications as recommended in the Blue Print and Short Guide. The person should also get adequate and qualified supporting staff.
3. To provide trained manpower to these libraries an intensive course on library science for one month duration should be organized in near future with possible cooperation and collaboration of the ICA Asian Regional Office at New Delhi.
4. Documentation produced during consultancy should be translated into Bahasa Indonesia and distributed among concerned persons.

.../..

5. ILO/UNDP Cooperative Training Project through my consultancy was able to create a favourable climate and enthusiasm among the concerned people for future development of library system in the country. The Development of Library and Documentation Services at the National as well as provincial level Training Institutes is a longterm task. Hence, ILO should follow it up, e.g. as outlined in the ILO project proposal for 1983-1986. otherwise, I am afraid that the existing favourable climate may not sustain for long and library movement may develop in a very slow pace and may prove an handicap for effective training and education programme. There by hamper the healthy growth of Cooperative Movement of the country.

BDP/ed/20.10.1982.

## MINUTES

Minutes of a informal meeting held in the office room of Drs Sularso, Director (Training), and Principal of the National Centre for Cooperative Development, Jakarta, on Thursday, October 14 1982, at 10.00 a.m.

The following were present:

Drs Sularso, Director (Coop Training);  
Mr JK Lumonon, Director, DEKOPIN;  
Drs Sudaryono, Head, Management Training, PUSLATPENKOP;  
Mr M Teravainen, CTA, ILO Coop Training Project;  
Mr Daman Prakash, ILO Advisor, Coop Training Project;  
Mr BD Pandey, ILO Consultant, Coop Training Project; and  
Mr Djabaruddin, DEKOPIN.

Drs Sularso presided.

Mr BD Pandey explained that he being a full-time employee of the International Cooperative Alliance Regional Office for South-East Asia, New Delhi, while coming to Indonesia in connection with his ILO assignment with the ILO Cooperative Training Project, was requested by the ICA Regional Director, Mr RB Rajaguru, to have an informal discussion with some of the important cooperative authorities in Indonesia regarding the relationship and collaboration of the Indonesian Cooperative Movement with the ICA Regional Office. Mr Rajaguru wanted him to find out the reactions of the Dekopin and Cooperative officials and possibilities for future collaboration with the ICA. It was in this context that this meeting was called by Drs Sularso.

The following points were discussed:

### 1. Cooperative Member Education Project

The DEKOPIN already had some discussions with the ICA on this project, which of course couldnot materialise due to several limiting factors. It was, however, felt that these discussions should be revived again particularly in view of the fact that some basic work was being done by the ILO Cooperative Training Project and the DEKOPIN and the Cooperative Extension Directorate in this direction. The ILO Advisor on Cooperative Member Education, working at the PUSLATPENKOP, is currently assisting the DEKOPIN and the Extension Directorate and some work in member education field has already been done in East Java. The ILO Advisor has already generated some technical material on the organisation and development of a national cooperative member education programme. It would be a good opportunity if the ICA could collaborate with the ILO and DEKOPIN and support the further development of this activity.

Drs Sularso and Mr Lumonon mentioned about the project approach - referring to the ICA involvement in the Indore Project - and suggested that further discussions could be held with the ICA.

Mr Teravainen mentioned that the ILO Project's involvement in the field of cooperative member education should not be regarded as an obstacle to obtain ICA's assistance in this field. He said that the total aim is to improve the member participation in cooperative activity as a national strategy.

### 2. Women and Cooperatives

Drs Sularso mentioned that some good progress has been made in the field of involvement of women in cooperative activities, particular in Bandung area. Mr Lumonon mentioned that already the DEKOPIN has a national women's committee and which has been quite active. Some projects have been initiated

by this committee. Mr Lumonon suggested that it would be a good idea if the ICA Regional Office could depute Mrs M.D'Cruz, Women Officer, to make a brief visit to Indonesia and suggest some improvements in the work being presently done by the DEKOPIN and other women's projects. It was mentioned that the Women's Project within the DITJENKOP is already carrying out its activities in about 16 provinces and there is ample scope for further development and diversification.

### 3. Assistance to DEKOPIN for the development of IKOPIN (Institute of Cooperative Management), Bandung

Drs Sularso mentioned that the DEKOPIN is currently engaged in the development of the Institute of Cooperative Management (IKOPIN) at Bandung. A new building is already coming up and a large complex will soon be ready. The ICA could provide some technical assistance to this Institute, may be, in the following manner: training of faculty members in methods and techniques, providing some technical equipment and some technical books and other material. Another institute is being developed in Ujung Pandang.

### 4. Consumer Cooperatives

Following up the holding of the national seminar on consumer cooperatives by the ICA recently in Jakarta, a national steering committee has been established to follow-up its recommendations. Keeping in view the emphasis now being laid by the government on development of consumer cooperative stores/departmental stores in Jakarta and other important towns, efforts are now being made to draw up a programme for the establishment of such consumer outlets. A working group would soon be established. The ICA could assist the Indonesian Cooperative Movement in drawing up schemes for setting up of super markets and for the training of consumer cooperative personnel.

### 5. Industrial Cooperatives

The proposal of the ICA to organise a workshop on industrial cooperatives was under consideration of the DEKOPIN. It was mentioned at the meeting that this activity might be held some time towards the end of 1983.

### 6. Library Development

Drs Sularso and all others expressed their appreciation for the good work done by Mr Pandey in this field. As an ILO Consultant he was able to produce several documents, conduct a national workshop, and made various practical suggestions based on the study visits to some of the provincial cooperative training centres. Drs Sularso mentioned that the ICA could continue supporting the development of libraries and documentation services in Indonesia through its own programmes. Any support in this area would be most welcome. The PUSLATPENKOP has to develop cooperative libraries in all the 27 BALATKOPS (provincial cooperative training centres). In future the ICA could provide some on-the-job training to some of the Indonesian cooperative librarians.

### 7. Fellowship Programme for Indonesian Cooperators

Keeping in view the level of development of cooperative movement in India and in several other South-East Asian countries, it was felt that an exposure to some of the successful cooperative activities in India was relevant. Some of the areas for the exposure mentioned were: dairy cooperatives, sugar cooperatives, fertilizer cooperatives and the cooperative training structure including the cooperative member education programmes.

In this connection it was pointed out that the Government of India and the National Cooperative Union of India offers some Fellowships. The ILO Cooperative Training Project in Jakarta also has a provision for fellowships. The ICA also offers some scholarships. It was felt that all these resources could be pooled together and some programme be developed under which Indonesian Cooperators and Cooperative Trainers could make study visits to India and to other countries in the Region. It was suggested that the ICA could collect such an information and suggest a possible scheme which could be followed by the Indonesian Cooperative Movement. Mr Pandey was requested to collect this information and send it to Drs Sularso and to the DEKOPIN as soon as possible.

#### 8. ICA Publications

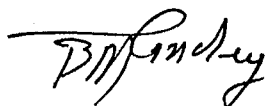
PUSLATPENKOP is the national cooperative training institution, but it does not receive any of the ICA publications. The PUSLATPENKOP has a good library now and the needs of the faculty members are growing. It was therefore felt that the ICA could consider it favourably to provide the PUSLATPENKOP with a complete set of its publications on complimentary basis and continue to supply copies of its future publications, as is done in respect of the DEKOPIN.

#### 9. ICA and the ILO - Collaboration

Mr Teravainen pointed out that the ICA and the ILO could perhaps collaborate more effectively in the field of cooperative training and education and in the general development of cooperative movement in Indonesia. The ILO would welcome any such collaboration in the conduct of cooperative activities in Indonesia.

Drs Sularso and Mr Lumonon were of the firm view that the ICA could play an important <sup>role</sup> in the development of the Indonesian Cooperative Movement and it was strongly suggested that either Mr Rajaguru or Mr Rana could consider making a visit to Indonesia to discuss the total relationship of the ICA with the Indonesian Cooperative Movement and its leadership.

Jakarta,  
October 14 1982.



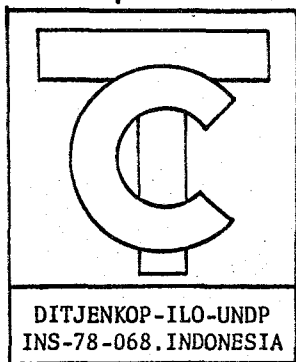
B.D. Pandey.



PROPOSAL FOR FUTURE DEVELOPMENT OF  
NATIONAL COOPERATIVE LIBRARIES,  
DOCUMENTATION AND INFORMATION  
SYSTEMS AND SERVICES FOR  
COOPERATIVE MOVEMENT IN INDONESIA  
- A BLUE PRINT

PREPARED BY

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DITJENKOP-ILO-UNDP  
COOPERATIVE TRAINING PROJECT  
PUSLATPENKOP  
JAKARTA, INDONESIA

OCTOBER 1982

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NATIONAL COOPERATIVE LIBRARIES, DOCUMENTATION AND  
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DEFINITIONS

For the clarification of terms, intended to be used in preceding pages the relevant definitions are given below.

DOCUMENTATION AND BIBLIOGRAPHICAL SERVICES

Definitions

For the purpose of this report the following terms will be used:

1. Document

Any writing whether printed, cyclostyled, typewritten or produced in any form which can be reproduced for further use.

2. Library

A collection of documents which has been scientifically organized to allow users to learn of its contents and to obtain the documents so organized.

3. Librarian

A person trained to acquire, organize, (through cataloguing, classification, and shelf arrangement), and help others to use the collection of documents.

4. Index

A list of the contents of a document or a series of documents, arranged in some systematic (e.g. by author, by titles, by subjects, by country, by classification notation, etc).

5. Journal

Any publication which appears at regular intervals and is expected to be published indefinitely.

6. Review of the literature

A synthesis and evaluation of a document by a specialist in the subject being reviewed.

7. Serial

A publication to be issued at intervals, but not regularly and usually at intervals of a year or more.

8. Selective Dissemination of Information

A system whereby notices of newly received documents in particular fields of interest are automatically called to the attention of concerned key workers in the organization.

9. Documentation Center

An institution which collects and makes available to others documents in a special field, and, and which itself, through its own staff investigates and exploits the documents, publishes the key to them and evaluates the information contained in them. It includes a library (2), but goes beyond the work of a Library.

10. Documentation Service

The service offered by documentation center.

Traditionally these include (but are not limited to) providing copies of the documents from its own store or elsewhere, in original form or as photocopies, producing guides to the literature (indexes, abstracts, special bibliographies, union catalogues lists of the holdings of other collections, translations, reading, lists, etc.) and exploiting the literature (publishing evaluative reviews, reporting the state-of-art of the subject, calling the attention of competent authorities to gaps in information in certain areas of the field and suggesting research or other work to fill in these gaps). Often research in documentation is also undertaken.

11. Information Centre

An organization whose function is to supply information which is derived from publications as well as from any other source, on specific subjects. It uses for this purpose the services of documentation centres, analysis centres, libraries and subject specialists, or any other source of information.

12. Information Network

System integrating institutions such as:

Libraries, documentation centre, information centres, analysis centres-into a coordinated whole, to provide a community of users with relevant input data, irrespective of its origin, format or physical location.

An information network can be subject or mission-oriented.

GENERAL BACKGROUNDCooperative Movement

"It was only after Indonesia emerged as a Sovereign State that the Cooperative Movement began to develop in earnest, although the origins of the Movement can be traced back to the early years of this century. In 1958, a new Cooperative Law was promulgated and the number of cooperative societies increased from 14,146 in 1958 to 74,079 societies in 1965, with some eight million members. The year 1965 was, as in many other spheres, a watershed in the evolution of the cooperative movement, and the aftermath of the 30 September events in that year had a severe impact on it. A new Law on Cooperatives was passed in 1967, which continues to be legal basis for cooperative activities in the country. The number of cooperatives dropped to 9,338 in 1968 but gradually increased to 13,949 in 1969, 18,377 in 1973 and 20,819 in 1981.

.../..

Article 33 of the Constitution provides for cooperatives as a means towards attainment of economic and social order. Although there is no specific long-term cooperative development plan, cooperatives are assigned an important place in economic and social development. Priority is assigned to the development of agricultural primary cooperatives (KUDs), followed by fishery cooperatives, those of artisans and others. Considerable and special attention has been devoted to KUDs, and the Presidential Decree No. 2 of 1978 set new guidelines on their development. Apart from agricultural cooperatives, only the civil servants' and army cooperatives catering to their members need for credit and cheaper consumer goods seem to be thriving. With a few successful exceptions, cooperatives in fisheries, milk and consumer products remain still to be developed.

The Government responsibilities for administration of cooperative legislation and promotional activities are vested in the Directorate General of Cooperatives, which is a part of the Ministry of Trade and Cooperatives. In addition, the Junior Minister of Cooperatives, whose ministry is outside the Department of Trade and Cooperatives, is also the head of the National Logistics Board (BULOG), responsible for the procurement of staple food, its storage and marketing, as well as for the supply and distribution of fertilizer".

## 2. Cooperative Education and Training

" The Directorate-General of Cooperatives comprises five Directorates, responsible respectively for business development, organizational development, development programmes, extension. In addition, there is a training unit, which is responsible for cooperative training. The total personnel of the Directorate General is nearly 7,000 officers. The field organization consists of 27 provincial offices and about 300 district offices patterned on the model of the Department of Cooperatives at Jakarta.

.../..

The representative body of the cooperative movement itself is the National Cooperative Council of Indonesia (DEKOPIN). Its role is, however, limited, due to an inadequate resource basis. It is, however, the intention of the Government to strengthen it and assign to it a progressively increasing role in training and education.

Accurate data on the total manpower, inclusive of officials and elective office-bearers, is not available; and there is an obvious need to conduct a comprehensive survey to assist in proper training programmes. However, a rough estimate made by the on-going ILO project in cooperative training (INS/78/068), as of 1981, indicates that the total manpower within the cooperative movement and the Department of Cooperatives is of the order of 350,000 persons, broken down as follows :

Managers	21,000
Unit-Heads	80,000
Accountant/bookkeepers	21,000
Directors	130,000
Supervisory Board Members	66,000
Department Officials	7,000
	<hr/>
	325,000
	=====

In relation to these figures, the training target for 1981-82 is 16,991 persons of whom 13,334 will be from the Societies and 3,657 from the governmental services.

Reference should be made at this point to the significant importance currently attached to cooperatives by the Government. The President of Indonesia, Mr. Suharto, in his budget address to the Parliament in January 1982 highlighted the importance of Cooperatives.

Cooperative development was presented as having much the same objectives as development of indigenous small enterprises, and also of providing a particularly suitable approach to rural development. The two are clearly intended to be complementary, and both may be expected to benefit from considerable government support, policy level and economic, in the coming years".

3. ILO/UNDP Cooperative Training Project

"The present ILO/UNDP project INS/78/068 was commenced, after a 12 months preparatory phase, on 1 April 1981. According to the present Project Document the project will be phased out on 30.6.1983. Until now, the project has been successful in assisting the National Cooperative Training Centre (PUSLATPENKOP) in designing proposals and outlines for implementation of : cooperative training policy and strategy, standardized packages for systematic cooperative training, management and administrative procedures for cooperative training centres, trainers training, training methods and techniques, member education and management consultancy approach. Contacts with provincial training centres (BALATKOPs) and KUDs have been maintained by regular collaboration with the associated British ODA Team in Central Java, the ILO expert in East Java, and numerous visits to KUDs in West, Central and East Java Provinces".

4. The Message of Cooperation to Masses and the Role of Library ;  
An Historical Exposition

To educate the general masses and their members the Rochdale Pioneers started many cooperative educational activities, 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.

.../..



As was done by Rochdale Pioneers, if the cooperators/cooperative officials/cooperative policy makers/cooperative educators in South-East Asia wish to send the message of cooperative library and information system for cooperatives in their country. They have to develop a system under the system it is envisaged that each cooperative organization/institution should start their own reading room for their members and potential members. The library movement should filter down even at the primary society level.

#### 5. INFORMATION NEEDS OF COOPERATIVES

Keeping in view of the magnitude of cooperative movement of country and their envisaged requirement of trained personnel the figure up to 1981, was 325,000, within, which the movement intend to train these people. Therefore, needless to say that a training programme of this magnitude besides many other facilities needs a good support of well-organized library and Documentation System.

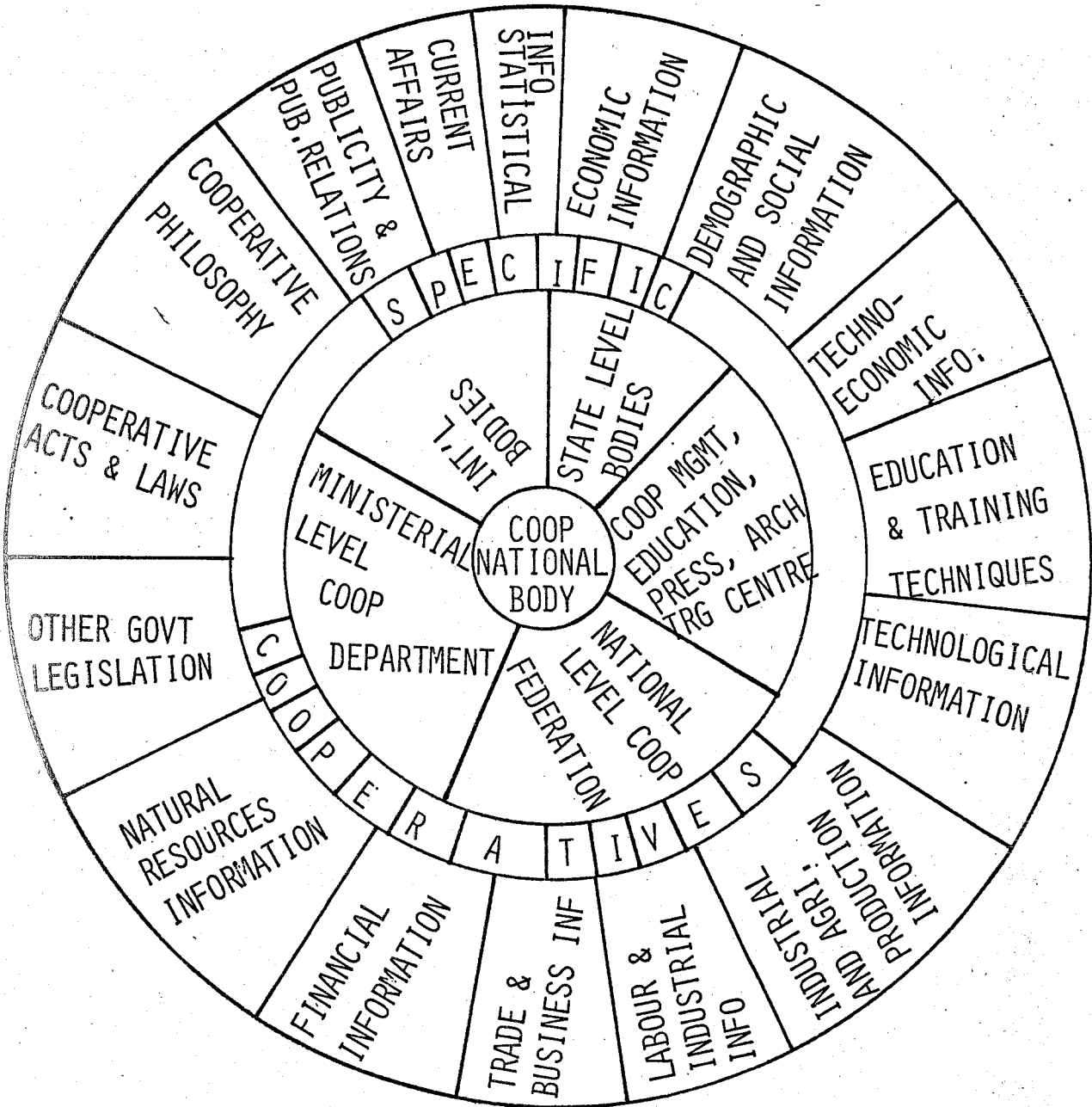
##### 5.1. Types of Information Requirements of Cooperatives

Information is an important and crucial ingredient at each and every level of cooperative activity.

The information requirement of cooperative organizations are of varied nature (see enclosed chart) economic, legal, personnel management, public relations, technological, statistical, industrial and the type-mostly concerned with decision-making and management functions like-planning, organizing, directing, coordinating, reporting, budgeting etc. Decision-making is a complex process and the right kind of decision depends upon the right kind and quality of information and data available to the decision makers.

.../..

Figure 1



TYPES OF COOPERATIVES AND THEIR INFORMATION REQUIREMENTS

Other types of information generally required pertain to:

- a. national and cooperative programmes and development plans
- b. cooperative movement history, structure and position
- c. bibliographies
- d. case studies
- e. model documents
- f. training programmes
- g. means of cooperative training and education

5.1.2. Information for Cooperative Management

The early cooperatives were started as a group activity by interested persons for mutual benefit and were managed using conventional methods of management. The present range of cooperative movement is vast and divers. The need for professional management techniques are increasingly and continuously being felt and stressed for an effective control and administration of the cooperatives.

Professional management is essential because cooperatives have to face stiff competition from the private trade on one hand and public sector on the other in a mixed economy like in many S.E. Asian countries. Professional management pre-supposes a well-organized management information system which provides an organized means for providing past, present and projection information relating to internal operations and internal intelligence. It supports the planning, control and operational functions of an organization by providing uniform information in the proper time frame to assist the decision-making process. The information to be provided comprises of:

- a. information for strategic planning (policy making) to top level management.
- b. information for management control (scheduling) to middle level management.
- c. information for operation control (operations) to lower level management.

5.1.3. Information for Cooperative Education Training,  
Research and Extension Work

Cooperative movement owes its success principally to its sustained educational efforts behind it. Cooperative training and education facilities are prerequisites to cooperative expansion. The general educational functions of cooperatives are in:

- a. membership meetings
- b. legal matters
- c. financial affairs
- d. a marketing society
- e. societies for consumer goods & supplies
- f. savings and credit societies
- g. general.

5.2. Need for well-equipped Library and Documentation Services for  
Cooperative Colleges/Centres

The Library is the soul of a cooperative training unit. 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 the particular country.

For comparative study purposes it should have a good collection of cooperative documents from other countries. It should have a good collection of cooperative journals. It should also have audio-visual equipments, cooperative films and CEMAS and MATCOM material etc. It should maintain relations with the national and international cooperative libraries for the purpose of inter-exchange and interlending of books and documents.

.../..

A place where all these could be available is the cooperative library. However, a search for 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. Even a visit to some important cooperative libraries in Asian Countries has shown limited resources and lack of relevant up-dated materials. 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 rich in reading materials and devices. Only then can it be said the cooperative teachers and leaders in Indonesia, 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 system fitted to the country's economic, cultural, political and social background needs.

#### 5.2.1. Documentation Services

As mentioned earlier a proper dissemination of cooperative knowledge, cooperative information and documentation services are vital tools. Otherwise, users of information services may not be in a position to lay their hands to right information. The types of documentation services rendered and agencies producing them is being dealt with in next chapter.

### 6. PRESENT POSITION OF COOPERATIVE LIBRARIES IN INDONESIA

#### Introduction

Keeping in view of the information and documentation needs for cooperative movement in general and cooperative education and training in particular at present there are no good cooperative libraries at national level "Training Centre for Cooperative Development" (PUSLATPENKOP) at Provincial level "Provincial Cooperative Training Centre" (BALATKOP) there are no library

and library facilities at all. I had a chance to visit a few BALATKOPs and found that they do not have any reading room facilities. In the absence of any reference material with them, teachers were handicapped in preparing lesson and their lectures up to date. I also felt a keen desire and urgent need to develop libraries at PUSLATPENKOP and BALATKOPs.

To get a better insight let us deal with the actual working of cooperatives libraries of the country. To begin with let us deal the PUSLATPENKOP library.

#### 6.1. The Library of PUSLATPENKOP

##### Present position

At present, the library has over 7500 books, out of which about 1500 books are in English language. The library receives about 22 journals, out of which 9 are in English language. Although the library has about 7500 books yet many of the books are outdated and may not have any reference and research value. The library also stocks many copies of many a single titles. The library does not follow any technical system of any kind, viz, accessioning, classification, cataloguing, documentation etc. The library also does not maintain any proper system of recording of journals, lending of books, circulation etc. There is no regular policy of book purchasing.

##### Staff

At present there is one librarian and two library assistants. I understand that librarian is a trained person. But the way library has been maintained does not look a job of a trained librarian, similarly, I understand that the library staff is used to do other jobs than library. It is perhaps that management feels there is no work in library, which is a wrong notion. However, the way library has been maintained, gives an leverage to feel the limited work in library. Further as it so far, it appears that management was not well convinced to the need of having a good library. However, the present management is fully aware of the needs for a well organized library and very much appreciates the

value of library services. However, I wish to record my opinion that the PUSLATPENKOP library cannot be managed with present staff with their limitation in quality and quantity. In the preceding chapters I have given the required strength of library staff of PUSLATPENKOP library (National Library and Documentation Centre) and their qualifications.

## 6.2. Future Plan: Administration, Finance, Reading Material

### 6.2.1. PUSLATPENKOP Library (National Cooperative Library and Documentation Centre).

As envisaged that the PUSLATPENKOP Library will be national cooperative library and documentation centre, hence its planning for administration and finance should be matching to its requirements. We shall deal the above issues one by one.

#### A. Space Building (See enclosed lay out plan) Fig. 2,3

#### B. Fixture, Furniture and Equipment

Library furniture should be comfortable. A special arrangement should be made for persons doing light reading (news paper, light magazines) and persons doing serious reading (researches, reference seekers).

#### C. Equipment

A list of essential equipment, fixtures and furniture for a middle size library is given below.

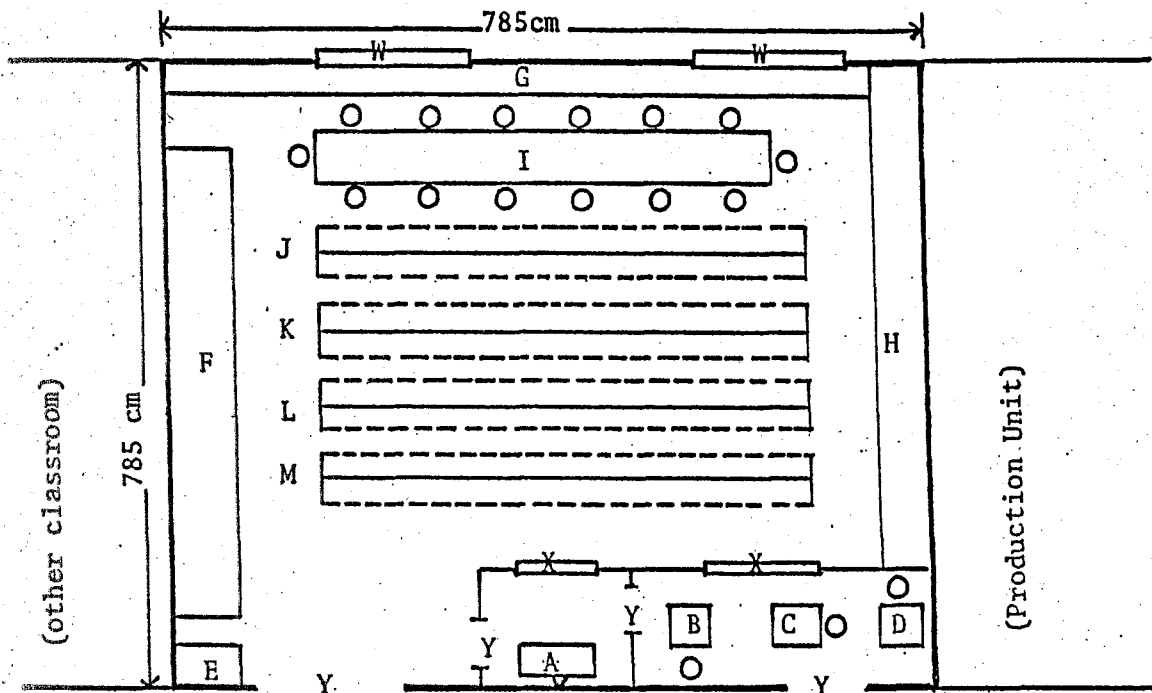
- (1) Charging Desk and Tables;
- (2) Chairs;
- (3) Shelves;
- (4) Charging Tray;

.../..

- ( 5 ) Book-ends or Book Supports.
- ( 6 ) Vertical File.
- ( 7 ) Card Catalogue Cabinet.
- ( 8 ) Magazine Rack.
- ( 9 ) Dictionary Stand or Holder.
- (10 ) Book Plates or Rubber Stamps with the name of the library.
- (11 ) Rubber date Stamps and Ink pad.
- (12 ) , Notice Board.
- (13 ) Accession Register.
- (14 ) Borrowers Register.
- (15 ) Application Cards.
- (16 ) Book Cards.
- (17 ) Catalogue Cards.
- (18 ) Guide Cards for Catalogue File.
- (19 ) Periodical and Newspapers Recording Cards.
- (20 ) Classification Slip.
- (21 ) Book Jacket for Keeping Issue Cards and due data slip.
- (22 ) Borrowers Cards ( issue cards ).
- (23 ) Tray for Borrowers Cards.
- (24 ) Adjustment Book Holder.
- (25 ) Newspaper Stick and Holders.
- (26 ) Wall Clock.

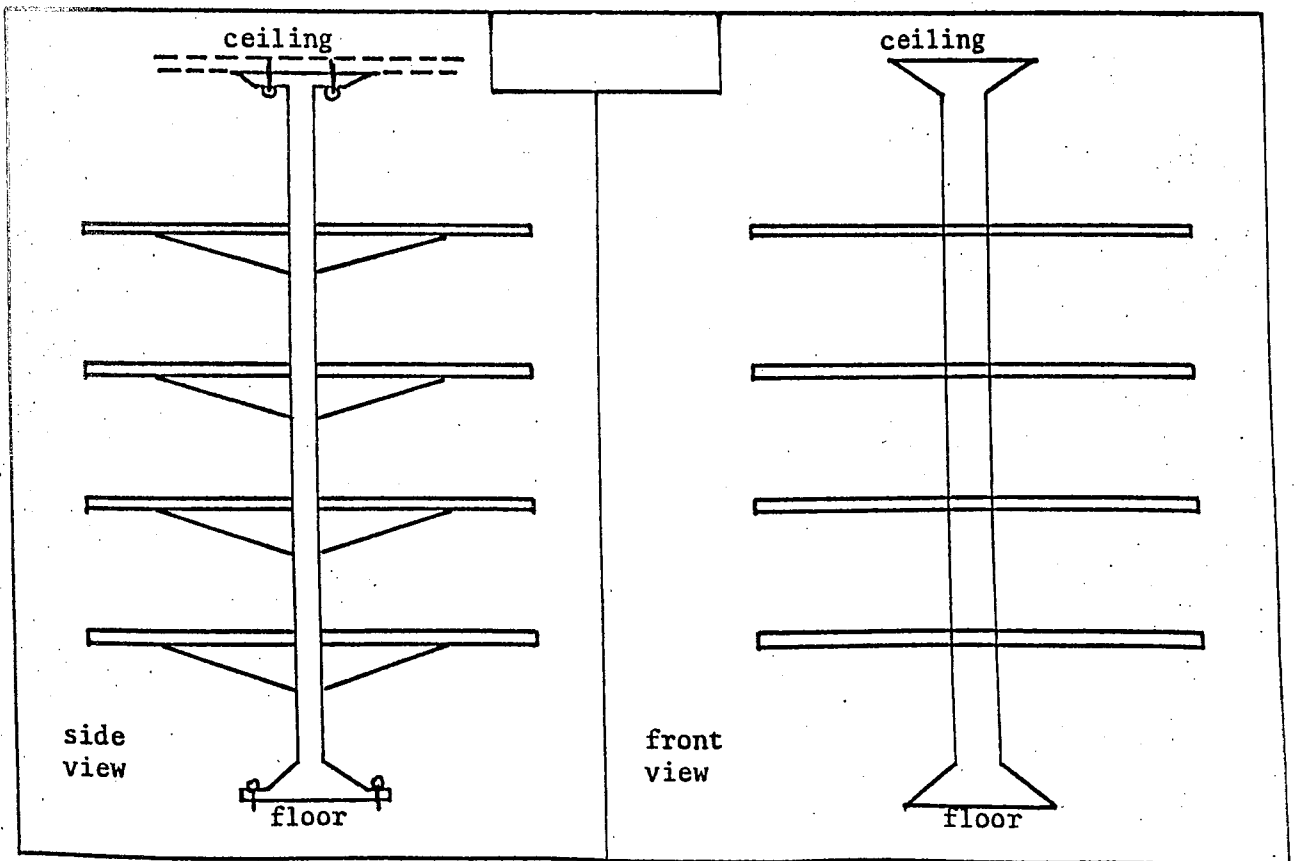
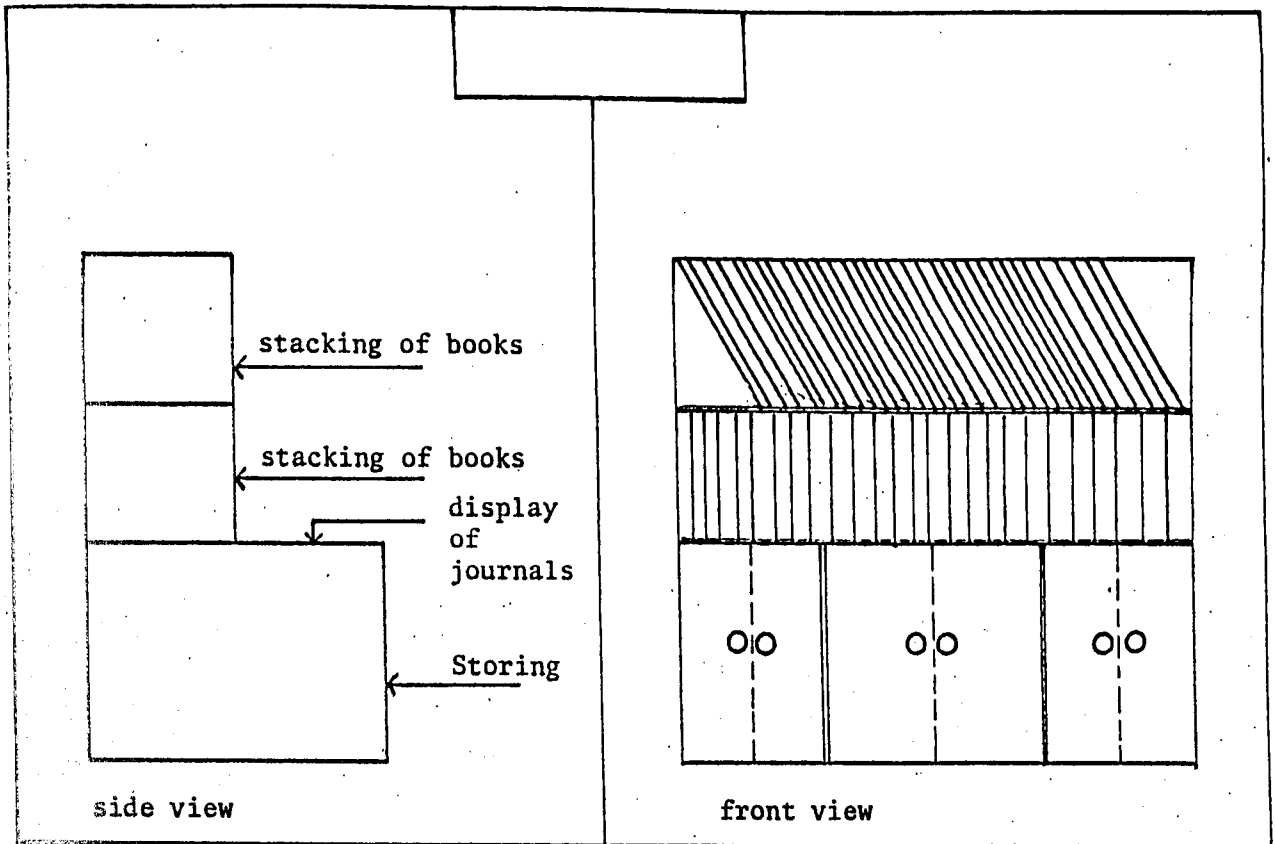


FIG. 2 SUGGESTED LAYOUT OF THE PROPOSED NATIONAL COOPERATIVE LIBRARY AND DOCUMENTATION CENTRE : PUSLATPENKOP/JAKARTA



- Legend:
- A = Librarian-and-Documentation Officer
  - B = Assistant Librarian
  - C = Library Clerk-cum-Typist I
  - D = Library Clerk-cum-Typist II
  - E = Systems (Catalogue, Accession Register, Bibliographies)
  - F = References (Encyclopedia and Regular journals displayed)
  - G = Journals, periodicals, bookshelf
  - H = Bookshelf
  - I = Readers' Corner
  - J, K, L, M = Bookshelves (double sided)
  - W = Windows
  - X = Glasswindows
  - Y = Doors

FIG.3 DETAILS OF LIBRARY LAYOUT (FIXTURES ETC.)



D. Lighting and Ventilation

Library must have enough lighting and provision for cross ventilation. Fans should be provided in the library. National Cooperative Library should be air-conditioned, which is necessary for protection of books in a hot and humid climate. It will also provide congenial and comfortable reading facilities for readers, particularly to those involved in serious reading and research work.

E. Budget

PUSLATPENKOP Library should have adequate annual budget to procure books, journals, newspaper etc. It may be around US \$ 8000 per year.

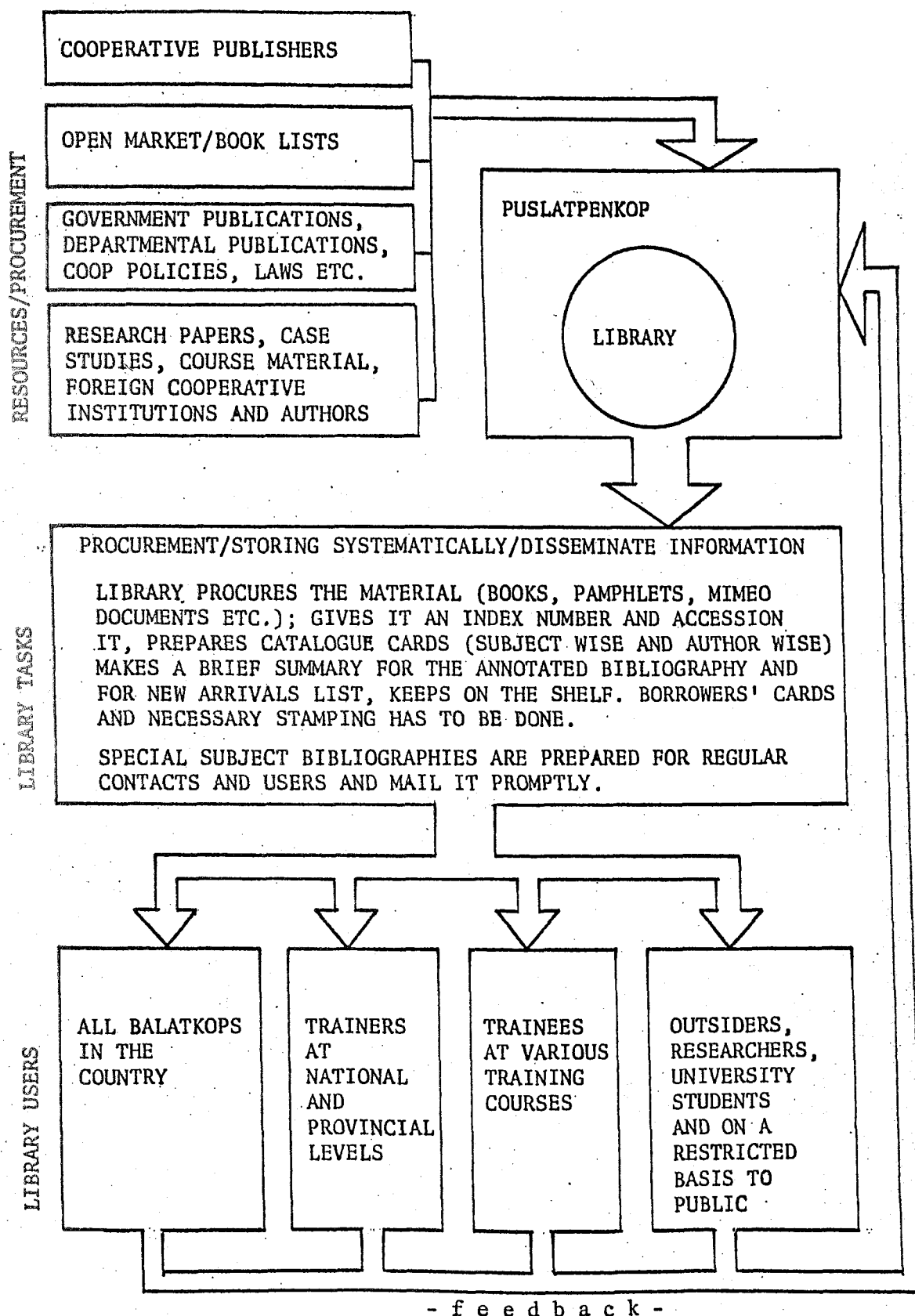
F. Reading Material

Library should procure material on Cooperative Movement as well as on other socio-economic aspects of the country. For the purpose of comparative study and learning new knowledge, literature also be procured from foreign countries. Similarly, library should also receive adequate number of journals on Cooperation and allied subjects from the country and from outside world too. Important daily newspapers should be subscribed. Library may also consider subscribing a few leading international dailies and weeklies. The subject-matter will be dealt in detail in next chapter on book selection. However, we are giving a chart of literature for this library to be procured, processed and channel to potential users. (See Fig. 4)

G. Staff

The requirement of the staff is given under the earlier enclosed library room where a provision of the space for library staff has been suggested.

FIG.4 SUGGESTED STEPS FOR PROCUREMENT OF COOPERATIVE LITERATURE AND ITS ULTIMATE USERS



That is the number we envisaged for the library of PUSLAT PENKOP. As the famous saying goes that institutions are made by man not by the material. Library is no exception on this regards. Therefore, in the light of the saying, I am tempted to write a few words regarding, the qualifications and personal characteristics of the Librarian and Documentation Officers who should head this library.

(1) Qualifications : Should be at least a graduate preferably a post graduate in any discipline of social sciences and should be adequately trained in library and documentation science, knowledge of foreign language preferably English should be an added qualification.

(2) Librarian, personal characteristics needed.

A sound knowledge of technical work of librarianship, ability to plan and execute the plans, supervising skills, attention to detail, interest in helping people in their learning pursuit, ability to make a favourable impression on individuals and groups, ability to get along with others and work cooperatively with colleagues, should be research minded and should be able to develop a net work of cooperative libraries in Indonesia in near future.

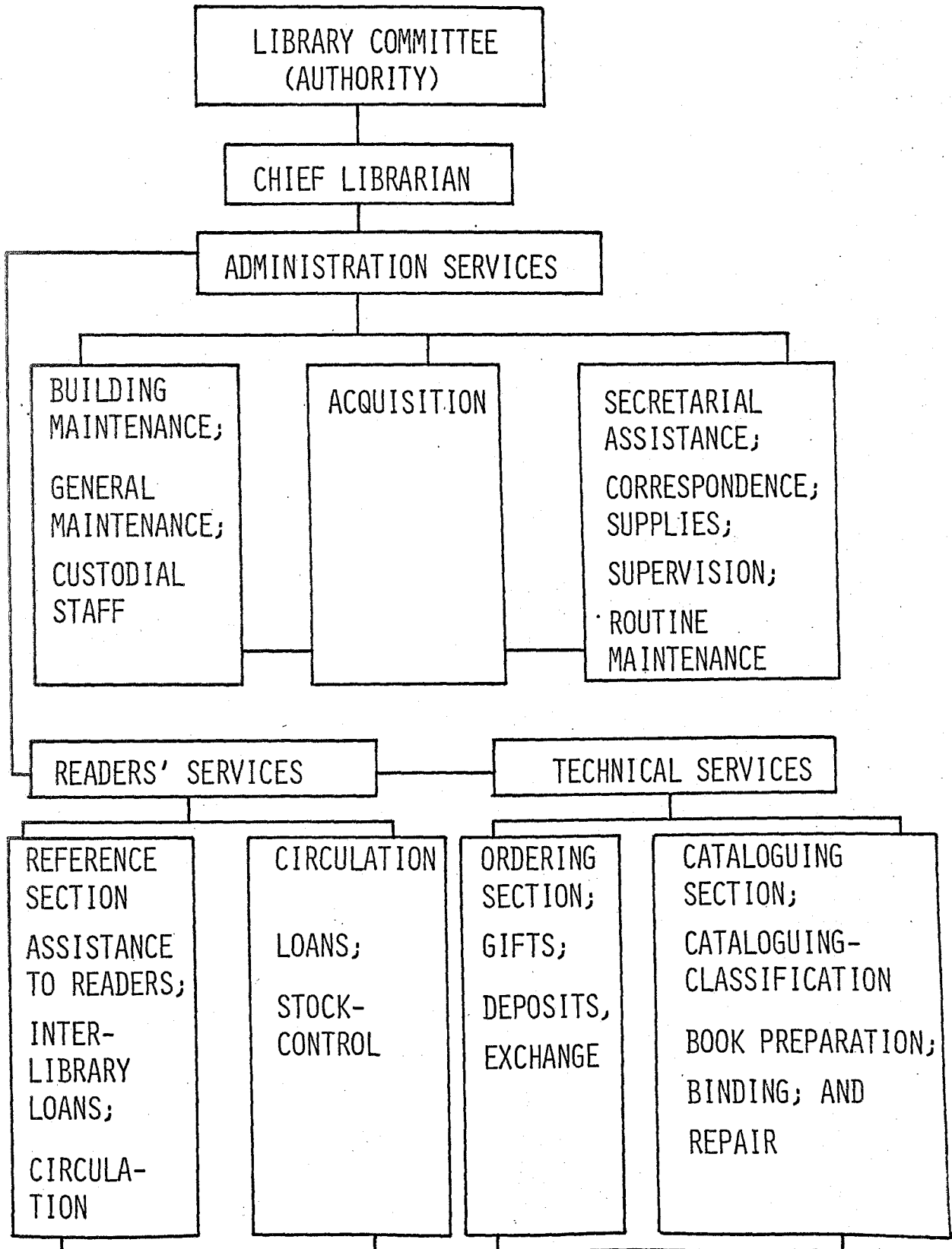
Suggested function of PUSLATPENKOP Library (see enclosed chart). (See Fig. No. 5)

#### 6.2.2. Libraries and Reading Rooms at Provincial Level (BALATKOP)

As mentioned earlier that the physical and other requirements viz organizational and technical processing will be by and large similar to those of the library of PUSLATPENKOP.

FIG. 5 ORGANISATIONAL CHART OF A LIBRARY

FUNCTIONAL ORGANISATION OF A LIBRARY



For a chart dealing with the functions of a one man library. (See Fig. 6). However, by virtue of their being small, some of the drawing regarding space and furniture are also enclosed. (Fig. 7-10). A detail plan for future development of cooperative library (including provincial level libraries/reading rooms) BALATKOP in Indonesia is dealt in next pages. These branch libraries can also function as public libraries for their respective areas.

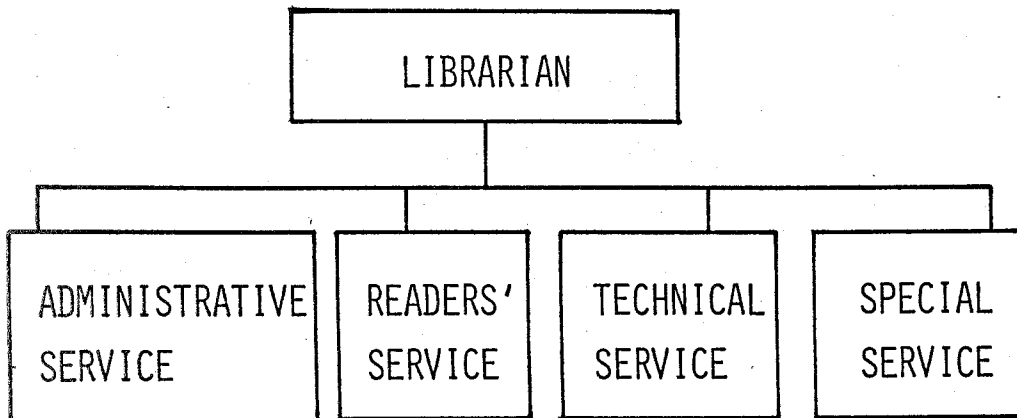
### 6.2.3. Book Selection Services for Cooperatives

#### Selection Sources for Cooperative Literatures :

One of the most important tertiary tool for the selection of cooperative documents is produced by ICA Cemas (London) entitled "Sources of Cooperative Information". This is a kind of a directory which has listed the agencies all over the world generating cooperative information and also deals with their documentation activities. The cooperative bibliography produced by University Centre for Cooperatives, University of Wisconsin, USA, will be very useful for cooperative book selection.

Besides using these directories and bibliographies etc, cooperative librarians should be in touch with cooperative organisations, cooperative editors, cooperative libraries, editor of LIBRADO, editor of Cemas Bulletin, etc, for the exchange of cooperative literature, accessioning lists and new publications, etc. The information regarding above mentioned organizations 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 colleges, unions, registrar of cooperative societies, department of cooperation, universities, social science documentation centres, etc.

FIG. 6 PRINCIPAL FUNCTIONS OF A ONE-MAN LIBRARY





PLAN OF A SMALL COOPERATIVE LIBRARY

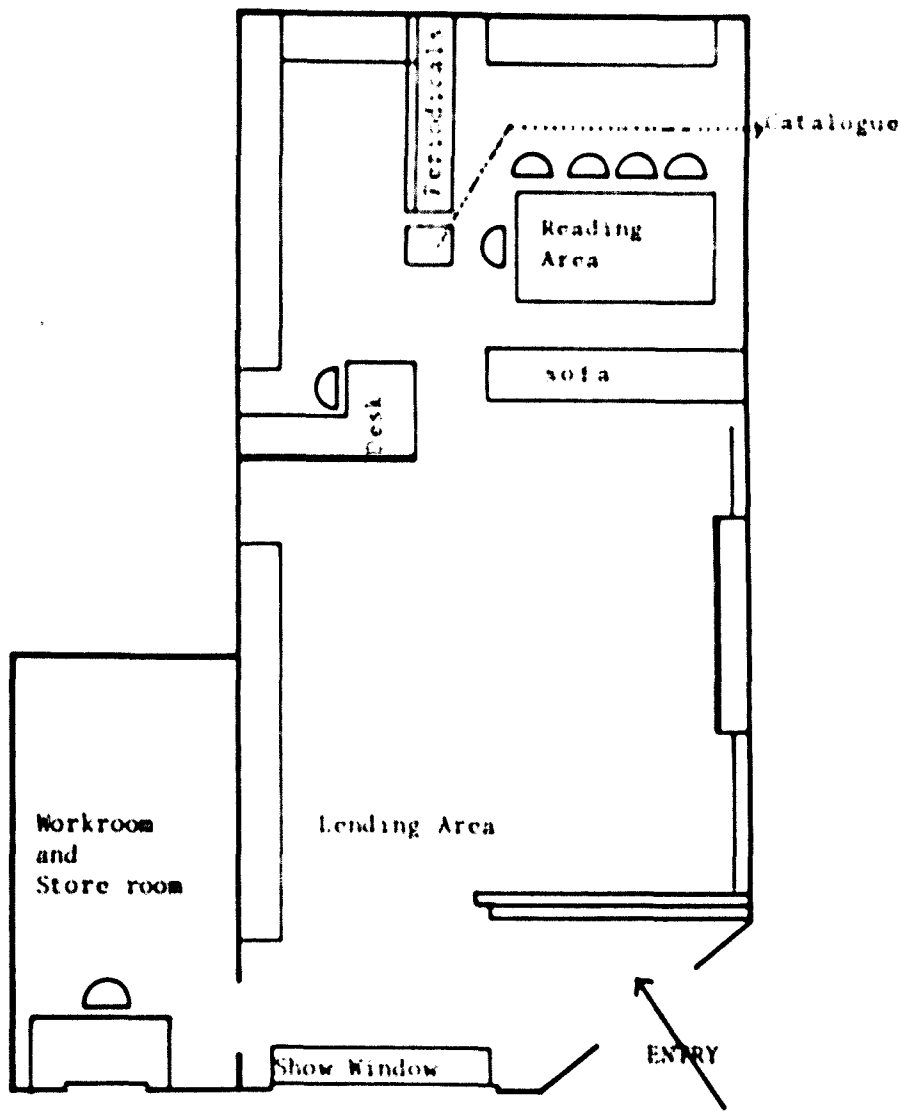
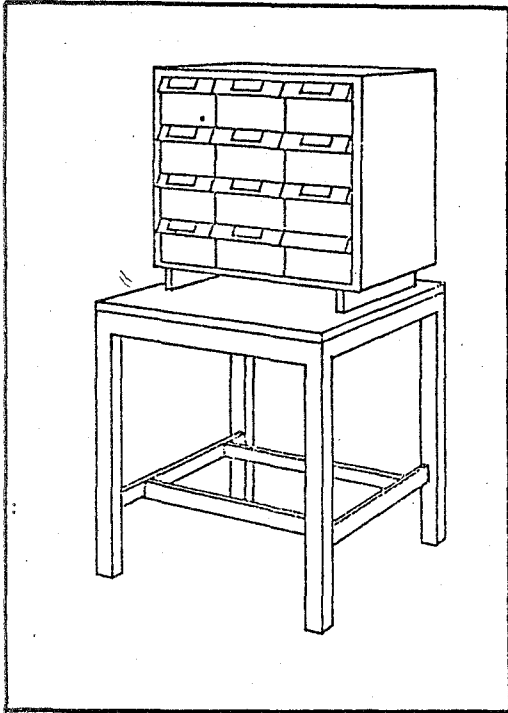


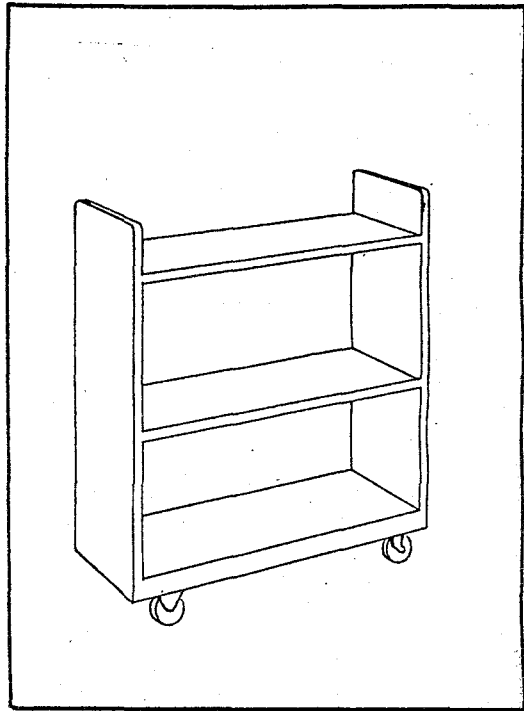
FIG.7 SUGGESTED PLAN FOR A BALATKOP LIBRARY

FIG. 8



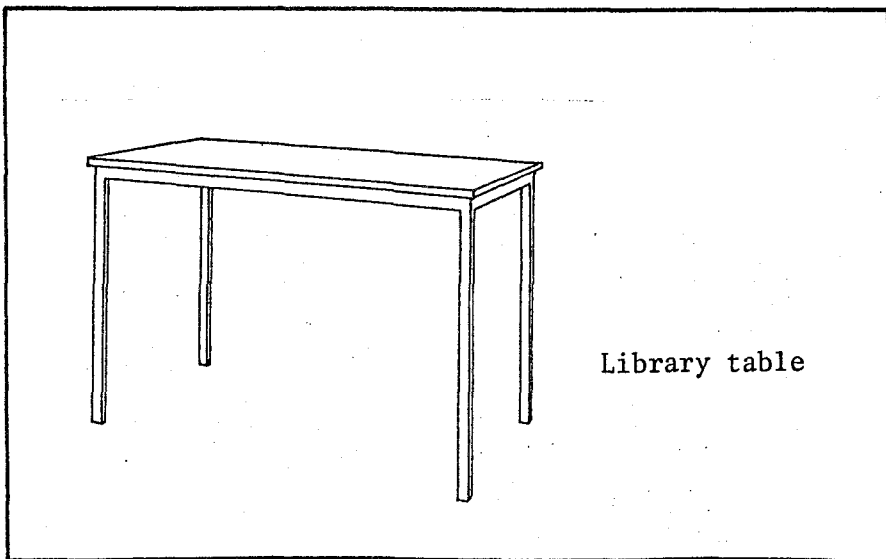
Catalogue cabinet and table

FIG. 10



Truck for carrying books

FIG. 9



Library table

The members of the International Working Party of Cooperative Librarians and Documentation Officers (of the ICA) should be contacted to get relevant English language literature on a complimentary basis. The best contact points will be ICA Regional Office in New Delhi, ICA Headquarter in Geneva, ILO, - FAO, UNESCO, UNIDO, Cooperative Union (UK), K.F. Library (Sweden), Swedish Cooperative Centre (SCC), Canadian Cooperative College, Plunkett Foundation, Cooperative League of USA, Institute for the Development of Agricultural Cooperation in Asia (IDACA) Japan, Central Union of Agricultural Cooperatives of Japan, National Cooperative Union of India, National Council for Cooperative Training (NCCT), New Delhi, Vaikunth Mehta National Institute of Cooperative Management (VMNICM) Poona, Cooperative College of Malaysia.

7. Development can be achieved through phases.

Phase - one.

7.1. Strengthening the collection of cooperative and other subjects, through purchase, exchange and gifts. The agencies/institutions and sources suggested above should be tapped.

7.2. Steps which should be taken to reorganize the Library of PUSLATPENKOP

a. Weed out (remove) old editions having no reference and research value. Remove additional copies of single titles which are kept in the Library. Only 5 copies of each title should be preserved, which should be enough to cater the reference and research requirements of the readers. However, many copies of text books should be kept in the library.

A special library corner should be used for ILO projects documentation.

Note : A committee of academically competent persons should be appointed to sort out library books and remove unwanted titles VERY URGENT.

b. Accessioning.

Remaining documents i.e, books, journals, booklets should be accessioned.

Note : Accessioning job to be done on a prescribed standard Accession Register. The job of recording of the journals should also be done on standard cards.

Note : As per international practices man hours required to accession the books : 6000 books per person per year (working days only). This is being mentioned here to indicate the amount of work involved.

c. Classification.

All documents accessioned should be classified on the basis of a recognized scheme of classifications. In my opinion Universal Decimal Classification (UDC) is most suitable to classify cooperative literature.

d. Cataloguing.

All classified documents should be catalogued by following one of the internationally accepted rules for cataloguing. At least three entries should be prepared for each title i.e. Authors Entry, Subject Entry and Title Entry (optional).

Note : Classification and cataloguing of only 8 titles can be done by a person per day (Indicative of work load involved).

e. Cumulative catalogue.

After completion of the cataloguing work, a cumulative catalogue of library collection should be produced. The cumulative catalogue can be typed and reproduced from the classified part of library catalogue. The cumulative catalogue should be distributed to all concerned persons and libraries. Here-in-after a regular Accession List should be issued on a regular basis monthly or quarterly.

f. List of Journals

A list of journals/periodicals received in the library should be issued and distributed to all concerned libraries and persons with a circulation slip.

Phase - Two8. Manpower Development

Library work has academic and technical components, thus to ensure the technical efficiency, further training should be given to improve the technical skill of present library staff of PUSLATPENKOP and BALATKOP.

- 8.1. They may be sent to library science institution in the country to undergo short term courses in library and information science.
- 8.2. If PUSLATPENKOP can manage to appoint a right kind of Chief Librarian having adequate academic and professional qualifications as suggest earlier (page 19 point, 1,2) the person may be deputed to undergo a month or so, inservice training at the library of cooperative college of Malaysia. For further training and more international exposure the person may be given chance to attend courses and workshops organized by ICA from time to time. One of such workshop is being conducted by ICA in India during June 1983.
- 8.3. National workshop for cooperative librarians of Indonesia:  
Although we conducted such activity 4th - 12th October 1982, any person knowing ABC of librarianship will agree with me that nine days are not enough to impart desired skill of librarianship to the participants. Hence, it is suggested that a one month intensive workshop should be conducted in near future. Perhaps ICA Regional Office New Delhi should also be contacted for necessary collaboration and cooperation.

9. Phase - Three

- 9.1. To start documentation and bibliographical services
- 9.2. To promote BALATKOP and other cooperative libraries
- 9.3. To form a National Working Group of Cooperative Librarians
- 9.4. To promote and propagate the cooperative libraries through extension service
- 9.5. To establish contact and actively participate in the deliberations of National and International professional bodies.
- 9.6. Last but not least to provide active support to cooperative movement in general and cooperative education and training in particular by way of a well organized cooperative information centres and libraries throughout the country.
- 9.7. To motivate women and youth, particularly, college and university students in reading cooperative literature and there by making them active cooperator.

NOTE:

During any short term consultancy of two months besides providing daily training for a few library personnel of PUSLATPENKOP and conducting a nine days workshop for acting and potential cooperative librarians of Indonesia the following technical documents have been produced and distributed among concerned persons. It is suggested that their translated copies should be made available to concerned persons.

1. Management and organization of a cooperative library and documentation services - A Short Guide
2. Models of (I) Accession List (II) Documentation Bulletin (An Annotated list of articles) and (III) An annotated bibliography
3. A select list of cooperative journals in English language
4. A select list of books on cooperative and allied subjects.

.../..

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and services in South-East Asia. 31 August to 4 Oct. 1980.
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SCC and NCC. Polgolla. May 28 - June 2, 1979.
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A SELECT LIST OF COOPERATIVE JOURNALS (ENGLISH LANGUAGE)  
TO BE SUBSCRIBED AND TO BE RECEIVED ON COMPLEIMENTRY/  
ENCHANGE BASIS BY THE LIBRARY AND DOCUMENTATION CENTRE  
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Compiled by  
B.D. Pandey  
ILO Consultant on Library  
on Documentation Services.

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INTERNATIONAL CO-OPERATIVE  
PETROLEUM ASSOCIATION  
(ICPA)

28 West 44th Street, New York, N.Y. 10036  
U.S.A.

Cooperative Action by ICPA  
(Wayne M. McCann)

English

Free

INTERNATIONAL FEDERATION OF  
AGRICULTURAL PRODUCERS  
(IFAP)

1 rue d'Hauteville, 75010 Paris  
FRANCE

Farming Development  
Agriculteurs pour le Developpement  
(M.P. Cracknell)

English  
French

Free

IFAP News  
FIPA Nouvelles  
(M.P. Cracknell)

English  
French

World Agriculture  
L'Agriculture dans le Monde  
(M.P. Cracknell)

English  
French

I N T E R N A T I O N A

UNITED NATIONS  
(FAO)  
FOOD & AGRICULTURAL ORGANIZATION

Human Resources, Institutions &  
Agrarian Reform Division,  
Via Terme Di Caracalla, Rome, ITALY.

Land Reform, land settlement  
and Cooperatives  
(H. Meliczek)

English, French,  
Spanish. Free

UNITED NATIONS  
INTERNATIONAL LABOUR OFFICE  
(ILO)

Co-operative Rural & Related  
Institutions Branch,  
CH 1211 Geneva 22, SWITZERLAND.

Cooperative Information  
Informations Cooperatives  
Informaciones Cooperativas

English  
French  
Spanish Free

WORLD COUNCIL OF CREDIT UNIONS  
(WOCCU)

1617 Sherman Avenue,  
Madison, Wisconsin 53701, U.S.A.

World Council of Credit  
Unions' Newsletter  
(Vonda Clark)

English, Spanish Free

World Reporter  
(Vonda Clark)

English, Spanish, Free

**ANNOTATED BIBLIOGRAPHY OF COOPERATIVE LITERATURE**

**- A Sample Model**

**Compiled by**

**B.D. Pandey**

**ILO Consultant on Cooperation Library  
and Documentation Services.**

**DITJENKOP-ILO-UNDP COOPERATIVE TRAINING PROJECT  
INS-78-068, INDONESIA, PUSLATPENKOP-JAKARTA**

## P R E F A C E

The model of Annotated Bibliography is produced with the intentions that its compilation techniques will be followed by Indonesian Cooperative Librarians and Documentation Officers in the future.

The necessary steps to be taken for compiling a bibliography has been dealt with my short guide for cooperative libraries under the heading to the preparation and the use of bibliographies.

The model bibliography, has been classified as per the scheme of " Universal Decimal Classification (U.D.C.)" and the expanded class number for cooperative " 334 " by the ICA International Working party of cooperative librarian and Documentation Officers. The entries are arranged with the sequence of : Subject, Country and Author. At the end of bibliography an authors index has also been given. The edited annotated titles have been reproduced from the various issues of " Review of International Cooperation " listed under the headings of " Recent Books ", ICA Research Register and ICA S.E. Asian Regional Office Annotated Bibliography etc, have also been used for the purpose.

It is hoped that model bibliography shall provide useful guidance to cooperative documentalists of the country and also be source of book selection for cooperative libraries.

B.D. Pandey  
ILO Consultant  
23 - 9 - 1982

C O N T E N T S

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COOPERATIVE GENERAL: Principles, Theory, and Practices.

HAJELA, T.N. :

Principles, Problems, and Practice of Cooperation.  
Shiv Lal Agrawal & Co., Hospital Road, Agra, 1978,  
pages 592, Price Indian Rs. 25.00

Meaning and significance of cooperation and other  
business enterprises, problems of cooperatives.  
Practice of cooperation of foreign countries:  
Germany, Britain, Denmark, Eireland, USSR, Yapan, USA,  
China, Israel, Sweden, Italy, France, ICA and Inter-  
Cooperative relations.  
Practice of cooperation, non-agricultural cooperation,  
Cooperation Education and training, cooperation and  
planned economy, Community Development and Cooperation.

BEDI, R.D. :

Theory, History and Practice of Cooperation.  
(India and Abroad with Community Development).

International Publishing House, Meerut, U.P.:  
1977. (Revised Edition), pages 415, price India  
Rs. 20.00.

It is the 10th revised edition of the book.  
It has been divided into the following four part:

1. Theory of Cooperation.
2. Co-operation in Foreign Countries.
3. History of Co-operative Growth, and
4. Co-operation in India.

PURI. S.S. :

Ends and Means of Co-operative Development.

New Delhi (India), National Co-operative Union of  
India 1979. 280pp; price.

The author identifies and analyses the various factors  
which have a bearing on the initiation and acceleration  
of co-operative development. He provides guidelines  
for those concerned with planning and development both  
of individual co-operative institution and of the move-  
ment generally.



334 (02)

CO-OPERATIVE LIBRARIES AND INFORMATION  
SOURCES

**INTERNATIONAL CO-OPERATIVE ALLIANCE** : Research Register of Studies on Co-operative in Developing Countries and Selected Bibliography, Bulletin No. 6, 1978.  
Budapest, Co-operative Research Institute, 1978, 161 pp.  
This sixth issue of the Bulletin contain over 200 entries, including published works and unpublished documents concerning co-operatives in Africa, Latin America, Asia and Ocenia.

**LAMMING, Anne** : A Co-operator's Dictionary London (UK), CEMAS/ICA.  
1977. 54pp. price.

A basic list of co-operative and commercial terms for use at primary level in developing countries.

**LAMMING, Anne** : Sources of Co-operative Information London (UK), ICA 1979. 70pp. price.  
The handbook is an guide to search sources to co-operative information. It is limited to English language sources, and aimed primarily at Co-operative Educators, researchers and librarians, i.e. all those who in their daily work need to keep up with developments in Co-operatives through the world.

334 (05)

COOPERATIVE PRESS AND JOURNALISM

ICA REGIONAL OFFICE & EDUCATION CENTRE FOR SE ASIA:  
Co-operative Press and Fublicity -- Report of a Regional Workshop.  
New Delhi (India), ICA RO & EC SEA, 1979.  
70pp; tabs; photographs.

This workshop report outlines the present situation of co-operative press and publishing in S.E. Asia with special reference to Japan; it further deals with journalism as part of mass communication and the problems encountered in co-operative press and publicity.

334:3-055.2

COOPERATIVES AND WOMEN

334:3-055.2(520)

JAPAN

"CRUZ, M.D. :

Member Activities in the Japanese Consumer Co-operative Movement (Coop. Series 21).

New Delhi (India) ICA RO & EC S.E. Asia, 1979  
34pp; charts; illus. price.

A survey of housewives' activities of consumer co-op operatives, these include courses in home book-keeping, joint buying groups, festival, hobby activities, and merchandise development and testing etc.

334:331

COOPERATIVES AND LABOUR

334:331(340)

INDIA

INDIA (NATIONAL CO-OPERATIVE : Workers' Participation in the Management of  
UNION ) Co-operatives -- A Study.

New Delhi (India) NCUI, 1977pp; tabs; annexures. price.

A study of the extent and nature of worker participation in management in India, based on surveys of co-operative sugar factories and spinning mills.

334:336

COOPERATIVES AND TAXATION

334:336(540)

INDIA

INDIA (NATIONAL CO-OPERATIVE : Income Tax Problems of Co-operative Societies  
UNION ) (with special reference to state Co-operative Unions, and Consumer Co-operative Stores).  
Price.

New Delhi (India). National Co-operative Union of India 1977. 126pp; tabs, price.

This study summaries Indian income tax law, and includes examples of interpretation and practice from different states and types of co-operatives.

334:341.232

COOPERATIVE AID AND TECHNICAL ASSISTANCE

INTERNATIONAL CO-OPERATIVE : Report of an Experts'.  
ALLIANCE

Consultation on Co-operatives and the poor Co-operative College, 5-8-7-77.  
London(UK) ICA Studies and Reports No. 13.1978.  
96pp-bibliogr;graphs.price.

The varied views and assessments of the suitability of co-operatives in catering for the needs of the poor are reflected in the papers and discussions reported in this book.

USA (CO-OPERATIVE LEAGUE) : Commitment to Development through Co-operatives.

Washington (USA), CLUSA, 1976.31pp;photos.

A Progress report of the international assistance programme of CLUSA in 1976.Price.

334;34

COOPERATIVE LAWS

BARCLAY, Kathleen : Co-operative Legislation in 8 countries: A Comparative Statement.

London (UK), ICA 1978,29pp;bib;tab;price.  
A study covering Afghanistan, Canada, Ecuador, Hungary, Japan, Uganda, and the UK, dealing with matters like distribution of surplus, voting elections, powers of the Register, and regulation restricting the flow of trade from co-operative organization.

MUNKNER, Hans-H : Six lectures on cooperative law.  
Bonn (Fed. Rep. of Germany), Friedrich-Ebert-Stiftung, 1977, 96pp.bibliogr;index. Price.

This publication deals with basic legal problems of co-operative organization, by using an analytical approach.

(334:34

COOPERATIVE LAWS)

(Contd)

WEERAMAN, P.E. : A Model Cooperative Societies Law with the Author's Commentary.  
International Cooperative Alliance, Regional Office & Education Centre for South-East Asia, "BONOW HOUSE", 43 Friends Colony (East), New Delhi-110065, India, 1978, pages 62, price Indian Rs. 10/-.

This Model Co-operative Societies Law was first published in January 1971, and revised in August 1973, It is reprint of 1973 edition with Author's Commentary.

The Model Law is an attempt to draft a Co-operative Societies Act, which is free of the taint of inconsistency with the Co-operative Principles. The Principal change in the revised edition is the omission of the Provision empowering the Government to make Rules.

The Model Law is based on the Cooperative Societies Ordinance appearing in the 1956 Revision of the Legislative Enactments of Sri Lanka. The author has also consulted the "Model Co-operative Societies Bill", recommended by the Committee for Cooperative Law appointed by the Government of India in 1957 and the "Manual of Co-operative Law and Practice", by B.J. Surrige and Margaret Digby (1967).

334:37

COOPERATIVE EDUCATION AND TRAINING

334:37

GENERAL, PRINCIPLES AND PRACTICES

CO-OPERATIVE EDUCATION MATERIALS ADVISORY SERVICE : Co-operative Book-keeping.  
London (UK), CEMAS, ICA. 1977. tabs. diags. Price.

A Series of four manuals - 1 Marketing Co-operatives (52pp); 2. Industrial operatives (40pp); 3. Saving and Credit Co-operatives (28pp); 4. Industrial Co-operatives (40pp) - designed so as to serve both training and operating purposes.

They may be used as handbooks for teachers, textbooks for student, and as working manual published in 1970 by the UK Ministry of Overseas Development.

CO-OPERATIVE EDUCATION MATERIALS ADVISORY SERVICE : the CEMAS File.  
London (UK), CEMAS (ICA), 1979. Price

Lists of materials in ringbinder. The File is intended for storing further information on co-operative education and training materials to be sent out by CEMAS.

DHARM VIR : International Cooperative Alliance, Regional Office and Education Centre for S.E. New Delh 1981pp. Price.

--- Training Package on Psychology of Adult Learning (for Teachers of Cooperative Training Centre, and Cooperative Education Instructors in the field), 1981.

334:37(489)

DENMARK

MANNICHE, Peter : Rural development in Denmark and the Changing Countries of the World - A study of Danish Rural Conditions and the Folk High School with Special Relevance to the Developing Countries (2nd-end revised).  
Copenhagen (Denmark), Borgen Publishers, 1978. 288pp; photos; map; tabs. Price.  
This book aims at showing "how rural development can be achieved if founded on a sound and broadly based educational "movement", in this case the danish folk high school.

334:37

COOPERATIVE EDUCATION AND TRAINING

(Contd)

334:37(71)

CANADA

- GROSSEN, L.E. : An Introduction to Co-operatives a Self-Study Program.  
Saskatoon (Canada) Co-operatives College. 1976. 76pp;  
tabs, illustr, diagra. Price.
- A Canadian programmed learning text for use in Co-operative colleges.

334:65

COOPERATIVE MANAGEMENT BOOK-KEEPING AND  
ACCOUNTANCY

334:65(100)

GENERAL PRINCIPLES AND PRACTICES

- PONNUTHURAT, K.S. : Theory and Practice of Accounting in Fishery Co-operative Societies.  
New Delhi (India), ICA RO & EC, S.E. Asia, November 1977. 275pp, tabs. Price.
- Fishery co-operatives, whose members are often uneducated and poor, need simple and effective accounting systems to aid management. This book show how to provide for control of cash, stock and stores and how to deal with costs and expenses.
- TAIMNI, K.K. : Training and Development of Human Resources in Cooperatives.  
New Delhi (India), Sarin Brothers, 1979. 227pp; bibl. Price.
- An integrated strategy to develop human resources in co-operatives which stresses non-formal, non-institutional methods. The author emphasises that training should be job-oriented, and be viewed as an instrument for career planning.
- TAIMNI, K.K. : Materials Management in Co-operatives Poona (India),  
Vaikunth Mehta, National Institute of Coop. Management, 1977. 258pp; bibliogr; tabs; graphs. Price.
- An Indian handbook on materials management as applied to industrial processing and consumer co-operatives.

334:65

COOPERATIVE MANAGEMENT BOOK-KEEPING AND  
ACCOUNTANCY

- WALFORD, Arthur S. : Handbook for Co-operative Personnel.  
Oxford (UK), The Plunkett Foundation for Co-operative  
Studies, 1977. 135pp; diags. Price

A revised, updated version of a handbook written by  
W.J.W. Cheesman, it is intended to fill the need of  
members of societies and junior co-operative staff for  
practical guidance, and includes chapters on how to  
start and run a society, and the specific needs of  
marketing, savings, consumer requisites co-operatives.

- YEO, Peter H. : Basic Economic Concepts for Planning and Decision  
Making.  
Oxford (UK), Plunkett Foundation, 1979. 86pp; tabs;  
graphs. (Study Series No.3).Price.

A handbook for co-operative leaders (including ma-  
nagers, board members and government officials) to  
enable them to use the techniques of economics in  
making business decisions.

- YOUNG JOHNS, B.A. : Co-operative Organization - an Introduction.  
London (UK). Intermediate Technology Publications LTD  
1977. 34 pp. Price.

This booklet is about how cooperatives are formed,  
how they work, the legal implications, and their role  
in development. It sets out the principles and  
explains the various forms of co-operation.

334:65(540)

INDIA

- DINESH. C. : Introducing Personnel Management in Cooperatives.  
Poona (India), Harshad Prakashan, 1978; 148pp; tables  
index, bibliogr. Price.

This book attempts to outline issues in personnel manage-  
ment in India in the context of cooperatives.

- INDIA (National : Manual on Management, Accounting, Budgeting and Manage-  
Co-operatives ment Information, for Consumer Co-operatives.  
Consumers) New Delhi (India). The Consultancy and Promotional  
Cell, National Co-operative Consumers' Federation LTD  
1977. 263pp; tabs. Price.

334:65

COOPERATIVE MANAGEMENT BOOK-KEEPING AND  
ACCOUNTANCY

(Contd)

This manual incorporates experience gained in management accounting and information pilot projects in India. Much detailed advice, including standard form and explanations of routine operations.

KAMAT. G.S. : New Demensions of co-operative Management Bombay (India), Himalaya, Publishing House, 1978. 496pp. Price.

An examination of the co-operative sector in India with references to the role of the state and the importance of good management techniques necessary to ensure the movement will reach the high performance expected of it.

334(1-9)

COOPERATIVE MOVEMENT COUNTRY WISE

334(100)

INTERNATIONAL

DIGBY, Margaret : The Little Nut Tree -- the Memoirs of Margaret Digby. Oxford (UK), The plunkett Foundation, 1979. 415pp; index; list of publ.

The story of the author's life, work and travel all over the globe to further the cause of co-operation; her meetings with people great and small and her and her observation and reflections on the world around her.

334(4)

EUROPE

334(420)

UNITED KINGDOM

YOUNG, Michael and RIGGE, Marianne : Aid in a self-help Spciety -- A plan for strengthening the co-operative Movement. (Map Paper No.12). London (UK), Mutual Aid Centre, 1979. 44pp; tabs; refs;bibl. Price £ 1.00.

This paper suggested a marriage between the old co-operative movement and the new consumerism to help produce a strong co-operative sector which would form an alternative to state socialism and private industry.



334(1-9) COOPERATIVE MOVEMENT COUNTRY WISE (Contd)

334(489) DENMARK

PEDERSEN, Clemens (Editor) : The Danish Co-operative Movement.  
Copenhagen (Denmark), Det danske Selskab (The Danish  
Institute). 1977. 156pp; tabs; diags. Price.

The Danish co-operative movement is grouped into three  
main organizations and this, book is based accordingly,  
one part dealing with consumer, one with agricultural,  
and one with labour co-operatives.

334(5) ASIA : GENERAL

ICA REGIONAL OFFICE &  
EDUCATION CENTRE FOR  
S.E. ASIA :

Recent Changes, Trends and Developments of the  
Cooperative Movement in South East Asia.  
New Delhi (India) ICA RO & EC SEA, 1979. 437pp; tabs;  
stats. Price.

A compendium of information on the co-operative movements  
in each of the member countries covered by the ICA  
Regional Office.

334(540) INDIA

INDIA (RESERVE BANK OF) : Review of the Cooperative Movement in India 1974-76.  
Agricultural Credit Department, Reserve Bank of India,  
Worli, Bombay 400018, 1979, pages 289, Price Indian  
Rs. 25.00.

The Publication reviews the important development in  
the spheres of Cooperative Banking and Credit Societies  
engaged in activities like marketing, on processing  
cooperatives in India.

334(595.13) SINGAPORE

SINGAPORE (REGISTRY COOPERATIVE SOCIETIES) : Annual Report 1976.  
Registry of Cooperative Societies.  
Ministry of Social Affairs, Singapore.  
1977, pages 10 (10 + 4) prices S \$ 2.00.

The report highlights the functions and activities of  
the Registry and the cooperative movement during the  
year 1976. It also contains statistics on the co-  
operatives in Singapore.

334(1-9) COOPERATIVE MOVEMENT COUNTRY WISE (Contd)334(71) CANADA

PIERCE, Fred A. : How to start a co-operative.  
Nova Scotia (Canada), Nova Scotia Dept. of Agriculture  
& Marketing (Marketing & Economics Branch), 1978.  
43pp; appendixes. Price.

An Introduction to cooperatives with guidelines on how  
to start one up under Nova Scotia legislation.

334(73) U.S.A.

ABRAHAMSEN, Martin A. : Co-operative Business Enterprise.  
USA, McGraw-Hill Inc. 1976. 491pp; diagr; Illustr;  
tabs. Price.

A basic college textbook for teaching cooperative enter-  
prise in the USA.

ROY, Ewll Paul : Cooperatives; Development, Principles and Management. Price  
Danville, L11(USA), Interstate 1976 (3rd Edition). 61pp  
index; bibliogr; graphs; diags; illus. Price.

First published in 1964, the 3rd Edition has been  
extensively revised. A standard US College textbook  
dealing largely with US, cooperatives, it includes theory  
history and principles, and large sections on management.

334.1. COOPERATIVE HOUSING334.1. GENERAL PRINCIPLES AND THEORY

DIGBY, Margaret : Cooperative Housing.  
Oxford, Plunkett Foundation (Occasional Paper No. 42)  
1978, 251pp. Price.

A handbook intended to answer the questions of persons  
interested in Co-operative housing as a solution to their  
own accommodation problem. There are two parts; the  
first deal with practical and legal aspects of setting up,  
financing and running a housing cooperative. The second  
part is an historical review of the housing cooperative  
position in 29 countries.

334.1. COOPERATIVE HOUSING (Contd)

334.1(11) CANADA

LIDLAW, Alexander F. : Housing you can afford; Toronto (Canada),  
Green Tree Publ. Co.LTD, 1977.235pp:39 diags,tabs. Price.

This book is not a technical manual on how to carry out a housing project; it deals with the "why" of a housing cooperative; it does incorporate guidelines on procedure and method, but concentrates mainly on showing ordinary people how to plan together to create housing.

334.2. COOPERATIVE CREDIT BANKING AND FINANCING

334.2(520) JAPAN

HOYNDEN, Yoshio : Labour Banks in Japan. (Series Commonwealth Economy  
The No. 16).  
Frankfurt am Main (FRG), Bank für Gemeinwirtschaft  
AG, 1978. 48pp; tabl. Price.

A short History of labour banks, showing their strong links with consumer cooperatives, and their present day position.

334.2(540) INDIA

ELAVIA, Mrs. B.H. : The Study of Cooperative Land Development Banking in  
Gujarat.  
Baroda (India) Dept of Cooperation, MS University of  
Baroda, 1979. 151pp; tabs; appx; bibl. Price.

An analysis of land development banking in Gujarat -- a state which pioneered this form of long term finance for agricultural development.

334.4.

INDUSTRIAL COOPERATIVES

334.4(420)

UNITED KINGDOM

OAKESHOTT, Robert : The Prospects and Conditions for successful Cooperative Production.  
Manchester (UK), Cooperative Union Ltd 1978. Price.

Text of key note speech given at 1978 UK Cooperative Congress, on Producer Cooperatives.

WRIGHT, David H. : Cooperatives and Community: the Theory and Practice of Producer Cooperatives.  
London (UK), Bedford Square Press of the National Council of Social Service, 1979. 118pp; appendixes; bibl. Price.

Based on research for a M.Sc. degree, this book deals with the essential requirements for establishing and running a producer cooperative in the U.K.

334.4(4A)

FRANCE

THORNLEY, Jenny : Workers' cooperative in France:  
How capital availability and state intervention affect production.  
London, Centre for Environment Studies, 1978. 40pp; tabl. Price.

A review of the growth and prospects of workers' Cooperatives in France including comparison with UK's situation, with information on internal and external sources of capital (includes a section on cooperative Law).

334.4:621.9.09

MULTIPURPOSE COOPERATIVES334.4:621.9.09(430:1) WEST GERMANY

HESSELBACH, Walter: Public, Trade Union and Cooperative Enterprise in Germany - The Commonwealth Idea.  
London (UK), Frank Cass, 1976. 158pp; Index; Bibliogr; Price: £ 5.50.

Origins and current functions of "commonwealth" enterprises in the Federal Republic Germany: These now embrace consumer cooperatives, insurance, housing associations and the bank.

334.4:63

AGRICULTURAL COOPERATIVES

334.4:63(100)

GENERAL AND INTERNATIONAL

SURRIDGE, B.J. & WEBSTER, F.H. : Cooperative Thrift, Credit, Marketing and Supply in Developing Countries.  
Oxford, Plunkett Foundation, 1978 Study Series No.1  
(Revised Edition). 88p.

Written for the use of agricultural leaders in countries interested in developing cooperative thrift, credit and marketing, this book is intended for persons already acquainted with the basics of cooperative.

334.4:63(-77)

DEVELOPING COUNTRIES

HUNTER, GUY(ed) : Agricultural Development and the rural poor.  
London (UK), Overseas Development Institute, 1978.  
113pp. £ 1.50.

A declaration of policy and guidelines for action aimed at including a far greater proportion of rural poor in development.

McGRATH, Mary Jean(ed) : Cooperatives, Small Farmers and Rural Development.  
Madison (Wis), University Center for Cooperatives, 1978.  
132pp; bibl.(mimeo). Price.

A report on a project of a series of workshops, culminating in a seminar held in the USA in April 1978, to obtain information on how cooperative could most effectively contribute to helping the poor.

MUNKNER, Hans-H. : Short Analytical Review of Research Results on COOPERATIVES AND RURAL POVERTY AND Indication of Priorities for future Research (with Annotated Bibliography).

Marburg (FRG), Institute for Cooperative in Developing Countries, 1979. 93pp. Price.

A collection of papers presented at the COPAC Symposium on "Cooperatives against rural poverty" in Sweden in 1978.

334.4:63 AGRICULTURAL COOPERATIVES (Contd)

334.4:63(5) ASIA

FOOD AND AGRICULTURAL ORGANIZATION: Report on the "Expert Consultation on Increasing Agricultural Production through Cooperatives" held in Bali, 9-14 Oct 1978. Rome (Italy), FAO, 1979. 34pp; appendix; (mimeo). Price.

Report contains a summary of discussions on four broad themes; how to increase agricultural production in developing countries; why results vary between cooperatives systems; effects on grassroots of regional programmes; applicability and adaptattty of systems from one area to another as well as recommendations for future actions.

LAMMING, G.N. : FAO Consultation Increasing Agricultural Production through cooperatives, Bali, Indonesia, 9-14 Oct 1978. Rome (Italy) : Food and Agriculture Organization, 1978, 81pp (mimeo). Price.

Paper prepared for a consultation the theme of which was action by cooperative to increase agricultural production. The paper covers Indonesia, Korea, Japan, Nepal, Phillippines, Sri Lanka and Thailand.

334.4:63(520) JAPAN

MIYAKAWA, Seiichi : Farming Guidance in the Cooperative Movement in Japan. New Delhi (India), ICA Regional Office & Education Centre. 44pp; tabs. Price.

A revised edition of a booklet which first appeared in 1962, discribing farm guidance and the encouragement given to cooperative farming in Japan.

334.4:63(540) INDIA

DESHPANDE, S.H. : Some problems of Cooperative Farmings. Bombay (India), Himalaya Publishing House, 1977. 196pp; tabs; bibl. Price.

Cooperative farming seems to fail with striking a regularity "This book analyses the causes, and finds is lack of incentives and proper management.

334.4:63

AGRICULTURAL COOPERATIVES

(Contd)

334.4:63(593)

THAILAND

MACHIMA, Pradit : Growth and Development of Agricultural Cooperatives in Thailand.  
Bangkok : Cooperative League of Thailand 1976 (mimeo).  
Price.

Articles written by the author, collected in book form to present a picture of the movement in Thailand. The volume covers the history and current position as well as the long-term agricultural development programme, with notes on specific crops (rice and cassava) and agricultural credit etc.

334.4.025.5:656.123 TRANSPORT COOPERATIVES

COOPERATIVE LEAGUE OF THE USA: Rural Transportation Cooperative - A Concept Paper. Washington (USA), CLUSA, 1978. 46pp; tabs; footnotes; appendix; bibl. (Mimeo) Price.

Rural transport problems in the USA are analysed and described in this paper with recommendations on how to solve them through the establishment of transport cooperatives using existing railway lines.

334.5

CONSUMER COOPERATIVES

334.5(5)

CONSUMER COOPERATIVES IN ASIA.

INTERNATIONAL COOPERATIVE ALLIANCE REGIONAL OFFICE FOR S.E. ASIA : Consumer Co-operation in South East Asia. New Delhi (India), ICA R.O. 1976. 226pp; tabs; Price. \$ 3.00

Conference papers for a conference held in 1974 to discuss consumer cooperatives in S.E. Asia, together with the resolution adopted. Main subjects discussed :

1. The role of cooperatives in consumer protection
2. Structure of cooperatives at retail level;
3. Production, imports and wholesaling for consumer cooperatives.

AUTHORS INDEX

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DOCUMENTATION BULLETIN ( An Annotated List of Articles )

Compiled by

B.D. Pandey

ILO Consultant on Cooperation Library

and Documentation Services

DITJENKOP-ILO-UNDP COOPERATIVE TRAINING PROJECT INS-78-068,

INDONESIA, PUSLATPENKOP - JAKARTA

## P R E F A C E

The Model of Documentation Bulletin (an annotated list of articles) on cooperation and allied subjects is produced with the intentions that its compilation techniques will be followed by Indonesia Cooperative Librarians and Documentation Officers in the future. Necessary steps to be taken for compilation for a Documentation Bulletin has been dealt with in my short guide for Cooperative Libraries under the heading at techniques of compiling Documentation List. However, three techniques have been used here for indexing of articles i.e. simple citations, contents of article and annotated articles. Documentalists can have their own choice of annotation or they may like to do simple indexing.

The Model Documentation Bulletin has been divided in to two parts i.e. I Cooperation II Allied Subjects and it has been classified as per the scheme of " Universal Decimal Classification " (UDC) and the expanded class number for cooperative " 334 " by the ICA's International Working party of cooperation librarian and documentation officers. Entries are arranged with the sequence of: Subject, Country and Author. At the end of the bulletin an author index has also been provided with. The articles have been taken from many primary and secondary sources of cooperative literature and have been edited to suit the requirements of the model.

It is hoped that Model Documentation Bulletin shall provide useful guidance to cooperative documentalists of the country.

B.D. Pandey  
ILO Consultant  
22 - 9 - 1982.

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PART - ONE

: COOPERATIVES

334:3-055.2

WOMEN AND COOPERATIVES

334:3-055.2(540)

INDIA

EDITOR

- : Role of Women in Cooperatives.  
THE TAMILNADU JOURNAL OF COOPERATION.  
Volume 70, No. 2, August 1978, pp. 79-104.

A symposium was organized by the ICA on the subject. Several eminent women cooperative participated in the discussion. Participant expressed in their deliberations that the women are already actively participating in agricultural development through cooperative efforts. They felt that women's participation needs better opportunities and more recognition. Participants mainly dealt with the women activities in their respective countries. Review has published the speeches of the following persons participated in the symposium.

1. Introduction by Roger Kerinec, President, ICA.
2. Mara Rupene-Osolnik, Chairman, ICA Women's Agricultural Working Party.

334:321

STATE AND COOPERATIVES

LAMB.G.

- : Government, Cooperatives and Peasant Agriculture in Kenya, Institute of development Studies Bulletin Vol. 6, No.1. 1974 pp 25-36.

Deal with the cooperative leadership vis-vis-administration control as a political strategy.

334:341.232

COOPERATIVE AID AND TECHNICAL ASSISTANCE

EDITOR

- : ICA Expert Consultation on Cooperative and poor . COOPERATIVE INFORMATION (ILO), 53rd Year, 3/77. p. 13-14.

Brief summary of the meeting held in July 1977 at Loughborough by the International Co-operative Alliance.

334:341.232

COOPERATIVE AID AND TECHNICAL (Contd)  
ASSISTANCE

LONG, FRANK

- : Technology Transfer and Cooperative.  
 With special reference to development develop-  
 ing countries.  
 REVIEW OF INTERNATIONAL COOPERATION.  
 Volume 71, No.1.1978, pp. 3-30-39.

Contents : Introduction/Technology Transfer  
 and the Developing World/Statistic on Cooperative  
 to the Technology Transfer Problem of Develop-  
 ing Countries/Conclusion.

334:37

COOPERATIVE EDUCATION AND TRAINING

334:37(100)

INTERNATIONAL

DAMAN PRAKASH

- : Lecture Method as A Technique of Teaching.  
 THE MAHARASHTRA COOPERATIVE QUARTERLY,  
 Volume LXI, No. 4, April 1978, pp. 293-299.

Contents : It is a one-way traffic/Communica-  
 tion is a two-way Process/Lecture Method as a  
 Technique of Training/Guidelines for the use  
 of this technique/Carefully choose the Occasion  
 for lecture/Preparation of synopsis/Present-  
 ation of the talk/Humour, Fun and Informality/  
 Evaluation/Disadvantages of Lecture Method/  
 Conclusion.

334:37(598.1)

INDONESIA

LOVERIDGE, Basil

- : Indonesia : Co-operative Development and  
 Training. COOPERATIVE INFORMATION (ILO),  
 53rd Year, 3/77, pp. 59-63.

Contents: Expansion of Village Multi-  
 purpose cooperative societies (KUD)/The Co-  
 operative Centre, Malang Purposes of the  
 Centre/The Project in Practice/The next step.

334-(1-9)

COOPERATIVE MOVEMENT - COUNTRY-WISE

334(100)

INTERNATIONAL

LOUIS, R.

- : The Co-operative Movement and the ILO.  
Cooperative Information, 3/1969, pp. 10-100.

334(437)

CZECHOSLOVAKIA

BARTOSOVIC, Marian

- : For social and Cooperative Development.  
The CZECHOSLOVAK COOPERATOR.  
No, 1, 1978, p.4.

The consumer cooperative movement in Slovakia has a tradition of over a hundred years. It originated as a self-assistance organization from the people's movement and its aim was to help the people. Under the conditions of capitalist economic relations, the expansion of the cooperative movement was limited. An unforeseen dynamic development of all forms of the cooperative movement came about only after 1948, when the question of political power in Czechoslovakia was definitively resolved in the interests of the working class.

334(569.5)

JORDAN

DUDIN, M

- : Cooperative movement in Jordan; Review of International Cooperation. vol. 69 No. 5 pp 122-136.

Deals with the objectives structure and development of Jordan cooperative association covers the activities agricultural, credit and marketing cooperatives.

334(540)

INDIA

GEORGE, A.C.

- : The task before the cooperatives;  
Cooperative Digest vol. 1. no. 3, 1975, pp 26-32.

334.2.

COOPERATIVE, CREDIT, BANKING AND  
FINANCING

334.2(540)

INDIA

BADHE, G.S.

- : Problems of Urban Cooperative Bank;  
The Maharashtra Cooperative Quarterly,  
no. 2/3. 1977/78 pp. 199.205.

The Urban Banks face series of problems like their uneven growth, lack of viability, deployment of their funds in trade and commerce, monopoly use of their resources by small groups of people, lack of proper control and supervision over them by supervising agencies and lack of professional executives. If the urban cooperative banking sector is to play a role in financing small units and to render financial help to weaker sections of the community all these problems require proper solution.

DADHICH, C.L.

- : Farm cooperative credit to scheduled castes and scheduled tribes; Economic and Political Weekly, Vol. 12, No. 13. 1977 pp. 23-31.

This paper uses secondary data published by the Agricultural Credit Department of the Reserve Bank of India to test the hypothesis that cooperatives have neglected the scheduled castes and scheduled tribes as the weakest sections of society, could have benefited from cooperatives as instrument of socio-economic transformation. Inter-state variations are analysed and some suggestions are made for future policies. This performance of the cooperatives with regard to scheduled castes and tribes is rather uneven and inter-state comparisons reveal little uniformity of treatment.

DUBHASHI, P.R.

- : Land development banks need positive change in outlook to meet the challenges. Land Bank Journal. Vol. 16. No.1. 1977 pp. 25-31.

It's the extract made from the speech at the preliminary session of the Conference of Land Development Banks at New Delhi on 16th August 1977. The activities of the cooperatives land development banks have grown by leaps and bounds in geometric proportion, both quantitative and qualitative since 1st five years plan. The Summary of the report prepared by the Hazari Committee on Integration of Cooperative Credit



334.2.

COOPERATIVE, CREDIT, BANKING  
AND FINANCING

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(Contd)

Institutions/is given. The Hazari Committee has referred to the dwindling scope for investment in land, mainly in minor irrigation. The scope of land development banking should be confined to irrigation wells, to command areas under major irrigation projects to mixed farming and to productive agri-industrial economy in the country side.

PATIL, B.P.

- : Commercial Banks financing primary agricultural credit cooperatives: Indian Cooperative Review Vol.12, No.2, 1975 pp. 39-47.

Contents : Need for coordination; Point of coordination; Financing the primaries; Recommendations of Play Group; A model case of Maharashtra; Other study teams; Conclusion.

SHINDE

- : The small farmers - an appraisal of operation Banking; Cooperative perspective Vol. 12. No.3 1977 pp. 29-41.

The analysis of credit management policy co-operative bank in India, The review of credit assessment, credit operations, credit control and economic viability is given. The author criticizes the policies offered by the Reserve Bank of India as impracticable and causing halt in development of Indian cooperative movement.

NATARAJAN, B.

- : Agricultural Credit and Commercial Banks; Kerata Cooperative Journal, Special Number, 1976, pp 69-81.

334.4.

INDUSTRIAL COOPERATIVES

334.(100)

GENERAL OF INTERNATIONAL

AGARWAL, R.D.

- : Objection of the cooperative enterprise; ILO Cooperative information, Vol. 52. No.1 1976 1-11.

Deals with the objectives of cooperative enterprise - covers productivity. Management performance, Social roles etc.

334.4.

INDUSTRIAL COOPERATIVE

(Contd)

334.4(540)

INDIA

RAO, B.R.K.

- : Philosophy of Rural Industrialisation for Socialist Economy; Khadi Gramodyog Vol. 22, No.7, 1976 pp 293-300.

Discusses the need for developing industrial cooperatives in India.

SIVAPRAKASAM, P.

- : Cooperative between cooperatives and Panchayati Raj in India: Khadi Gramodyog, Vol. 22. No. 6. 1977 pp. 277-285.

Coordination between Panchayati Raj institutions and cooperatives is sure to lead to the socio-economic uplifting of rural masses. To achieve this, it is crucially important that the functioning of these bodies is interwoven in such a fashion that prove conducive to their speedier growth.

334.4:621.9.09

MULTIPURPOSE COOPERATIVES

DESHMUKH, M.A.

- : Shriram Multipurpose Cooperative Service Society Kolhapur; The Maharashtra Cooperative Quarterly, Vol. LXII, No.1. 1978 pp. 31-40.

The article concerns the cooperative movement in India initiated as a credit movement about 75 years ago. Primary agricultural credit societies in rural areas and the credit societies in urban areas were registered under the act of 1904. This article describes the society operating in Kasba Bavada, a suburb of Kolhapur City. Kolhapur district is well known for different types of successful cooperatives, particularly in the field of agricultural marketing and processing. The District Marketing Society of Kolhapur popularly known as Shethari Sangh is one of the best marketing cooperative societies in the country. The cooperative sugar factories from Kolhapur district have made their impact on the cooperative movement by bringing about a socio-economic development in their area of operation. In the state of Maharashtra there are a few primary agricultural credit societies. One of them is the Shriram-multi purpose cooperative society.

334.4:621.9.09

MULTIPURPOSE COOPERATIVES

(Contd)

MUNKNER, Hans-H

- : The formation of Integrated System of Cooperative Societies.  
REVIEW OF INTERNATIONAL COOPERATION,  
Volume 71, No.2, pp. 106-112.

Paper presented at the Seminar on " Approached to the Application of Research Results to Agricultural " Cairo, 11-14 Oct. 1977.

Contents: Definition of Terms/Special Features of Integrated System of Cooperative Societies/ Factors Determining the Development of Integrated Systems of Cooperative/Trends towards Nationwide Integrated Systems of Cooperative Societies in the Asian Region.

334.4:63

AGRICULTURAL COOPERATIVES

334.4:63(5)

334.4.63(6)

ASIA

334.4:63(519)

KOREA

EDITOR

- : Agricultural cooperatives in Korea; Rural Review (ARRO Delhi) Vol.2, No.2.1975 pp. 1-13.

A review of South Korean agriculture and the development of cooperatives is presented. Since their insuguration, the agricultural cooperatives have expanded and a great deal of effort on farm guidance, education and supply of farm guidance. education and supply of farm inputs has been given.

334.4:63(540)

INDIA

KRISHNASWAMI, O.R.

- : The problem of the rural poor and the role of cooperatives; Indian cooperative Review Vol. 12 No.4, 1975pp, 309-317.

Contents: Introduction; Agricultural Labours; the plight of landless poor; The role of cooperatives Labour cooperatives land colonisation and cooperatives; Development of agriculture and

off-farm activities and cooperatives; rural industrialisation and industrial cooperatives; Distribution of consumer goods: conclusion.

NAKIRAN, S.

- : Integrated Rural Development and Cooperatives. KHADI GRAMODYOG, Volume XXIV, No. 12. September 1978, pp. 596-596.

Guiding the guide may seem contradictory at the first glance. But that is exactly what is needed today to realize the concept and the set goal of "Integrated rural development". This can be done by guiding the cooperatives which are supposed to guide the development activities at the grass root level.

Content: Role of Cooperatives/Allied Occupations/Organizational and Managerial Aspects.

334.4:63(589.2)

PHILIPPINES

EDITOR

- : Cooperative development strategy for rural development in Phillipines; Rural Review (London), Vol.2, No. 2, 1975 pp. 8 - 29.

The strategy is first to form farmer associations on a village basis (the Samahang Nayon), and then to let those evolve into full-fledged cooperatives. This article gives detailed information especially about the Samahang Nayon, their conceptual framework, functions, structure, organization, procedures, communication methods and field schedules.

334.4:63(6)

AFRICA

EDITOR

- : Role of the Agricultural cooperatives in economic development; the Ethiopian case: National Bank of Ethiopia; Quarterly Bulletin Vol.1, No.2 1975 pp 42 - 49.

334.4:631.67

Irrigation Cooperatives

334.4:631.67(548)

INDIA

PATEL, S.M.

- : Need for establishing model water cooperatives in India; Indian Cooperative Review, Vol.12, No.2, 1975pp. 56 - 69.

334.4:631.67

IRRIGATION COOPERATIVES

(Contd)

Content: General; the present status of irrigation in Gujarat; the problems of canal irrigation system; under utilisation of the potentials created; inefficient supply of irrigation water; Lack of proper distribution organization; need for establishing model water cooperative in India;

334.4:637

DAIRY COOPERATIVES

334.4:637(540)

INDIA

THAKUR, D.S.

- : Impact of dairy cooperatives through milk cooperatives - a case study of Gujarat; Indian Journal of agricultural economics. Vol.30.No.3 1975 pp 83 - 89.

The development and growth of four cooperative milk unions in Anand, Mehsana, Banaskantha and Sabarkantha, Gujarat were examined. The impact of these milk cooperatives on the economic conditions of the farmers in general and the weaker sections in particular was analysed, based on a survey in 1974-75 of sample of 400 milk procedures selected from 24 milk societies in 24 experimental villages, 200 of them selected from eight control villages. The milk unions made remarkable progress in terms of the number of milk societies and total membership, share capital, milk collection and the value of milk products sold. Milk production per animal and market surplus in the case of cows and buffaloes was higher among the weaker sections than among the medium and large farmers in the experimental villages. This difference was less marked in the control villages. In the experimental villages, the use of improved agricultural inputs and total incomes were also found to be higher.

334.4:639.2

FISHERIES COOPERATIVES

334.4:639.2(540)

INDIA

DWIVEDI, S.N.

- : Fishery resources and development through fishermen cooperatives; Indian Cooperative Review, Vol.12, No.2, 1975 pp i - 9.

Contents: Fish production - India and World Fisheries; Marine Fisheries; Mackerel, and Oil Sardine; Utilization of low priced fish; Estuaries and backwaters; Inland fisheries; Conclusion.

334.4.025.5

COOPERATIVE TRADE AND MARKETING

334.4.025.5(540)

INDIA

CHAKU, O.

- Comparative efficiency of fruit marketing firms. Indian Cooperative Review, Vol. 12. No.1. 1974pp. 105 - 113.

An attempt to: 1/estimate the comparative costs and labour requirements of apple handling; 2/ determine and measure the causes of variations in costs and labour outputs between cooperatives and private fruit marketing firms; and 3/ find and apply the cooperative marketing, based on a study of five marketing firms - two from the cooperatives and three from private fruit forwarding agents in Kashmir in 1973.

The analysis reveals that variations in hourly labour costs was an important cause of variations in unit labour costs. Plant and non-plant hourly costs of cooperatives were highest because of high wage scales. The need for increasing the volume of apples is suggested in order to adjust hourly costs to those of the costs of private firms.

PART - TWO - ALLIED SUBJECTS

3-055-2.

WOMEN AND SOCIETY

3-055.2(540)

INDIA

ALMELU, S.

- : Role of Rural Women in Economic Participation  
KHADI GRAMODYOG, Volume XXIV, No. July 1978,  
pp. 518 - 521.

Gone are the days when women were confined to indoor jobs. Today they are increasingly taking part in the nation building exercise. But there are is no escape from reality that still there are certain pacerts where the women labour force is not usefully utilized causing the criminal waste of the country's potential manpower. The present study present a striking example.

338.92.

ECONOMIC DEVELOPMENT

338.92(520)

JAPAN

YOSHINO, Toshiniko

- : The Japanese Economy and its problem.  
INTER ECONOMICS, 13th Year, No.5/6, 1978, pp.  
136 - 139.

Fore some time the Japanese Government has been heavily urged upon to adopt expansory measure and thus contribute via increased trading partners. Again 5 this background the following article analyses the present state of the Japanese economy and the prospects of removing the country's lurge current account surplus by apporiate policies. Contents: Shif to a growth stage/strengthening of the yen/reduction of the current account surplus Expansion in fiscal spending/monetary policy/Main issues for 1978/No guarantee for increased imports.

338.922

COMMUNITY AND RURAL DEVELOPMENT

338.922.(540)

INDIA

SRIVASTAVA, J.C.

- : Integrated Rural Development  
A concept and Approach - I,  
KHADI GRAMODYOG,  
Volume XXIV, No.7 April 1978, pp. 355-367.

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A MODEL ACCESSION LIST ( NEW ADDITIONS TO A LIBRARY )

Compiled by :

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Documentation Services.

DITJENKOP-ILO-UNDP COOPERATIVE TRAINING PROJECT

INS-78-068, INDONESIA, PUSLATPENLOP-JAKARTA

## P R E F A C E

The model of Accession List ( New Additions to a Library ) on cooperation and allied subjects is produced with the intentions that its compilation techniques will be followed by Indonesian Cooperative Librarians and Documentation Officers in the future. The need for producing accession list, its compilation techniques, a sample of accession register etc has been dealt with in my Short Guide for Cooperative Libraries under the heading of "Accessioning".

The model accessioning list has been divided in to two parts, ie ; I Cooperatives, II Allied Subjects. And has been classified as per the Scheme of a Universal Decimal Classification ( UDC ) and the expanded class number for cooperative "334" by the ICA's International Working Party of Cooperative Librarian and Documentation Officers. Entries are arranged with the sequence of : subject, country and author.

It is hoped that model accession list shall provide useful guidance to cooperative librarians and documentation officers of the country.

B.D. PANDEY

ILO Consultant

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P A R T I : COOPERATIVES

334 ( 02 )

COOPERATIVE LIBRARIES AND INFORMATION.

KELLERHALS, W. and KAMP, C. :

Manual for Cooperative Libraries and Documentation Service.

London : International Working Party Cooperative Librarian and Documentation Officers (IWPCLO), 1975, 115+ ..... price.

334;321

COOPERATIVES AND STATE.

ICA/ILO :

Regional Seminar on "The Governments and the Cooperatives", 17 - 19 March, 1982, held in Banjul, Gambia, by the ICA Regional Office for West Africa (Participants from Benin Ivory, Coast, Gambia, Guinea, Mali, Niger, Nigeria, Senegal, United Kingdom (ICA) and ILO 1982, pp price.

334;341.232

COOPERATIVE AID AND TECHNICAL ASSISTANCE.

AMES, J.W. :

Without Boundaries : Cooperative Sweden Today and Tomorrow.

Manchester : Cooperative Union Limited 1971, pages 220.

334:34

COOPERATIVE LAWS.

334:34 ( 5 )

A S I A.

334:34 ( 55 )

I R A N.

IRAN ( WELFARE MINISTRY OF ) :

The Cooperative Societies Law

Tehran : Ministry of Rural Welfare, Government  
of Iran, 1973, pages 56.

334:37 ( 5 )

P A C I F I C.

I L O :

National Workshop on Cooperative Training Policy  
and Standard, Jakarta Indonesia, 26 - 30 October  
1981, pp price.

(Follow up of the Regional Symposium on Setting  
Effective Cooperative Training Policies and Stan-  
dards held in Chiangmai, Thailand, December 1979).

334:34 ( 9 )

I L O :

Round Table on Cooperative Legislation in the  
Pacific Region, held in Suva, Fiji, from 22 to  
25 February, 1982, by the Ministry of Cooperative  
Union of Fiji with the Assistance of ILO and/ESCAP/  
UNDAF. Finding and Recommendation, 1982, pp price.

334;37

COOPERATIVE EDUCATION AND TRAINING.

- DAMAN PRAKASH : Evaluation as a Technique to improve Cooperative Education and Training Cooperative Training DIT-JENKOP/ILO/UNDP Project, (INS-78-068), Jakarta, Indonesia, 2lp, December 1981, pp price.
- : Cooperative Training Material Production. DITJENKOP - UNDP - ILO Cooperative Training Project, Jakarta, Indonesia, Year, pp price.
- : Designing a Training Pack, ICA New Delhi 1978, pp price.
- HERATH, W.V. : A Trainers Guide for an Introductory Workshop an Participative Teaching Methods. Project for Training of Cooperative Teachers in Srilanka, National Cooperative Council of Srilanka, Colombo, Year, pp price.

334 ( 100 )

GENERAL AND INTERNATIONAL.

- ICA ( NEW DELHI ) ; Training Package on Democratic Management in Large Multipurpose Cooperative (Overhead Transparancies and Flipcharts for use in course for Chief Executives and Managers of Cooperative), ICA, New Delhi, 1981, pp price.
- ILO : Cooperative a Workers Education Manual ; Geneva, ILO, 1956, pp price.
- ILO-MATCOM PROJECT : In Service Training Programme for Managers of Agricultural Cooperative Unions. International Labour Office, Geneva, 1979, pp price.

334;37 ( 548.7 )

S R I L A N K A .

DHARM VIR, and HERATH, L.B. :

Plan for Cooperative member Education in  
Srilanka.

Colombo : CMSC, 1976, pp 16 + app, price.

334;37 ( 6 )

A F R I C A .

I L O :

Technical Note on Teaching/Training Support  
and Audio Visual Aids in the Framework of  
Cooperative Development and Training, UNDP  
/ILO/National Cooperative Development and  
Training Centre, Khartoum, February 1982,  
p. 16, price.

MSHIU, Sam ( Editor ) :

Exercises in Participative Training.  
A Selection of Case Studies, role play  
in-try and ranking exercises produced at  
the ICA Seminars for Cooperative College  
Lectures 1975 - 77.  
Moshi ( Tanzania ), ICA Regional Office,  
1977, pp 49, 5 tables ; graps, price.

334;65

COOPERATIVE MANAGEMENT BOOK-KEEPING AND  
ACCOUNTANCY.

JACQUES, John :

Manual on Cooperative Management.  
Manchester : The Cooperative Union Limited  
1969, pp 184, price.



- ALANNE, V.S. : Manual for Cooperative Directors.  
Wisconsin : Cooperative Publishing Association,  
1949, pp 192, price.
- YOUNGJOHNS, B.A. : Cooperative Organization An Introduction.  
London : Intermediate Technology Publications  
Ltd, 1977, pp 34, price.
- I.L.O (STEARMOSE, Robert) : Management of Urban Cooperative Consumer  
Societies : Manual of Cooperative Management.  
Lahore : West Pakistan Cooperative Union 1964,  
pp 552, price Indian Rs. 20.00.
- : Cooperative Book-Keeping As Introduction to  
Management.  
Lahore : West Pakistan Cooperative Union Ltd,  
1964, pp 296, price Indian Rs. 20.00.
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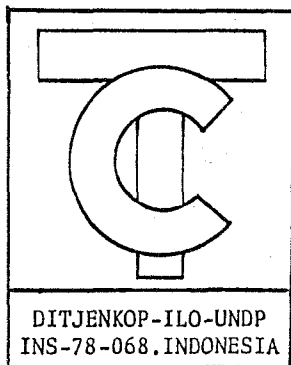
TRAINING MATERIAL

ORGANISATION AND MANAGEMENT OF A  
COOPERATIVE LIBRARY AND DOCUMENTATION  
SERVICE

- A SHORT GUIDE

COMPILED BY

B.D. PANDEY  
ILO CONSULTANT



DITJENKOP-ILO-UNDP  
COOPERATIVE TRAINING PROJECT  
PUSLATPENKOP  
JL JEND GATOT SUBROTO  
JAKARTA SELATAN, INDONESIA  
OCTOBER 1982

## P R E F A C E

It is a short compendium of training packages for trainee Cooperative Librarians and Documentation Officers. The objective of preparing this compendium was to use it as a theoretical and practical guidebook for the National Workshop for Cooperative Librarians and Documentation Officers of Indonesia conducted in Jakarta during 4th - 12th October 1982. Its translated version in Bahasa Indonesia was distributed among the participants during the Workshop.

It was envisaged that the Short Guide will help the resource persons to keep the desired level of teaching standard to suit the elementary basic requirements of the participants. Further, it was also envisaged that the short guide will be a kind of ready - reckoner to the participants to refer back for their newly acquired knowledge and skill. Needless to say that in the absence of this kind of reference material, participants may find it difficult and inconvenient too, to implement their newly acquired skill.

The Short Guide has been divided into eight chapters, i.e., Chapter one deals with the conceptual aspects to library and librarianship, Chapter two deals with the organization and administration, Chapter three deals with book selection and ordering routines, Chapter four deals with the theory and practice of classification, Chapter five deals with the theory and practice of cataloguing, Chapter six deals with loans and circulation, Chapter seven deals with readers service and Chapter eight deals with extension service of library.

The chapters cover all desired aspects of library science. Efforts have been made to provide necessary visuals to help the participants for a better understanding of the subject.

During my two months short term consultancy with the ILO besides attending to other practical matters the job of preparing the Short Guide was also undertaken. Hence the Short Guide has a few limitations and discrepancies here and there. Detailed descriptions have been purposely avoided.

However, missing descriptions were dealt with in detail during the Workshop. Further, at the time of preparing the Guide, adequate reference material was not readily available to me. Therefore, I intend to revise it in near future, so that it can be a more useful manual for cooperative librarians. Here, I would also like to add that an English language manual, entitled "Manual for Cooperative Libraries and Documentation Services" published by the ICA Librarians' Working Party was also distributed among the participants, with a request that the same may be translated into Bahasa Indonesia and circulated among the concerned librarians.

The manual will help them to understand the subject in detail. Similarly, participants were also supplied with the sample, Model of I= Accession List; II= Annotated Bibliography; and III= Documentation Bulletin.

While preparing the Short Guide I have heavily drawn upon the writings of many authors, particularly from the books which I have listed at the end of the Short Guide. I express my acknowledgement and gratitude to the authors and publishers of referred books.

I also express my thanks to Mr. Matti Teravainen, CTA of the ILO/UNDP Cooperative Training Project, for his encouragement and support for preparing the Guide. I also express my thanks to Drs. Sularso, Principal of PUSLATPENKOP; Mr. Sudaryono, Head of Evaluation and Reporting of PUSLATPENKOP suggested me to prepare the Guide and also for giving me necessary encouragement and support. The visuals have been prepared by my colleague Mr. Daman Prakash, ILO Advisor on Training Aids and Material Production. I express my thanks to him for a good job well done. I always received guidance and support from all ILO experts and their national counterparts working with the project, which I gratefully acknowledge.

Ibu Sri Hapsari Basuki, Librarian of the Navy Cooperative, gave me all professional cooperation and support in the preparation of this guide as well as in other activities of my consultancy. I express my thanks to her.

Last but not least I express my thanks to the three charming ladies of the Project Secretariat, Mrs. Duny Niode, Ms. Ernie Dilapanga and Ms. Sri Murniati, who always helped me ungrudgingly with a smiling face and for completing all my work in time. I also acknowledge with thanks the services of Mr. Subagio, PUSLATPENKOP staff, who typed a major portion of my work and mastered the reading of my bad handwriting.

I hope the Short Guide shall provide some useful guidance to the newly emerging Cooperative Librarians and Documentation Officers of Indonesia. They may find some useful guidance in it than having nothing with them.

B.D. Pandey

## C O N T E N T S

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ORGANISATION AND MANAGEMENT OF COOPERATIVE LIBRARY  
AND DOCUMENTATION SERVICE : A SHORT GUIDE  
- Training Material

prepared by: BD Pandey, ILO Library Consultant

ORGANIZATION AND MANAGEMENT OF A COOPERATIVE LIBRARY  
AND DOCUMENTATION SERVICES  
- A Short Guide -

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CHAPTER - ONE

INTRODUCTION

What is library ?

A collection of documents which has been scientifically organized to allow users to learn its contents and to obtain the documents so organised.

Importance of Libraries

For the growth and development of modern society, communication of knowledge has become important. A library is a place for communication of information and knowledge through printed media.

Objective and Functions of a Library

A library is regarded as a social institution and is expected to perform certain functions. These will vary from one type of library to another. However, library should provide facilities for :

- (a) Life-long self education
- (b) Information/documents on all subjects including local, national and international affairs to serve economic, political and social welfare
- (c) Proper use of leisure
- (d) Advancement of culture
- (e) Preservation of literary heritage for prosperity.

Types of libraries

Broadly speaking libraries may be classified into the following three types :

- (1) Academic Libraries (School, College and University)
- (2) Public Libraries
- (3) Special Libraries

The cooperative libraries though definition wise fall in the category of special libraries but at many times they have also to function like as remaining two other types of libraries.

### Laws of Library Science

All disciplines of knowledge have certain principles, certain laws which are guiding factors and help the disciplines to achieve its ultimate objectives. Similarly, library of library science has its own laws. The laws/objectives of a library services are described in its best manner by Dr. S.R. Ranganathan, the father of Library Science in India. These are as follows :

1. Books : (include all reading material in library) are for use.
2. Every reader/his book
3. Every book its reader
4. Save the time of reader
5. Library is a growing organization.

Therefore, all the activities carried out in library viz. procurement of documents, processing, cataloguing, classification, documentation, reference and information services are governed and guided by five laws of library science, with the motive of achieving its ultimate objective of serving the readers in most efficient manner.

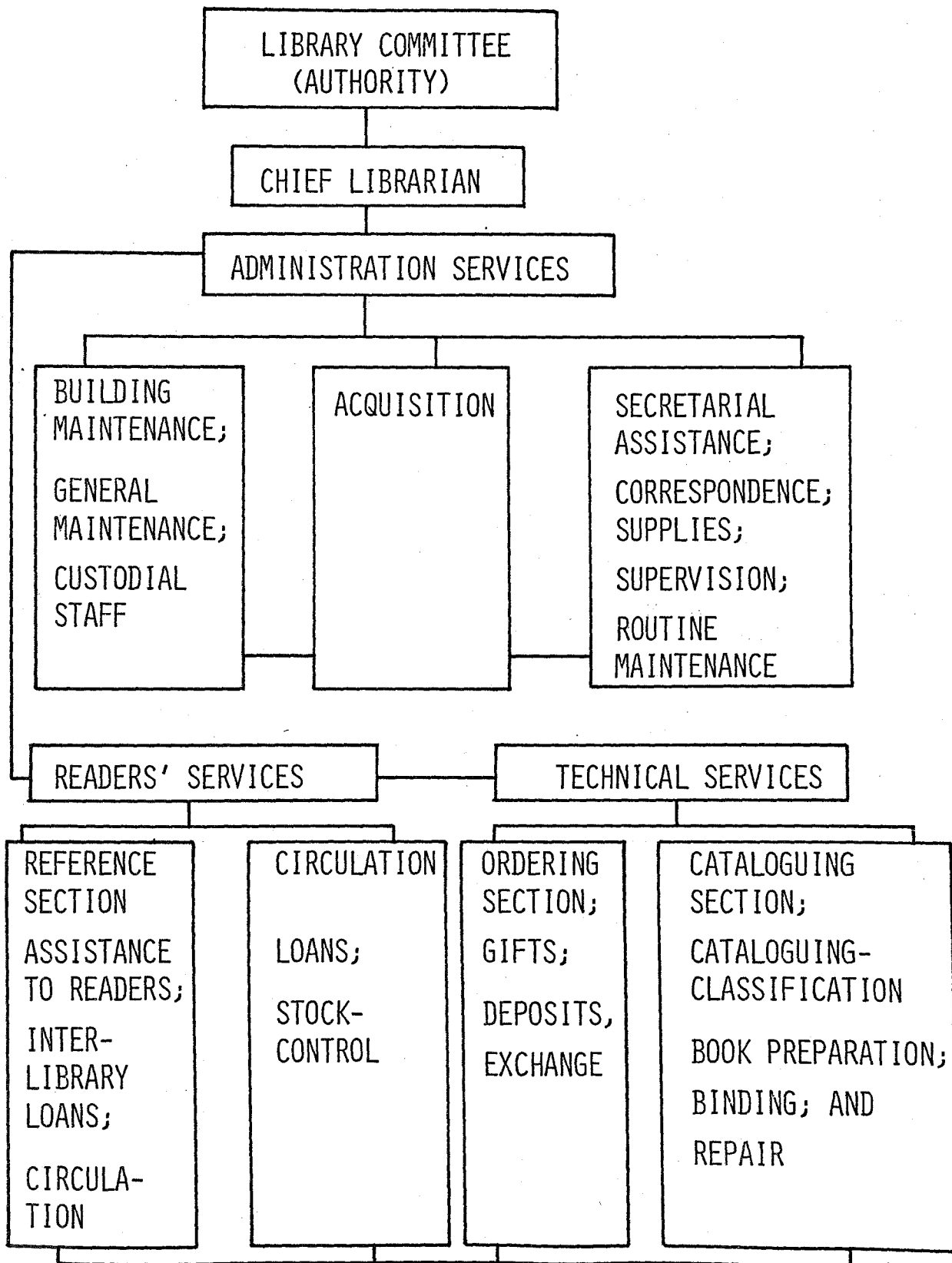
### Practical functions of a library and documentation centre

Various activities to be carried out by a library have been dealt in the following organizational chart depicting various functions of a library (Fig.1). This chart generally depicts the functions of a large and medium size library, where adequate staff is working. Other wise to carry out all these functions with limited staff is not possible. Therefore, a chart dealing with the functions of a one man library is also given at next pages dealing with BALATKOP Libraries (Fig.5). However, in the preceding chapter, various functions drawn in above charts shall be dealt with more but shorter details.



FIG.1 ORGANISATIONAL CHART OF A LIBRARY

FUNCTIONAL ORGANISATION OF A LIBRARY



## CHAPTER - TWO

### ORGANIZATION AND ADMINISTRATION

#### 1. Library Committee (Authority)

A Library Committee should be formed consisting the Head of the Institution concerned Departmental Heads/Faculty Members etc. Librarian should be its ex-officio-member secretary. The Committee in brief, shall be responsible in planning and execution of library and documentation services. However, a detail functions of National Cooperative Library's Advisory Committee has been dealt with in my note on "Development of Cooperative Library and Documentation Services in Indonesia" being submitted separately.

#### 2. Administration and Finance

For running and maintaining of a library of any size and of any type, certain physical pre-requisites are needed.

These are : 1. Space 2. Furniture and Fictures  
3. Lighting and Ventilation 4. Budget 5. Reading material (book, journals, newspapers etc) 6. Staff.

The quality and quantity of pre-requisite will depend upon the type and size of library. However, keeping in view of our requirements for cooperative libraries, we will devide the needs for pre-requisites into two parts. Namely, for national level cooperative library (PUSLATPENKOP) and for branch cooperative libraries/reading rooms at provincial level (BALATKOP).

#### A. PUSLATPENKOP LIBRARY (NATIONAL COOPERATIVE LIBRARY AND DOCUMENTATION CENTRE.

---

As envisaged that the PUSLATPENKOP (National Training Centre for Cooperative Development) library will be national cooperative library and documentation centre, hence its planning for administration and finance should be matching to its requirements. We shall deal the above issues one by one.

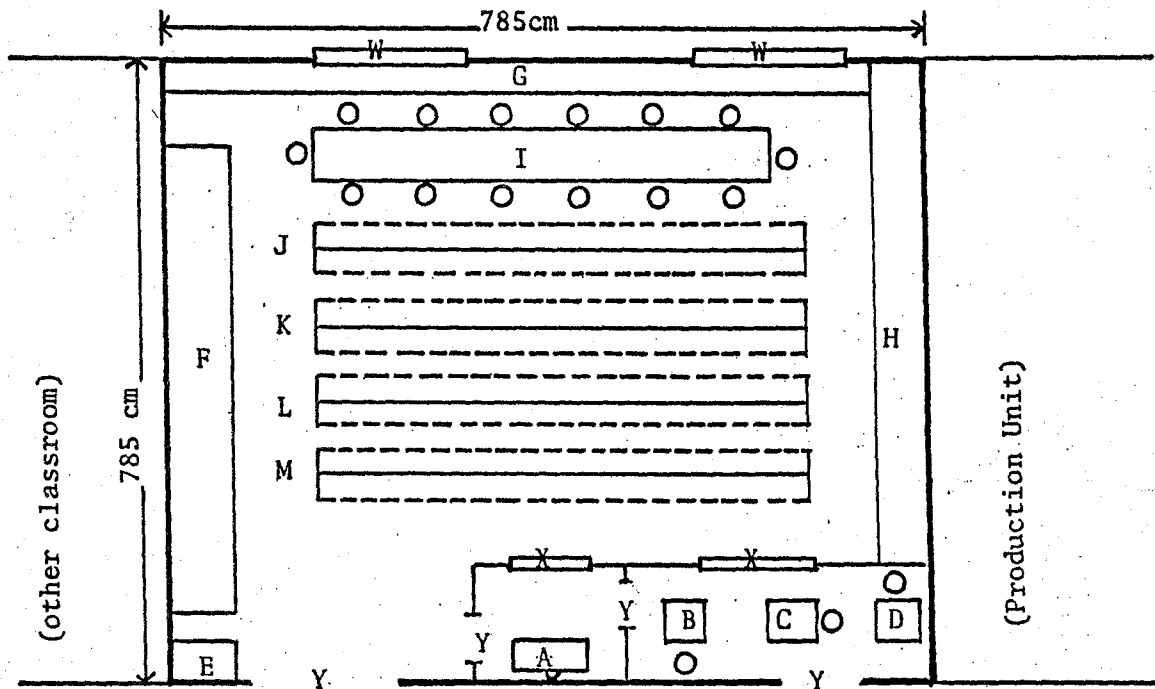
##### I. Space Building

The suggested lay out is enclosed (Fig 2,3)

##### II. Ficture and Furniture and Equipment

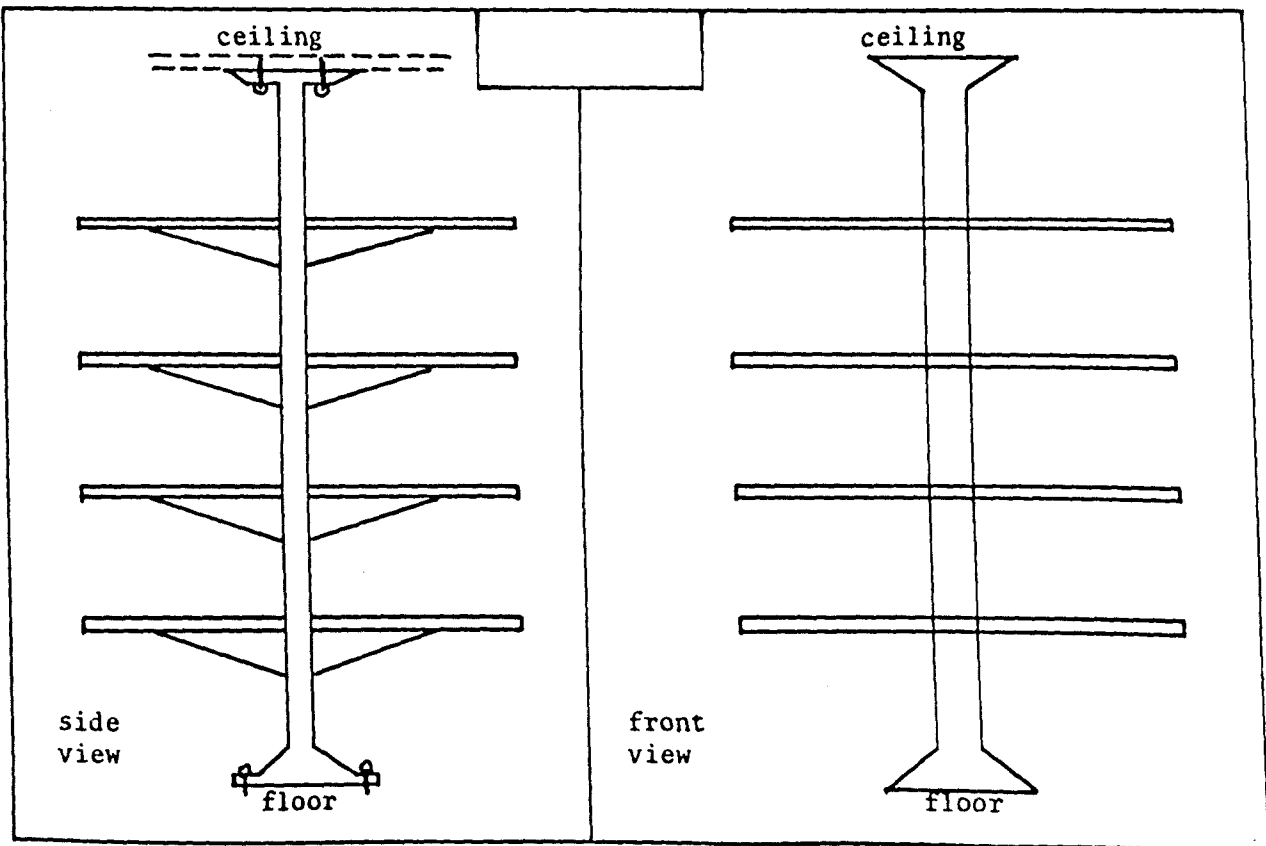
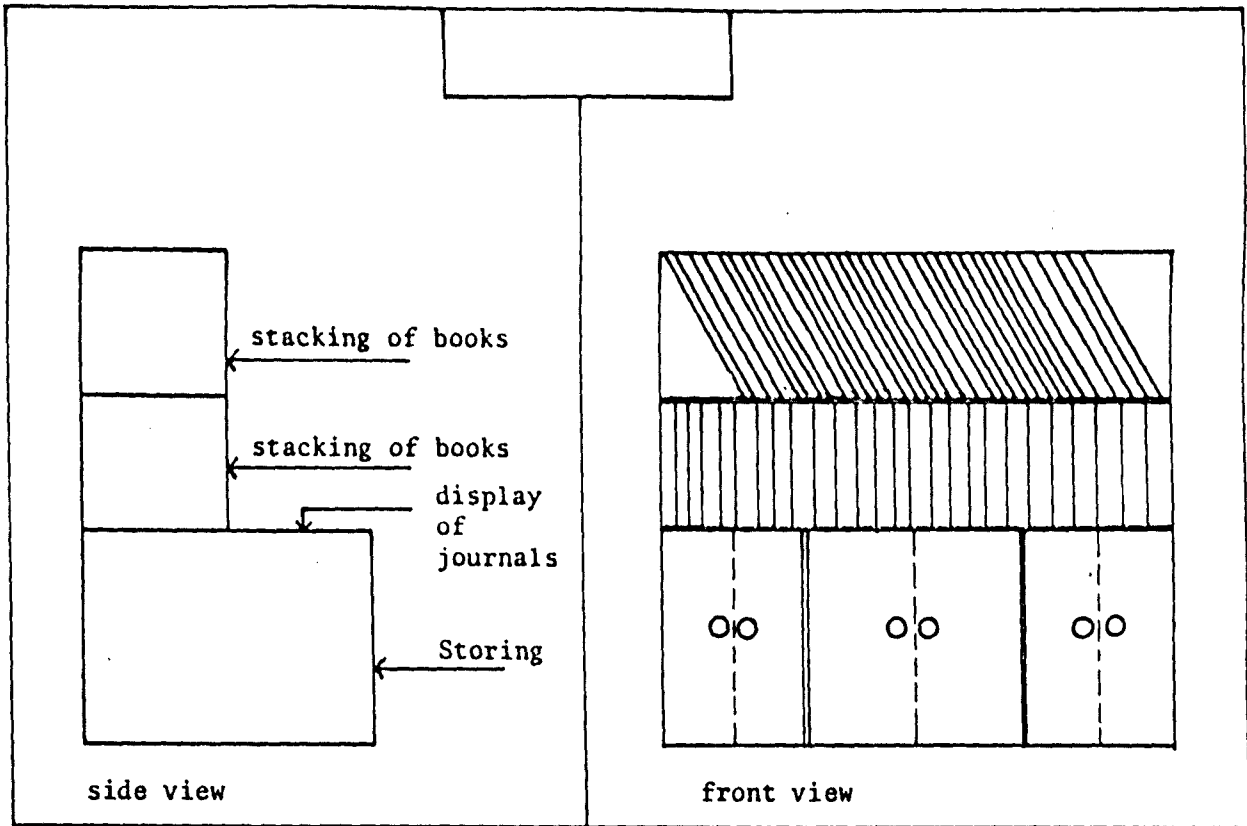
Library furniture should be comfortable. A separate arrangement should be made for persons doing light reading (newspaper, light magazines) and persons doing serious reading (researchers, reference seekers).

FIG.2 SUGGESTED LAYOUT OF THE PROPOSED NATIONAL COOPERATIVE LIBRARY AND DOCUMENTATION CENTRE : PUSLATPENKOP/JAKARTA



- Legend:
- A = Librarian-cum-Documentation Officer
  - B = Assistant Librarian
  - C = Library Clerk-cum-Typist I
  - D = Library Clerk-cum-Typist II
  - E = Systems (Catalogue, Accession Register, Bibliographies)
  - F = References (Encyclopedia and Regular journals displayed)
  - G = Journals, periodicals, bookshelf
  - H = Bookshelf
  - I = Readers' Corner
  - J, K, L, M = Bookshelves (double sided)
  - W = Windows
  - X = Glasswindows
  - Y = Doors

FIG.3 DETAILS OF LIBRARY LAYOUT (FIXTURES ETC.)



III. Equipment (see enclosed)

IV. Lighting and Ventilation:

Library must have enough lighting and provision for cross ventilation. Fans should be provided in the library. National Cooperative Library should be air-conditioned, which is necessary for protection of books in a hot and humid climate. It will also provide congenial and comfortable reading facilities for readers, particularly to those involved in serious reading and research work.

V. Budget

PUSLATPENKOP Library should have adequate annual budget to procure books, journals, newspaper etc. It may be around US \$ 8000 per year.

VI. Reading Material

Library should procure material on Cooperative Movement as well as on other socio-economic aspects of the country. For the purposed of comparative study and learning new knowledge, literature also be procured from foreign countries. Similarly, library should also recieve adequate number of journals on Cooperation and Allied Subjects from the country and from outside world too. Important daily newspapers should be subscribed. Library may also consider subscribing a few leading international dailies and weeklies. The subject matter will be dealt in detail in next chapter on book selection. However, we are giving a chart of literature for this library to be procured, processed and channeled to potential users (Fig 4).

VII. Staff

The requirement of the staff is given under the earlier enclosed drawing of library room, where a provision of the space for library staff has been suggested. That is the number we envisaged for the library of PUSLATPENKOP. As the famous saying goes that institutions are made by man not by the material. Library is no exception on this regards. Therefore, in the light of the saying, I am tempted to write a few words regarding, the qualifications and personal characteristics of the Libraries and Documentation Officers who should head this library.

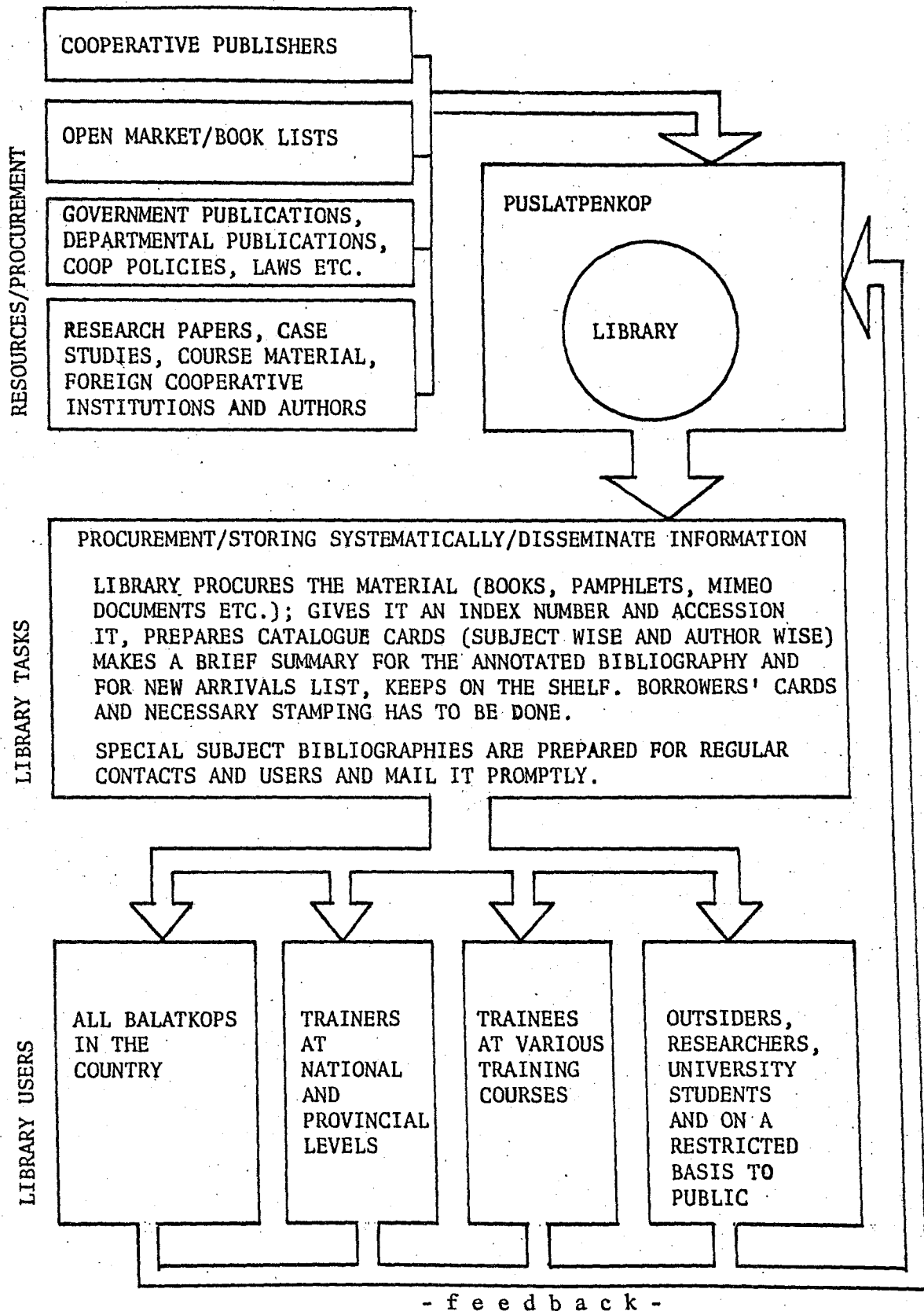
(1) Qualifications:

Should be at least a graduate preferably post graduate in any discipline of social sciences and should be adequately trained in library and document-ation science, knowledge of foreign language preferably English should be an added qualifications.

A LIST OF ESSENTIAL EQUIPMENT, FIXTURES AND  
FURNITURE FOR A MIDDLE SIZE LIBRARY IS GIVEN BELOW

1. Charging Desk and Tables
2. Chairs
3. Shelves
4. Charging Tray
5. Book-ends or Book-Supports
6. Vertical File
7. Card Catalogue Cabinet
8. Magazine Rack
9. Dictionary Stand or Holder
10. Book Plates or Rubber Stamps with the name of the library
11. Rubber Date Stamps and Ink Pad
12. Notice Board
13. Accession Register
14. Borrowers Register
15. Application Cards
16. Book Cards
17. Catalogue Cards
18. Guide Cards for Catalogue File
19. Periodical and News Paper Recording Cards
20. Classification Slip
21. Book Jacket for keeping issue cards and due date slip
22. Borrowers Cards (issue cards)
23. Tray for Borrowers Cards
24. Adjustment book holder
25. News Paper stick and holders
26. Wall Clock.

FIG.4 SUGGESTED STEPS FOR PROCUREMENT OF COOPERATIVE LITERATURE AND ITS ULTIMATE USERS



- feedback -

(2) Librarian, personal characteristics needed

A sound knowledge of technical work of librarianship, ability to plan and execute the plans, supervising skills, attention to detail, interest in helping people in their learning pursuit, ability to make a favourable impression on individuals and groups, ability to get along with others and work cooperatively with colleagues, should be research minded and should be able to develop a net work of cooperative libraries in Indonesia in near future.

B. LIBRARIES AND READING ROOMS AT PROVINCIAL LEVEL (BALATKOP)

As mentioned earlier that the physical and other requirements viz: organizational and technical processing will be by and large similar to these of the library of PUSLATPENKOP. A chart dealing with the functions of a one man library is enclosed (Fig 5). However, by virtue of their being small, some of the drawing regarding space and furniture are also enclosed. A detail plan for future development of cooperative library (including provincial level libraries/reading rooms) BALATKOP in Indonesia will be submitted separately. These branch libraries can also function as public libraries for their respective areas.



FIG.5 PRINCIPAL FUNCTIONS OF A ONE-MAN LIBRARY

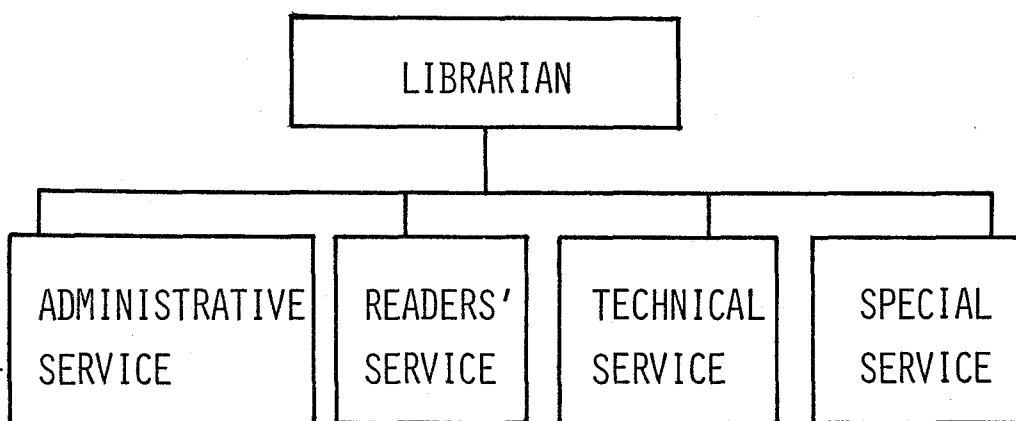
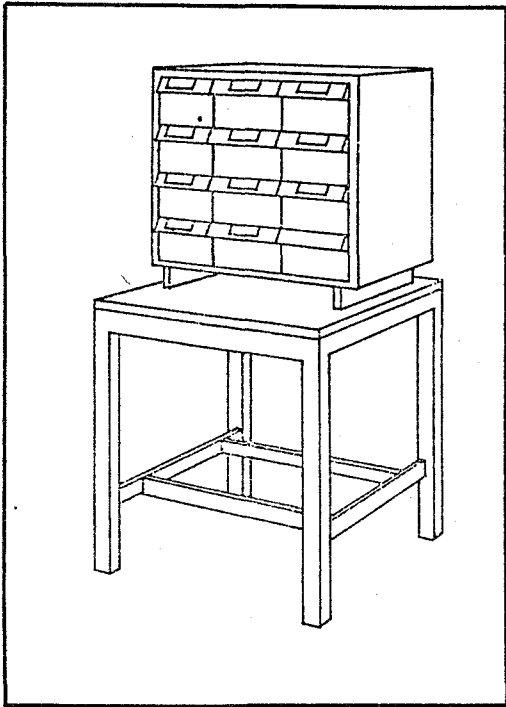
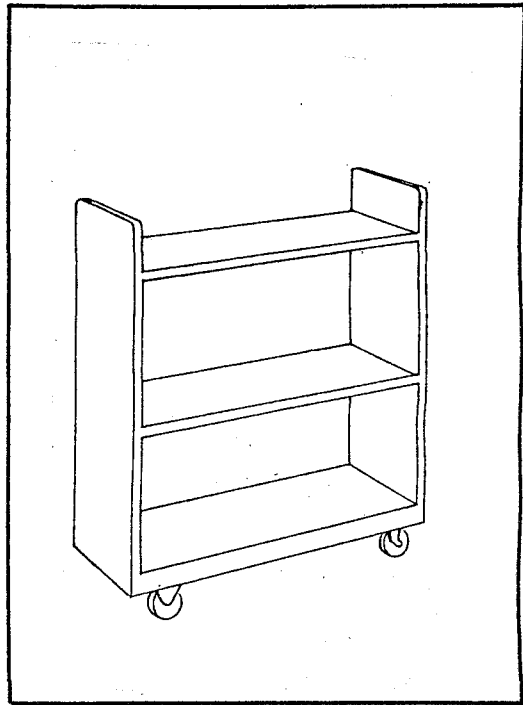


FIG. 7



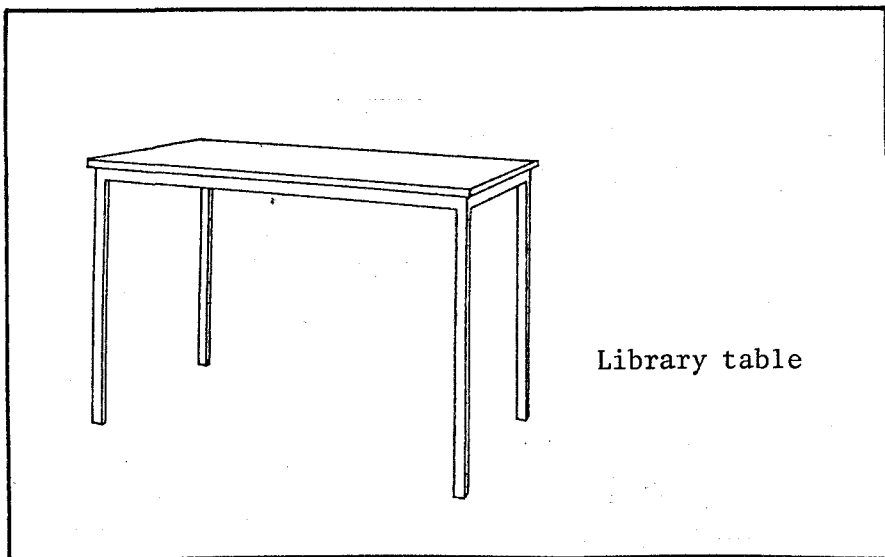
Catalogue cabinet and table

FIG. 9



Truck for carrying books

FIG. 8



Library table

PLAN OF A SMALL COOPERATIVE LIBRARY

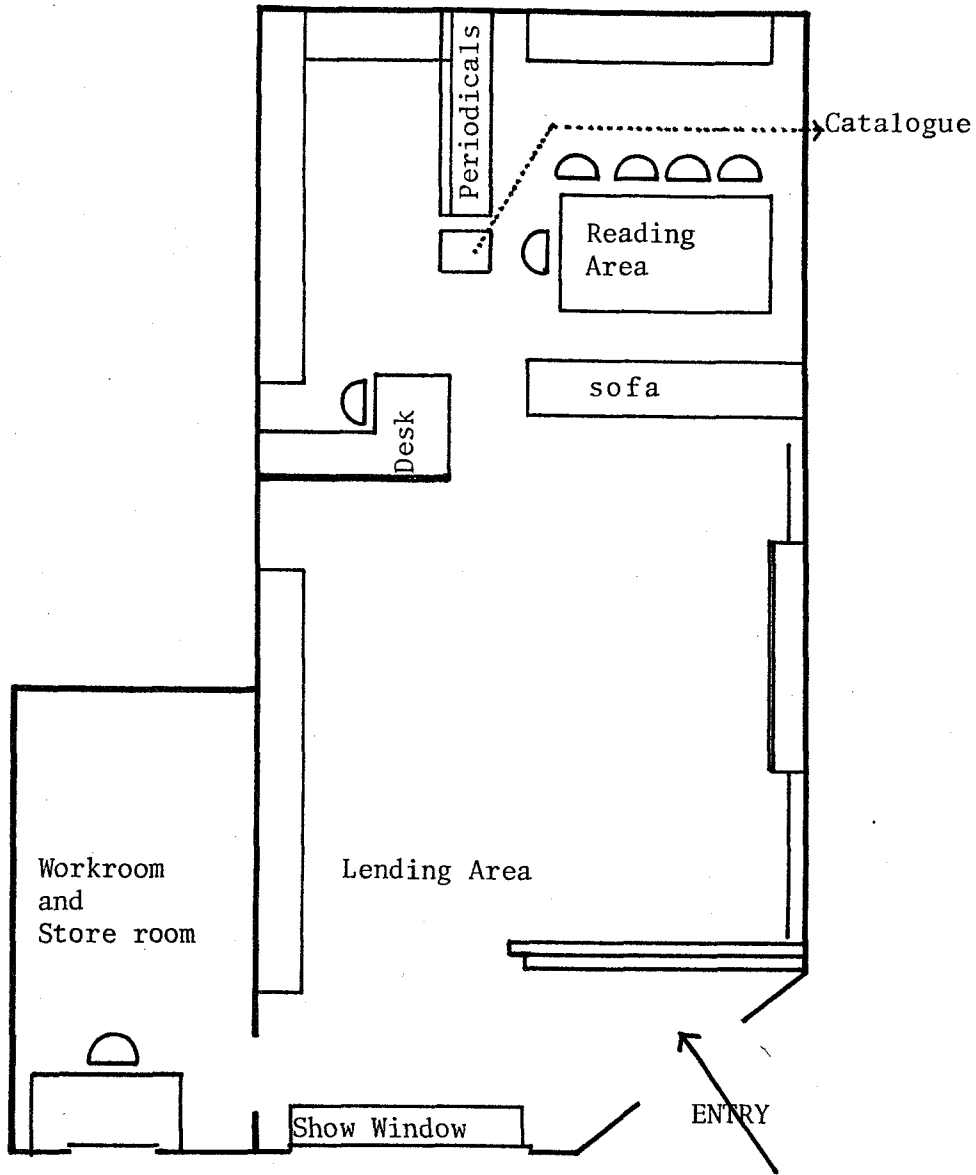


FIG.6 SUGGESTED PLAN FOR A BALATKOP LIBRARY

## CHAPTER - THREE

### SELECTION AND ACQUISITION OF DOCUMENTS

#### Selection Principles

The selection of books is one of the most important and one of the most difficult tasks for librarians. The general principle of book selection and this applies to both the small and large library is to build up a comprehensive and balanced stock with enough material on a variety of subjects to satisfy the needs of all library users. In case of a special subject library, such as cooperative library the emphasis should be given to obtain cooperative literature. Relevant literature on socio-economic development of the country in particular and world in general should also be obtained. The reference material such as Dictionaries, Directories, Yearbooks, Statistical Yearbooks, Encyclopaedias etc are a must for any library. Library books have to be procured with the help of certain selection aids. Aids generally include ( I-list published by learned societies, library commission and other cooperate bodies of standing; II-Lists published by book traders).

#### Sources of Book Selection

1. Printed list of books;
2. Book reviews published in important dailies, monthlies and quaterlies; and
3. Advice from readers and experts.

#### Selection Sources for Cooperative Literatures

One of the most important tertiary tool for the selection of cooperative documents is produced by ICA Cemas (London) entitled "Sources of Co-operative Information". This is a kind of a directory which has listed the agencies all over the world generating cooperative information and also deals with their documentation activities. The cooperative bibliography produced by University Centre for cooperatives, University of Wisconsin, USA, will be very useful for cooperative book selection. Besides using these directories and bibliographies etc, cooperative librarians should be in touch with cooperative organizations, cooperative editors, cooperative libraries, editor of LIBRADOC, Editor of CEMAS Bulletin, etc, for the exchange of cooperative literature, accessioning lists and new publications, etc. The information regarding above mentioned organizations 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 colleges, unions, register of cooperative societies, department of cooperation, universities, social documentation centres, etc.

The members of the International Working Party of Cooperative Librarians and Documentation Officers (of the ICA) should be contacted to get relevant English Language literature on a complimentary basis. The best contact points will be ICA Regional Office in New Delhi, ICA Headquarters in Geneva, Cooperative Union (UK), K.F. Library (Sweden), Swedish Co-operative Centre (SCC), Canadian Cooperative College, Plunkett Foundation, Cooperative League of USA, Institute for the Development of Agricultural Cooperation in Asia (IDACA) Japan, Central Union of Agricultural Cooperatives, National Cooperative Union of India, National Council for Cooperative Training (NCCT), New Delhi, Vaikunth Mehta National Institute of Cooperative Management (VMNICM) Poona, Cooperative College of Malaysia, ILO, FAO, UNESCO and UNIDO.

### Ordering Routines

Once titles are selected the books must be ordered. Books to be procured locally can be ordered through local booksellers channels as may be the prevalent and practiced in the country. However, books to be procured from outside world, it is advised to list each title on separate order slip of standard catalogues card size (3" x 5"). A sample of order slip is enclosed (Fig 10). The order slip should be filed in a book order tray. Sample of tray is also given (Fig 11).

To avoid duplication, the slips should be checked an alphabetical list of books held by the library, or on order for the library. The original slips should be sent to the bookseller, publisher or publisher's agent, accompanied by a short note giving directions as to invoicing, payment, etc. It is recommended that books should be ordered at regular intervals, perhaps every second month, so as to distribute acquisitions evenly throughout the year. Order slips may be accumulated in a card tray a guide card labelled " To be ordered " until all are ready to be sent to the bookseller. In the same tray the carbon copies may be filed alphabetically by author's surname, behind the guide card labelled "Ordered", until the books are received. When the books are received and have been duly checked, the corresponding order slips are filed in the same tray behind the guide card labelled "Received" and kept until the books are ready for use. It is important that the order work should be carried out both thoroughly and carefully to avoid errors (Fig 11).

### Accessioning

Once books are received in the library they should be checked with order slip. An ownership or identification mark (Library Stamps) is placed on the title page which carries the name of the library, accession number date of accessioning; a sample of library stamp is given below (Fig 12).

FIG.10

No. copies	Author (surname first)	
Date ordered	Title	
Dealer	Publisher	Year
Date received	Price (bound)	(unbound)
Remarks	(Library stamp)	

SAMPLE ORDER SLIP

FIG.11

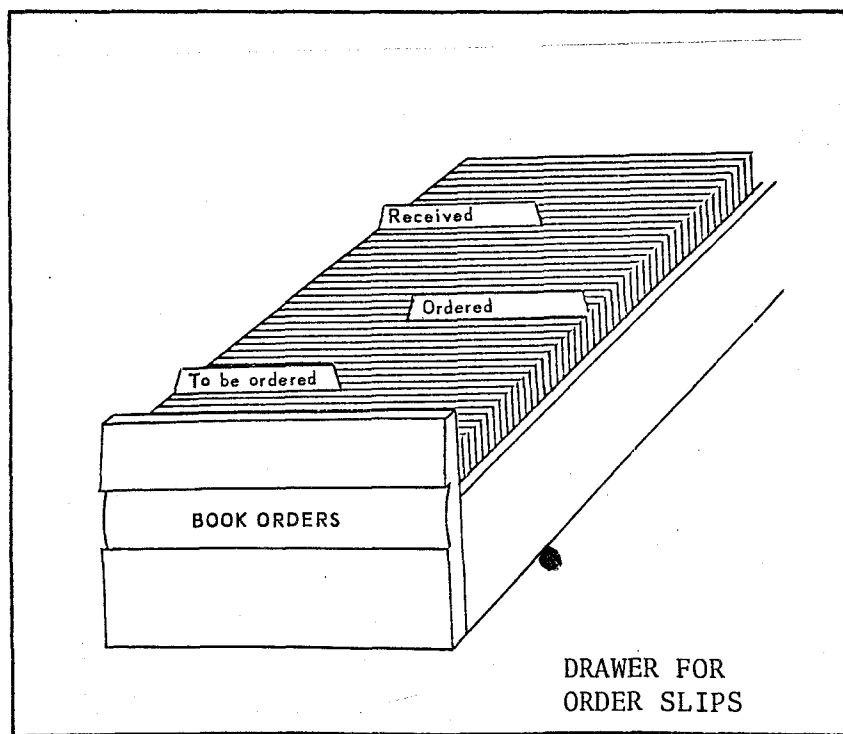
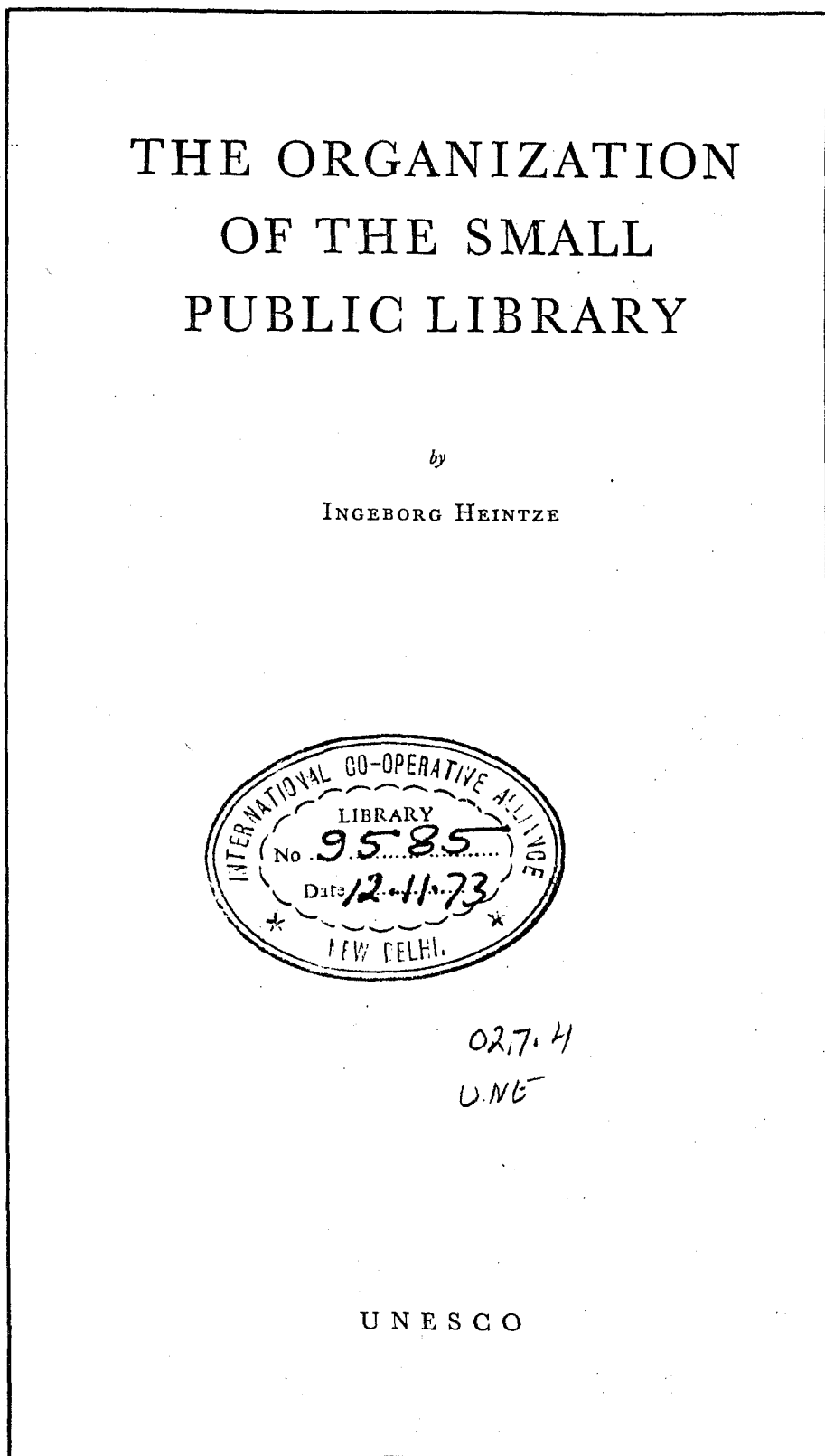


FIG.12

= SAMPLE OF LIBRARY IDENTIFICATION STAMP =



The following accessioning steps should be taken for accessioning a document :

1. The date is written in the left hand column of the page
2. Each volume is entered on a separate line, and each entry is numbered in sequence. This is the accession number. If two volumes are to be found in one, they are entered on the same line and the figures 1 and 2 are written after the title. A replacement of a title already accessioned is always assigned a new number.
3. Only the surname of the author is written
4. Short title is used
5. The publisher's name is abbreviated whenever possible
6. The year of publication is given in figures
7. The source (bookseller's name, etc) is given in brief form
8. The list price ( as opposed to cost price after discount) is entered
9. If a book is received as a gift, this is indicated in the "Remarks" column and the price, if known, in the "Price" column. When an item is withdrawn from the collection, or lost, this fact is recorded in the "Remarks" column.
10. The accession number is marked on the back of the title page of the book in pencil or ink or with a numbering stamp.
11. A periodical should not be accessioned until the volume (usually composed of all issues for a year) is complete. Only one accession number is used per volume. Sample of Accession Register enclosed (Fig 13).

#### ACCESSIONING OR RECORDING OF PERIODICALS

Like books periodical should also be recorded. The specimen card for recording the periodical is also given (Fig 14).

At the top of each card is recorded the title, price and number of issues per year. For each periodical the publisher supplies title page and an index when each volume is completed. Arrival of these items and of any supplements, as well as the receipt of each issue should be recorded, additional notes regarding binding etc, may be entered on the back of the card. If the periodical is to be found when a volume is completed, the cover and superfluous advertising pages of each issues may be removed and the title page and index, should be inserted in their correct sequence. Besides recording with above sample the following system can also be used. See Figs. 15, 16 and 17.

Similarly dailies should also be recorded (Fig.18).



Date	Accession number	Author	Title	Publisher	Year	Source	Price	Remarks
Feb. 20	356	Gray	Psychology in use. 2 ed.	Am. Book Comp.	1951	Smith	4:75	doll.
	357	The Library Association.	Yearbook.	L.A.	1961	L.A.	15/-	
	358	Robertson	More than music.	Collins	1961	Smith	21/-	gift
	359	Schure	Basic television. 1.	Rider	1958	"	2:25	doll.
	360	"	" " 2.	"	1958	"	2:25	doll.
	361	Steinbeck	The winter of our discontent.	Heinemann	1961	Foyle	18/-	
	362	Teale	Fast boats.	Temple Press	1961	"	18/-	
	363	Unesco bulletin for libraries,	vol. XII.	Unesco	1958	Unesco	17/6	

FIG.13 ACCESSION RECORD

Title												
From												
Price												
Numbers per year												
Year	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.

FIG.14 CARD FOR RECORDING ARRIVAL OF PERIODICALS

PUBLISHER							BIND { YES NO	
ADDRESS							COLOUR	
LIST PRICE							STYLE	
Or- dered	Be- gins	Ex- pires	Source	Bill No. & Date	Amt.	Paid on	BINDING	
							Sent	Recd.

FIG. 15 ORDER SLIP (FRONT SIDE OF THE CARD)

TITLE of journal:										FREQUENCY Monthly			
SOURCE										SUBS.			
YEAR	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.	
19													
19													
19													
19													
19													
VOLS. BEGIN			VOLS. PER YEAR					TP. AND IND.					

(BACK SIDE OF THE CARD)

PUBLISHER						BIND [ YES NO		
ADDRESS						COLOUR		
LIST PRICE						STYLE		
Or- dered	Be- gins	Ex- pires	Source	Bill No. & Date	Amt.	Paid on	BINDING	
							Sent	Recd.

FIG.16 SUBSCRIPTION RECORD CARD FOR JOURNALS

TITLE			PAYMENT		
			Vol. or year	V. No. & Date	
VENDOR					
Cl. No.	Period (Weekly)	Order No. & Date			
			Ann. Subs.		
Vol. & No.	Date of Pub.	Date of Rect.	Vol. & No.	Date of Pub.	Date of Rect.

FIG 17 ORDERING AND RECORDING CARD FOR WEEKLIES (FRONT SIDE)

Vol. & No.	Date of Pub.	Date of Rect.	Vol. & No.	Date of Pub.	Date of Rect.

(BACK SIDE OF THE CARD)

Title:																																
19	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
January																																
February																																
March																																
April																																
May																																
June																																
July																																
August																																
September																																
October																																
November																																
December																																

FIG. 18 RECORDING CARD FOR DAILIES

## CHAPTER - FOUR

### CLASSIFICATION

#### Why Classification

Classification consists of grouping like subjects in one place and unlike in other place. According to Cutter "Book Classification is the grouping of books written on the same or similar subjects". The books are arranged on the shelves according to one system to help the reader in locating the books. It means they must be classified according their contents all books about one subject e.g. history shelved together. Similarly other subject should be shelved together.

#### What is Classification

It is a translation of the name of the specific subject in to the artical language of ordinal numbers (Ranganathan).

#### Fundamental Categories of Classification

By and large each document has five elements in it namely

1. personality 2. matter 3. energy 4. space 5. time.

It is popularly known as (PMEST) it may be noted here that other then pure sciences the element of energy and sometime the element of matter is missing on the document of other subjects. Keeping in view of above, fundamentals the following basic rules should be followed in classifying the books.

1. Place a book where it will be most useful according to its basic subject
2. Give a book one specific number. One book cannot have more than one number
3. When a book deals with more than one subject, the class should be determined by the more important topic of the two or more topics. Analytic cards should be made for the others.
4. When a book deals with more than three sections of a division, classify it according to its division rather than according to its specific sections. (For example, a book with five chapters deals with Mathematics, Astronomy, Physics, Chemistry and Geology; Classify the book under Pure Science rather than under any of the specific subject).
5. When, after a certain stage, division by subject is not possible, language, form, date of publication and such other characteristics of the book should be taken into consideration for further division, giving the first preference to the important one.

Once subject is determine the book has to be allocated a class number. That is called notation.

### NOTATION

Its main function is to mechanized the order of arrangement. What has been said in the definition of classification is being achieved through notation. For example :

"334" stands for "Co-operative", here all figures have their ordinal value.

"3"	stands for social science
"33"	stands for economics
"334"	stand for co-operation

While filing the indexed cards, the cards containing class number "3" will be filed 1st and sequence will followed by others.

### SCHEMES OF CLASSIFICATION

There are various schemes of classification, any scheme can be followed. But Dewey Decimal Classification and Universal Decimal Classification are the most widely used. It is suggested that cooperative library should follow U.D.C. Because the Class Number for Cooperation "334" has been expanded by International working party of cooperative library and documentation officer. Cooperative Library manual by C. Kamp should be referred for further reading. However, before we deal with class number 334, we would like to deal with UDC main number etc. It is further suggested that classifiers should be well conversant with the notation techniques of UDC. Like Dewey, UDC has divided the universe of knowledge in to nine parts, we are giving below the UDC outlines of main divisions. (See enclosed).

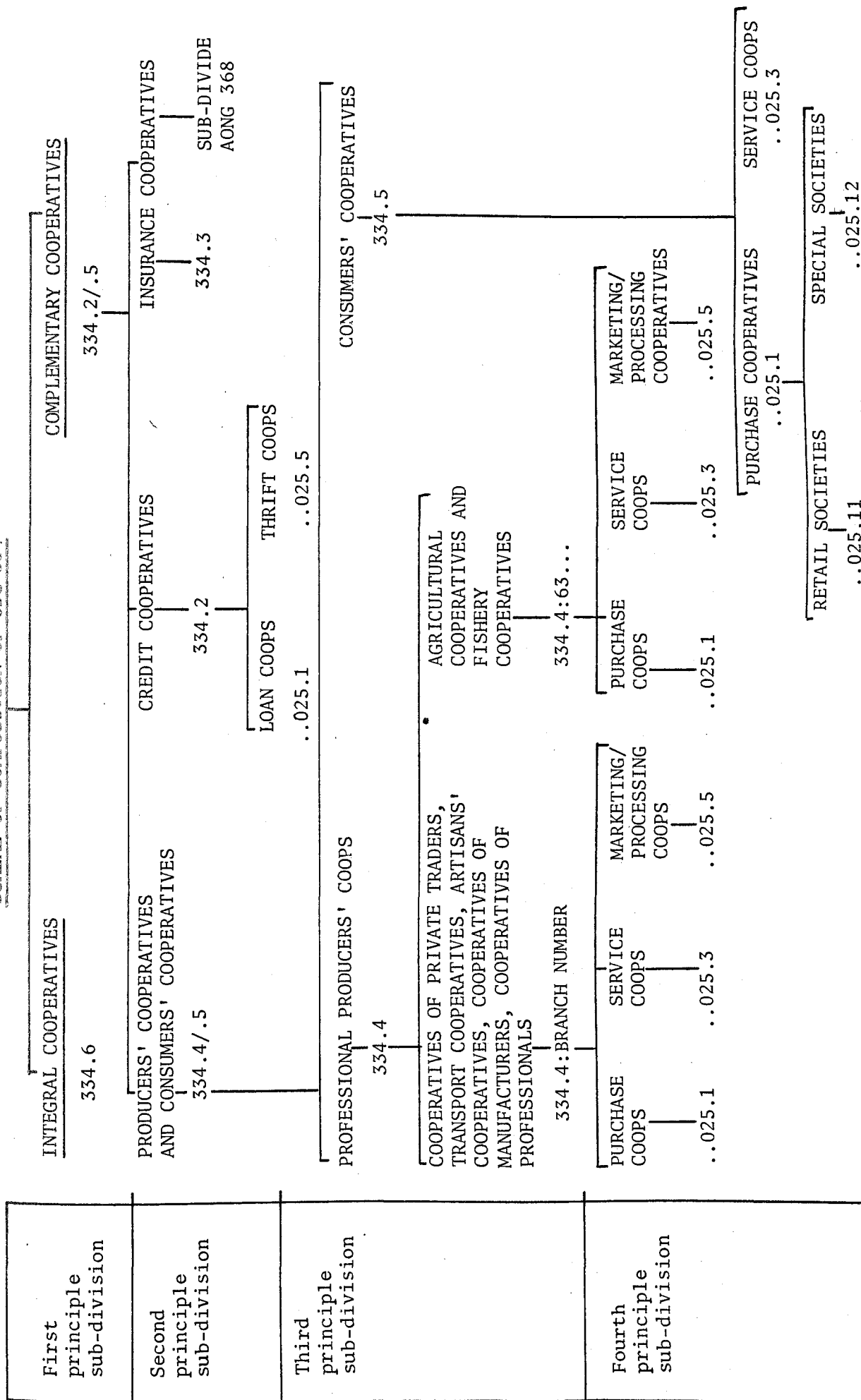
#### Class "334" Cooperatives:

As you will find that in all major schemes of classifications such as DDC, DCC, and CCC the scope of classifying cooperative literature is quite limited. With the growing importance, given to cooperatives by many countries of the world, cooperative diversified their activities in many economic fields. In fact there is hardly any area of human socio-economic activities where cooperative have not ventured. So to say cooperative activities are from womb to tomb.

The diversified activities started <sup>producing</sup> different kind of information, heither to un-known to cooperative sectors. Cooperative librarians found it difficult to keep this newly generated diversed cooperative information in one place, with the help of existing classification schemes including UDC. Therefore, a need was felt to expand UDC class 334 (Cooperation) so that it can accomodated new information. Accordingly the International Working Party of Cooperative Librarians and Documentation Officers decided to expand the class 334.

The main expanded division for Class 334 is enclosed (see "B").

SCHEME OF COMPOSITION OF UDC 334





It is advisable for cooperation librarians, before they start using UDC class No. 334, they should be well conversent with the principles and Notational scheme of Universal Decimal Classification. The scheme has already been discussed above in details. It is also advisable to study Kamp's Manual in detail. The manual is available with your (PUSLATPENKOP) Library and its translated version will soon be available.

For ready reference we are enclosing three annexures:

- A. Outlines of UDC main division
- b. Outlines of UDC 334 main division
- c. Outlines of (Geographical) division

#### CLASSIFICATION VIS-VIS BOOK SHELVING

Library's subjects arrangement as well as shelving should be according to the scheme of classification followed by the library. Those libraries who follow UDC their shelving arrangement should start from the subject of 'O' and end at 9. Similarly, classification of Bibliography, Documentation Bulletin Accession List, clipping files, booklet boxes, etc should follow same scheme of classify and filing order of concerned material i.e. clipping file, Booklet boxes should be kept in the library with same order of classification.

(For classification of subject 0 to 9 see enclosed Annexe "A" and "B").

# OUTLINE OF THE MAIN DIVISIONS

- GENERALITIES**  
Prolegomena. Fundamentals of knowledge and culture  
01 Bibliography. Catalogues  
02 Libraries. Librarianship  
03 Encyclopaedias. Dictionaries. Reference books  
04 Essays. Pamphlets, offprints, brochures and the like  
05 Periodicals. Reviews  
06 Corporate bodies. Institutions. Associations.  
Congresses. Exhibitions. Museums  
07 Newspapers. Journalism  
08 Polygraphies. Collective works  
09 Manuscripts. Rare and remarkable works. Curiosa
- 1 PHILOSOPHY. METAPHYSICS. PSYCHOLOGY. LOGIC. ETHICS AND MORALS**  
12 Metaphysics  
13 Metaphysics of spiritual life. Occultism  
14 Philosophical systems  
15 Psychology  
16 Logic. Theory of knowledge. Logical method  
17 Ethics. Moral science. Convention  
18 Aesthetics
- 2 RELIGION. THEOLOGY**  
21 Natural theology  
22 Holy Scripture. The Bible  
23 Dogmatic theology  
24 The religious life. Practical theology  
25 Pastoral theology  
26 The Christian church in general  
27 General history of the Christian church  
28 Christian churches or worshipping bodies  
29 Non-Christian religions. Comparative religion
- 3 SOCIAL SCIENCES. ECONOMICS. LAW. GOVERNMENT. EDUCATION**  
30 General sociology. Sociography  
31 Statistics  
32 Political science. Politics. Current affairs  
33 Political and social economy. Economics  
34 Jurisprudence. Law. Legislation  
35 Public administration. Military science. Defence  
36 Social relief and welfare. Insurance  
37 Education  
38 Trade. Commerce. Communication and transport  
39 Ethnography. Custom and tradition. Folklore
- 4 PHILOLOGY. LINGUISTICS. LANGUAGES**  
41 Philology and linguistics in general  
42 Western languages in general. English  
43 Germanic languages. German. Dutch, etc.  
44 Romance languages in general. French  
45 Italian. Roumanian, etc.  
46 Spanish. Portuguese, etc.  
47 Latin and Greek  
48 Slavonic languages. Baltic languages  
49 Oriental, African and other languages
- 5 MATHEMATICS AND NATURAL SCIENCES**  
51 Mathematics  
52 Astronomy. Surveying. Geodesy  
53 Physics and mechanics  
54 Chemistry. Crystallography. Mineralogy  
55 Geology. Meteorology  
56 Palaeontology  
57 Biology. Anthropology  
58 Botany  
59 Zoology
- 6 APPLIED SCIENCES. MEDICINE. TECHNOLOGY**  
61 Medical sciences. Health and safety  
62 Engineering and technology generally  
63 Agriculture. Forestry. Stockbreeding. Fisheries  
64 Domestic science. Household economy  
65 Commercial, office, business techniques. Management.  
Communications. Transport  
66 Chemical industry. Chemical technology  
67 Manufactures, industries and crafts  
68 Specialized trades, crafts and industries  
69 Building industry, materials, trades, construction
- 7 THE ARTS. RECREATION. SPORT, ETC.**  
71 Physical planning. Landscape, etc.  
72 Architecture  
73 Sculpture and the plastic arts  
74 Drawing and minor arts and crafts  
75 Painting  
76 Engraving and prints  
77 Photography. Cinematography, etc.  
78 Music  
79 Entertainment. Pastimes. Games. Sport
- 8 LITERATURE. BELLES LETTRES**  
80 Generalities. Rhetoric. Criticism  
82 Literature of the Western countries. English literature  
83 Germanic literature: German, Dutch and Scandinavian  
84 Romance literature. French literature  
85 Italian literature. Roumanian literature  
86 Spanish literature. Portuguese literature  
87 Classical, Latin and Greek literature  
88 Slavonic literature. Baltic literature  
89 Oriental, African and other literature
- 9 GEOGRAPHY. BIOGRAPHY. HISTORY**  
91 Geography, exploration and travel  
92 Biography. Genealogy. Heraldry  
93 History in general. Sources. Ancient history  
94 Mediaeval and modern history  
940 History of Europe  
950 History of Asia  
960 History of Africa  
970 History of North America  
980 History of South America  
990 History of Oceania, Australasia and Polar regions

U.D.C. (UNIVERSAL DECIMAL CLASSIFICATION) AND ITS SUB-DIVISIONS  
FOR CLASS 334 : CO-OPERATIVES

- 334 Cooperative - General  
Philosophy, Principle, Theory,
- 334(100)(063) International Cooperation - General  
International Cooperative Congress.
- 334:05 Cooperative Press
- 334(068) Cooperative Directories and Dictionaries.
- 334(092) Cooperative Biography
- 334:3-053.7 Youth and Cooperatives
- 334:3-055.2 Women and Cooperatives
- 334:31 Cooperative Statistics
- 334:321 Cooperatives and States
- 334:331 Cooperative and Labour
- 334:333 Cooperatives and Land Reforms
- 334:336 Cooperatives and Taxation
- 334:338.001.5 Cooperatives and Monopolies
- 334:34 Cooperative Laws and Bye-Laws.
- 334:341.232 Cooperative Aid and Technical Assistance
- 334:35 Cooperative Administration
- 334:362 Cooperative, Social welfare and Family  
Planning
- 334:37 Cooperative Education
- 334:65-334:659 Cooperative Management, Book-Keeping,  
Cooperative Auditing, Printing and  
Publicity
- 334(4-9) Cooperative Movement (country-wise)
- 334.1 Cooperative Housing
- 334.2 Cooperative Credit, Banking and Finance
- 334.3 Cooperative Insurance
- 334.4 Industrial Cooperatives
- 334.4:621.9.09 Multipurpose Cooperatives

334.4:63	Agricultural Cooperation, Cooperative Farming
334.4:637	Cooperative Dairy
334.4:631.8	Fertiliser Cooperatives
334.4:639.2	Cooperative Fisheries
334.4.025.3	Service Cooperatives
334.4.025.4	Cooperative Processing
334.4.025.5	Cooperative Marketing
334.4.025.5:656.135	Cooperative Transport
334.5	Consumer Cooperatives
334.5.025.3:362.11	Cooperative Hospitals
334.5.12:621.3	Cooperative Electrification.

UNIVERSAL DECIMAL CLASSIFICATION  
GEOGRAPHICAL AUXILIARIES

- ( 1 ) Place in General
- (100) Universality of Place : International
- (-44) Commonwealth Countries
- (-77) Underdeveloped areas and Undeveloped
- ( 4 ) Europe
  - (410) Great Britan
  - (41-4) United Kingdom, with British Commonwealth and empire.
  - (420) England
  - Germany
    - (430.1) F.R.G. (West)
    - (430.2) G.D.R. (East)
  - (431) Prussia
  - (436) Austria
  - (437) Czechoslovakia
  - (438) Poland
  - (439.1) Hungary
  - (44) France
  - (45) Italy
  - (46) Spain
  - (469) Portugal
  - (47) U.S.S.R.
  - (48) Scandinavia
    - (480) Finland
    - (481) Norway
    - (485) Sweden

( 4 )	<u>Europe</u>	(contd.)
	(489)	Denmark
	(491.1)	Iceland
	(492)	Netherlands
	(493)	Belgium
	(494)	Switzerland
	(495)	Greece
	(497.1)	Yugoslavia
	(497.2)	Bulgaria
	(498)	Romania
( 5 )	<u>A s i a</u>	
	(5-011)	Near and Middle East Generally
	(5-012)	Far East Generally
	(5-012+9)	Far East and Australasian
	(51)	China and Neighbours
	(510)	Chinese (Peoples) Republic
	(515)	Tibet
	(519)	Korea
	(520)	Japan
	(53)	Arabia
	(532)	Saudi Arabia
	(533)	Yemen
	(536.5)	Behrain Islands
	(536.8)	Kuwait
	(540)	India

( 5 )

(540)	<u>India</u>
(541.1)	Assam
(541.2)	Bengal
(541.31)	Bhutan
(541.33)	Sikkim
(541.35)	Nepal
(541.4)	Bihar
(541.5)	Orissa
(541.9)	Andaman and Nicobal Islands
(543.1)	Madhya Pradesh
(544.6)	Rajasthan
(545.2)	Punjab
(545.4)	Himachal Pradesh
(545.5)	Delhi
(545.8)	Uttar Pradesh
(546.1)	Jammu & Kashmir
(547.1)	Maharashtra
(547.2)	Gujarat
(548.1)	Tamil Nadu
(548.2)	Karnataka
(548.3)	Kerala
(548.4)	Andhra Pradesh
(548.7)	Sri Lanka
(549)	Pakistan
(549.3)	Bangladesh
(55)	Iran
(560)	Turkey

- ( 5 )
- (567) Iraq
  - (569.1) Syria
  - (569.3) Lebanon
  - (569.4) Israel
  - (569.5) Jordan
  - (581) Afghanistan
  - (59) South-East Asian States and Territories.
  - (591) Burma
  - (593) Thailand
  - (595) Malaysia
  - (595.13) Singapore
  - (596) Cambodia
  - (597) Vietnam
  - (597.3) South Vietnam
  - (598) Laos
  - (598.2) Philippines
- ( 6 )
- Africa
- (61) North Africa
  - (620) United Arab Republic
  - (624) Sudan
  - (63) Ethiopia
  - (64) Morocco and N.W. African Territories
  - (65) Algeria
  - (661) Mauritania and W. Sahara
  - (662) Mali
  - (663) Senegal



- ( 6 )
- (664) Sierra Leone
  - (665.2) Guinea
  - (666.2) Liberia
  - (666.8) Ivory Coast
  - (667) Ghana
  - (678.2) Tanganyika
  - (680) South Africa
  - (689) Rhodesia
  - (689.4) Zambia (N. Rhodesia), America (North).
  - (71) Canada
  - (72) Mexico
  - (728.7) Panama Republic
  - (729) West Indies, Caribbean, West Atlantic Islands
  - (729.1) Cuba
  - (73) United States of America (USA)
- ( 8 )
- America (South) Or Latin America
- (81) Brazil
  - (84) Bolivia
  - (85) Peru
  - (86) Colombia
  - (866) Ecuador
  - (87) Venezuela
  - (88) Guiana
  - (892) Paraguay

( 9 )

Oceanic and Australasia

- |         |                                     |
|---------|-------------------------------------|
| (910)   | Indonesia                           |
| (914)   | Philippines                         |
| (93)    | Australasia Generally,<br>Melanesia |
| (931)   | New Zealand                         |
| (94)    | Australia (Commonwealth)            |
| (95)    | New Guinea (Papua & New<br>Guinea)  |
| (961.1) | Fiji Islands.                       |

## CHAPTER - FIVE

### WHAT IS A CATALOGUE

The Library which is a storehouse of knowledge and information is sought after by so many people today for study and research and reference. "The library catalogue is a list of documents in a library which enables the library-users to know at once the location of a document in the library". The extent of the use of the library resources depend upon the quality of the library catalogue. A comprehensive catalogue enhances the reputation and efficiency of a library.

The basic objectives of a library catalogue as described by Cutter is "To enable a person to find a book, (b) To show what the library has by, a particular author on a particular subject in a particular form, and (c) To assist in the choice of a book as to its edition and character". Further the library catalogue helps a reader to find out all the material on a specific subject of interest.

Library catalogue could be used as an inventory and a self check list too. However the basic function of a library catalogue is to enable its users to locate documents in the most efficient and practical manner.

### FORMS OF CATALOGUE

As the library is a growing organism, with each new acquisition the library catalogue also keeps growing. There are various physical forms of catalogue (1) Bound book catalogue (2) Paster down catalogue (entries are typed and pasted in a book) (3) Loose leaf catalogue and (4) Card catalogue.

After a great deal of research into the merits and demerits of the above form most libraries use 5" x 3" cards today for their catalogues. Only one entry is typed on each card. Besides this, system some libraries in developed countries use visible endexes, punch cards, microfilm, magnetic tapes and computers.

Whatever physical form of catalogue a librarian selects, the basic factors that should be kept in mind are whether the catalogue:

- could be kept up to date;
- whether all entries on the same subject could be brought together;
- its portability;
- whether it is economical to reproduce; and
- whether new entries could be added without disturbance to the existing catalogue.

There are two chief types of catalogues based on their internal form.

- (1) Author title catalogue (Dictionary);and
- (2) Classified

Dictionary catalogue consists of author title subject cards, all arranged alphabetically. It is the oldest form of catalogue. This type of catalogue informs what documents exists on a particular subject by a given author in the library. Author entries are made with the name of the author and title and subject entries by the titles and subject heading. (See Fig. 19, and 21)

In the classified catalogue, the cards are arranged according to the classification scheme used in the library. In a classified catalogue, the location of a specific document by author title or subject become complicated to a laymen, as this scheme is based on the pure decimal members in the classification. Guide cards are usually used to guide readers. Arrangement of the books on the shelves and the arrangement of the cards in the catalogues is the same in a classified catalogue. (Fig. 20 and 22)

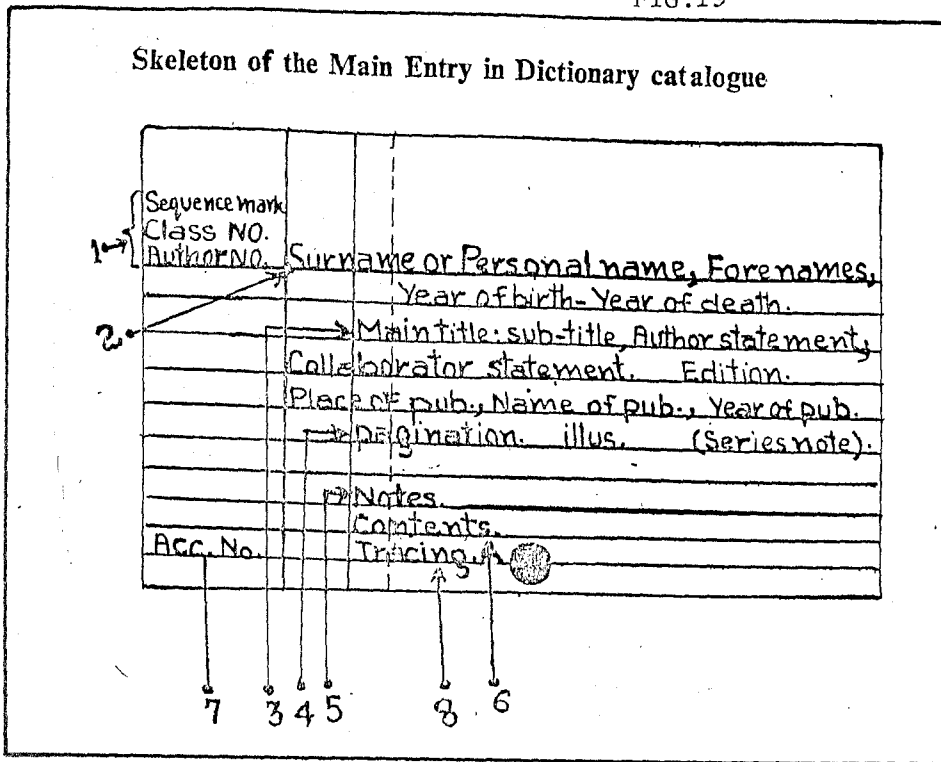


FIG.20

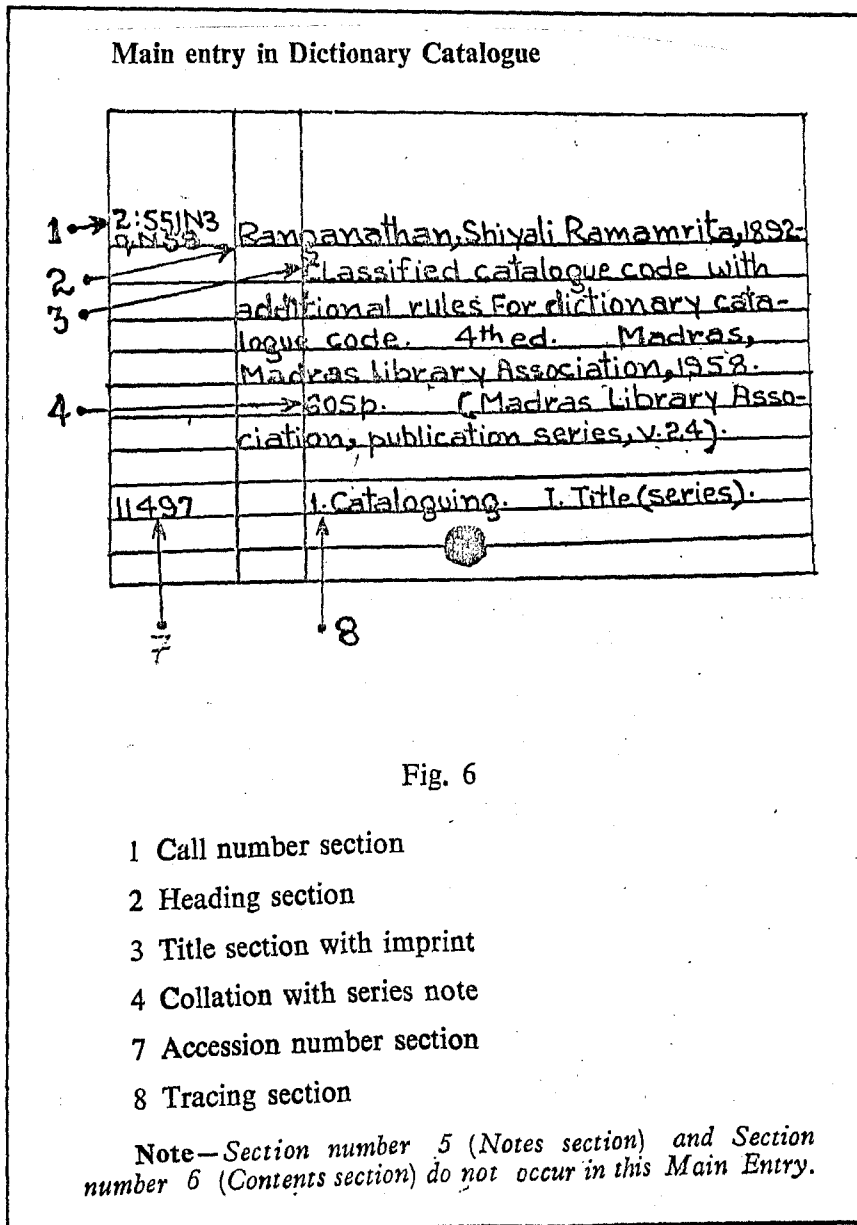


FIG. 21

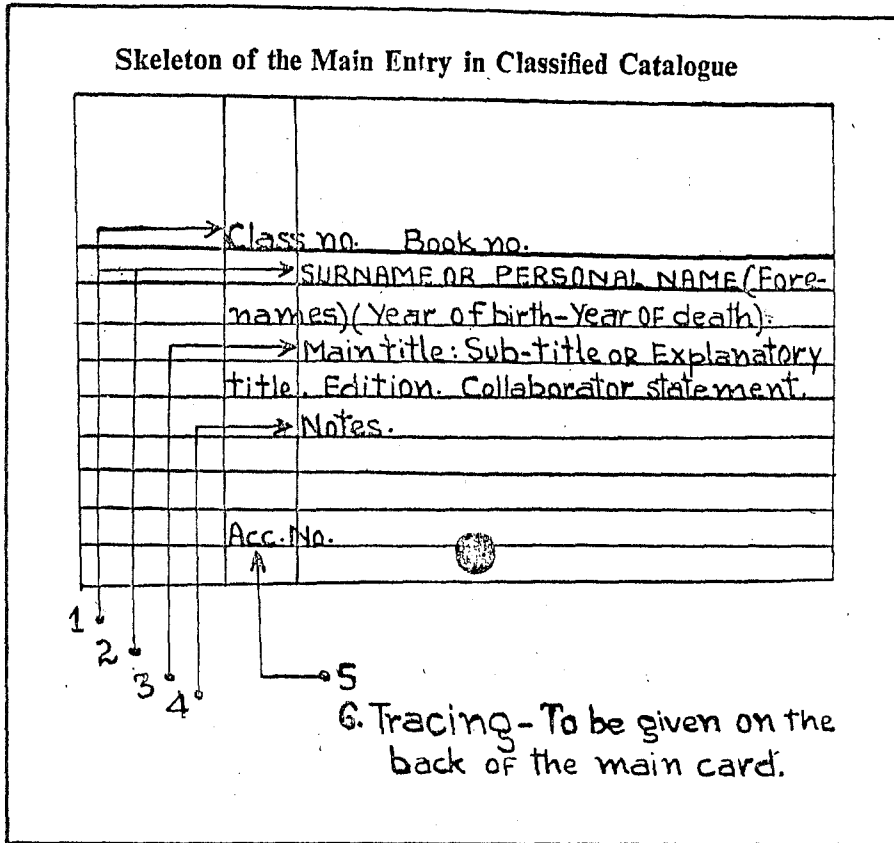
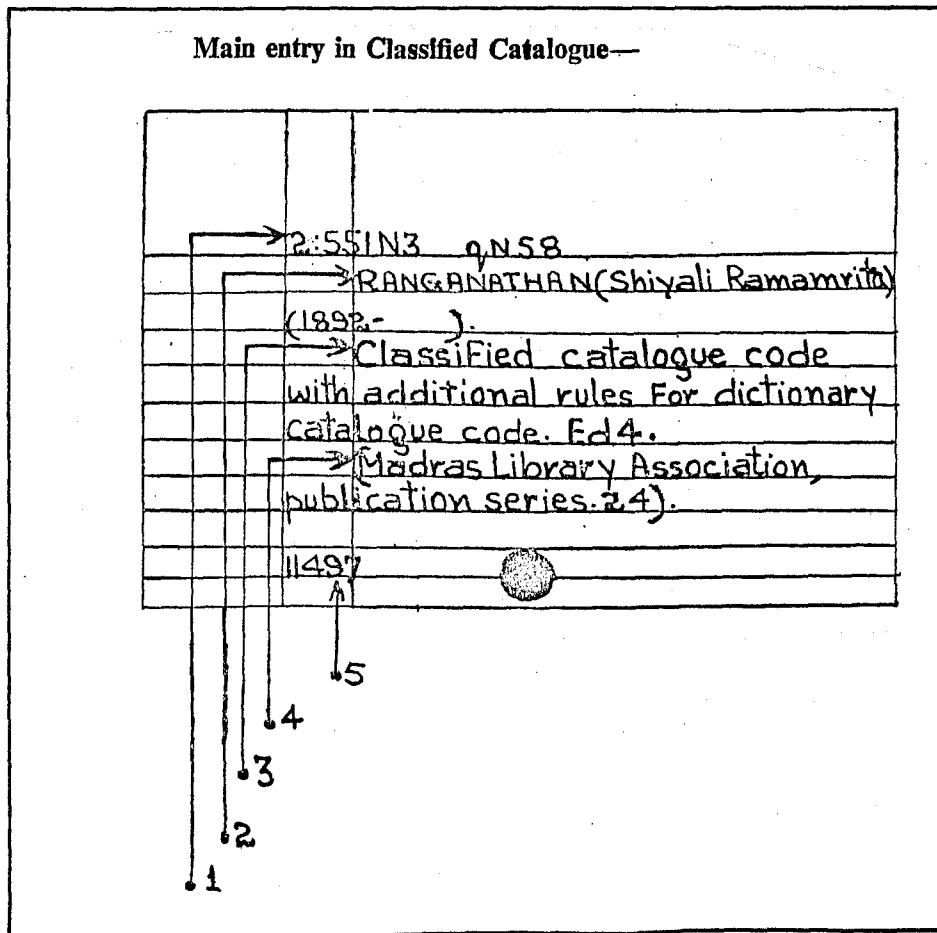


FIG. 22



TYPES OF AUTHOR (See Chart Annexed)

TYPES OF ENTRIES

A library catalogue is a record of holdings of a library. In order to meet the requirements of users it is prepared to consist of various unit records. These unit records are called entries. Each entry is designed so as to satisfy a particular need of a user.

The main types of entries a library catalogue should consist of a main entry, added entry, cross reference entry. The main entry is a record of a bibliographical entry presented in the form by which that entry is to be identified. Main entry normally includes the tracings of all other headings under which the particular document is represented in the catalogue.

The main entry is the basic entry. Each document gets only one main entry. This is usually an author entry, sometimes the title occupies the place of the main entry. Added entries are entries in a catalogue in addition to the main entry. The added entries supplement the main entry by providing additional approaches to documents listed in the catalogue. The added entries are prepared for subordinate authors like joint authors, editors, translators and illustrators. These are also prepared for title, series and subject. Cross reference entries are entries which direct users from one title of the document to a related heading etc. and is primarily made in the case of a document having compound or complex subject. Further it can direct a user to the body/institution responsible for the contents of the documents.

In a classified catalogue book index entry, class index entry, cross reference index entry are also important. A cross reference entry is that entry which is entered under one of the classes other than its dominant focus or class. Class index entries are provided under subject headings derived through chain procedure from the class number in the main entry. Cross reference index entries are prepared under headings which have not been already covered by any of the earlier class index entries and book index entries. Book index entries are provided under author, collaborators title and series of a document.

For main entries for corporate authors (Fig 23 and 24)

For title entries (Fig 25)

For tracing section of section cataloging (Fig 26)

For cross reference entry (Fig 27)

TYPES OF AUTHORS

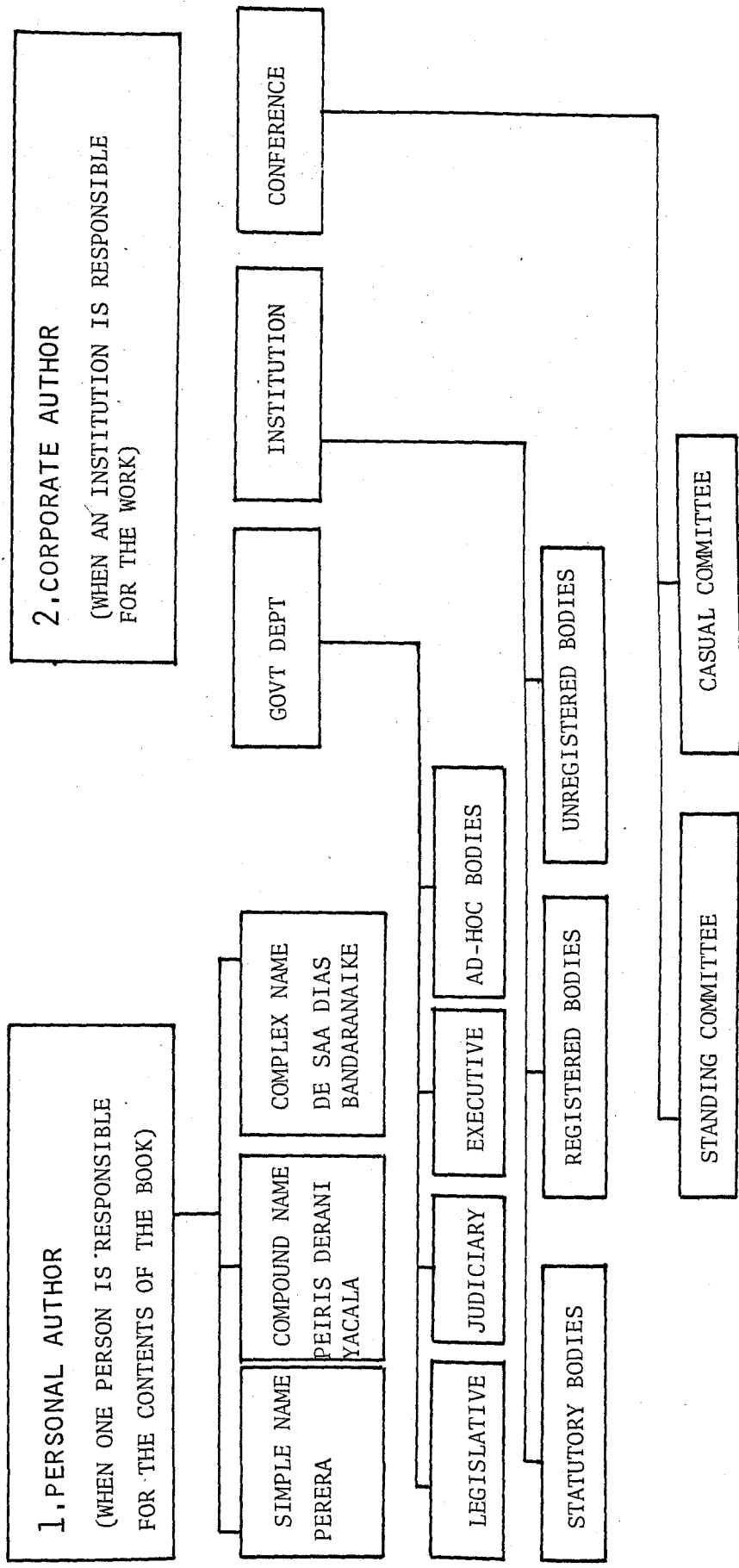




FIG. 23

**Main entry in Dictionary Catalogue (Ala) & (AAC 1967)**

	Great Britain.
	Burma, statement of policy, by His Majesty's Government.

**Note**—*Call no., Acc. no., Imprint and Collation etc may be given as usual.*

FIG. 24

**Main entry in Classified Catalogue (Ccc)**

	GREAT BRITAIN. Burma, statement of policy.
--	---

**Note**—*Call no., Acc. no. and other details may be given as usual.*

FIG.25

**Main entry in Dictionary Catalogue (Ala)**

w44, N K0	<u>Who's who in India : a biographical dictionary</u> with which is incorporated men and women of the time. Calcutta : Book House, 1960.
73952	

**Note—1** Collation etc. may be given as usual.

A		
	T S	Boating
B		
	790 T	Teale, John Fast boats; a guide to speed under sail and power. London, Temple Press, 1961. 115 pp. illus.
	362	
C		
	790 T	<u>Boating</u> Teale, John Fast boats; a guide to speed under sail and power. London, Temple Press, 1961. 115 pp. illus.
D		
	790 T	<u>Fast boats</u> Teale, John Fast boats; a guide to speed under sail and power. London, Temple Press, 1961. 115 pp. illus.
E		
	790 T	Teale, John Fast boats; a guide to speed under sail and power. London, Temple Press, 1961. 115 pp. illus.

**FIG. 26**

**SAMPLES OF CATALOGUE CARDS**

A. Tracing (on back of main entry card)  
 B. Shelf-list card  
 C. Subject card  
 D. Title card  
 E. Author card (main entry)

**FIG. 27**

A		
		Journalism <u>See also</u> Newspapers
B		
		Infantile paralysis <u>See</u> Polio-myelitis
C		
	020 B	Marcus, William E. <u>See</u> Baldwin, Emma V., and Marcus, William E. Library costs and budgets . . .
D		
		Tjekov, Anton Pavlovitj <u>See</u> Chekhov, Anton Pavlovic

**SAMPLES OF CROSS REFERENCE CARDS**

## CHAPTER - SIX

### LOANS

A library needs some simple rules and regulations in order to clarify the rights and duties of the readers.

First of all rules should stress the fact that everybody connected with the institution has a right to have a free access to the library.

Other points to be covered are; days and hours of opening, number of books can be borrowed at one time, loan period, care of books etc.

Each authorities reader should be registered with the library, and he should fill a membership application form (Fig 28).

Similarly, each member should also be given a borrowers card which is kept by the borrower (see Fig. 29). The registration cards are then filed in the registration file, alphabetically by the surname of the borrower.

Where library does not wish to go into the formalities of registering the borrowers etc. so to say make library facilities free to all members of institution a simple issue card will serve the purpose of lending library books (Fig 30).

Since all detail are given in the cards which are self-explanatory, there is no need to explain the details of how to fill them, how to keep them etc. However, a brief explanation is necessary. Each book will have a book jacket (Fig 31).

Where will be the issue cards kept?. When will a book be issued to the borrower?. Where the issue cards will be filed?. The necessary details will be retained with the library.

### OVERDUES

If a book is not returned at the end of lending period (two or three weeks etc) a reminder should be given to the reader for the prompt return of book, Library Will have the name and address of borrowers. For due date slip (Fig 32 and 33). In addition, a few more figures are attached:

Shelf Label (Fig 34)

Book Support (Fig 35) and

Box for pamphlets and periodicals (Fig 36)

FIG. 28

No. ....	
Date .....	
Expires.....	
I hereby agree to obey all the rules and regulations of the ..... Library and to give immediate notice of any change of address.	
Name .....	
Occupation.....	
Address.....	

MEMBERSHIP APPLICATION FORM

FIG. 29

No. _____			
Name: _____			
Address: _____			
is authorized to borrow books from the Public Library of			
Date due	Date returned	Date due	Date returned

BORROWERS'  
CARD



FIG. 32

020		681
G		
GARDNER Letters to a younger librarian		
DATE	BORROWER'S NAME	

BOOK CARD

FIG. 31

020		681
G		
GARDNER		
Letters to a younger librarian		

BOOK POCKET

FIG.33

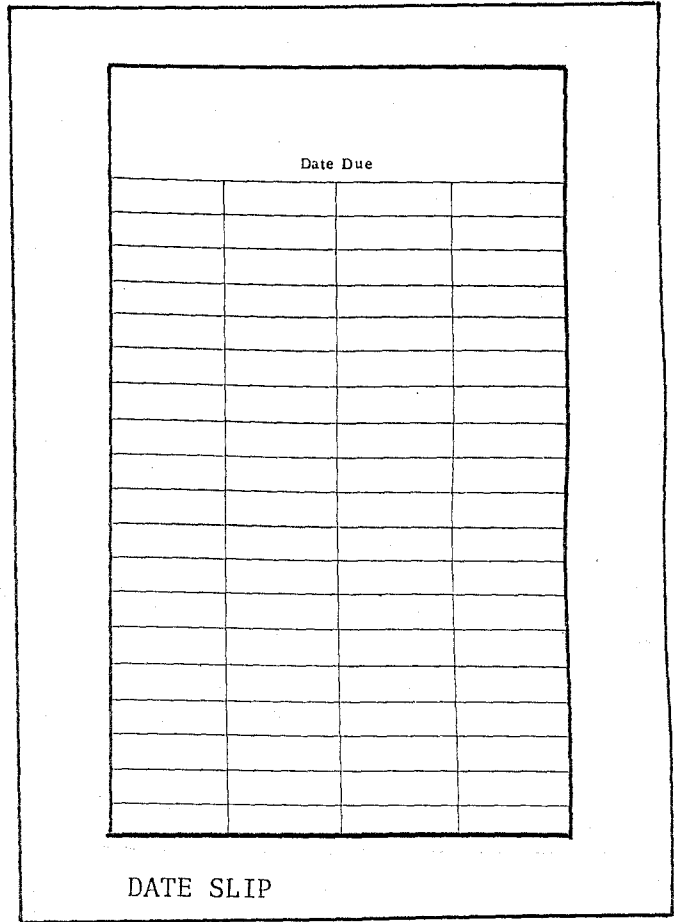


FIG.34

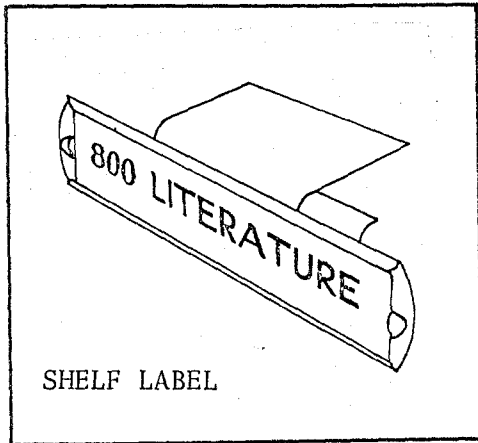


FIG.35

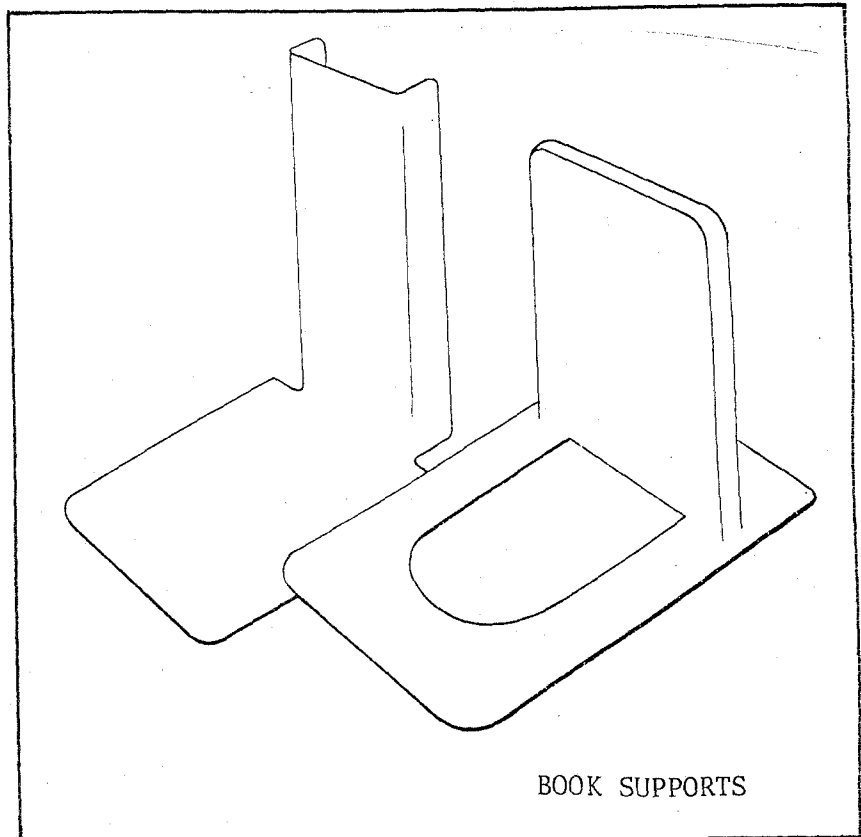
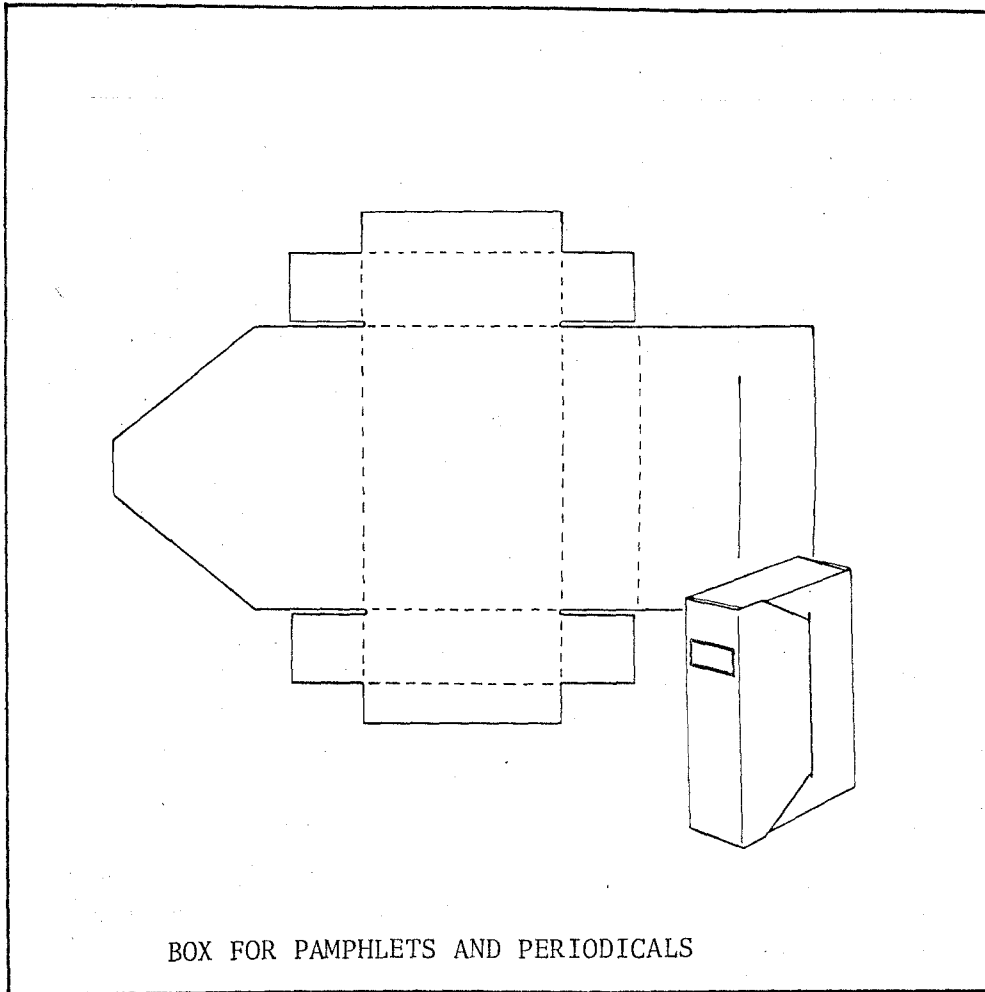




FIG.36



## CHAPTER - SEVEN

### READERS SERVICE

To serve the reader is the ultimate objective of a library. As mentioned earlier that like any discipline of knowledge, library also has its own laws and principles. One of the law of library science is to save the time of readers. Readers is the most valued and important visitor to the library. He should not be left unattended and struggling to find his information. In this process, he may be waisting his valuable time. To make a library really functional and alive a personalized service has to be given to the readers. In library science terminology this service is called Reference Service. The reference service can be rendered in many ways. It can be personalized service, it can be rendered by preparing and providing bibliographical services, documentation services, news paper clipping services and accession lists etc.

In preceding pages we shall be dealing with above services, specimen lists of Bibliography Documentation Bulletin and Accession list are being submitted separately.

### REFERENCE SERVICE-VIS-VIS PREPARATION AND USE OF BIBLIOGRAPHIES AND DOCUMENTATION LIST.

---

#### INTRODUCTION

"Every investigation must begin with a bibliography and end with a better bibliography".

Bibliographic preparation, documentation work and reference services are inter-related with each other. In fact to make reference service more effective and meaningful, these bibliographical services are rendered. Therefore, I shall first deal with the preparation of bibliography and documentation list and subsequently shall explain their relationship with reference services.

#### BIBLIOGRAPHY: WHAT IT IS ?

1. Bibliography is a list of books of a particular author, subject, publisher or country
2. The technique of compiling systematically descriptive lists of manuscripts or published records of different kinds which are not in the possession of one library or owner.

### NEED AND IMPORTANCE OF BIBLIOGRAPHY

During the past it was possible for a scholar to keep himself up to date and well informed on the current literature in his field of interest. But now due to the increase in the amount of literature available, it has become more and more difficult for a scholar to do so. Quick and easy access to information is vital to the development of various fields of knowledge. Therefore through bibliographies these information are brought to the notice of professionals and scholars. Bibliography plays an important role here as relevant information is brought to their notice without the particular reader actually going through all the documents himself.

Bibliography has become an important function of a cooperative library today. This contributes towards the use of books and other material thus promoting the useful application of knowledge. Bibliography is of great importance today and this serves as a basic reference material in any library. Basic aims of a bibliography is to assist the user in locating the existence of or identification of a book or any other material which may be of interest to him. Bibliography enables a **researcher** to find out what has already been written on his subject and allows him to keep himself well informed and up to date. In this instance bibliography helps the **researchers** to avoid duplication of work regarding the search of literature hence saving precious time and energy. The other secondary aim of a bibliography, is to serve as a tool for book selection, the identification and verification of bibliographic details, location of material, in terms of place of publication, location in the library or point of purchase.

### TYPES OF BIBLIOGRAPHY

There is a variety of bibliographies differing a great deal in their aims and functions. According to the "Shorter Oxford Dictionary" a bibliography is a list of books of particular author, subject, publisher or country. Likewise the bibliographies too can either be **author**, subject, country, publisher, trade, national, union or library. But in all bibliographies are divided into two major categories:

- I. Primary, and
- II. Secondary.

Primary bibliographies are "those which are the original record of the whole or part of their contents".

Secondary bibliographies are "those in which material registered elsewhere is, rearranged for the convenience of research". In these documents, subjects already recorded in primary bibliographies are selected analysed and rearranged either by subject, authors, period or typography.

Into the category of primary bibliographies we include Universal Bibliographies, incunabula bibliography, nation, trade and select bibliographies. Bibliography of bibliographies, subject bibliographies, author bibliographies, personal bibliographies fall into the secondary bibliography category.

A bibliography to be termed general or universal should include all published material whether books or parts of them or periodicals or articles in them on all subjects in all languages in all countries catalogue of books. Incunabula or book varieties bibliography will include all rare books and pamphlets ever published. Example is Index to Early printed Books by Proctor. In brief the type of bibliographies and the techniques or preparation can be dealt as follows:

#### TYPES OF BIBLIOGRAPHIES: IN BRIEF

1. Incunabula or book rarities bibliography
2. General or universal bibliography
3. National bibliography
4. Selective or elective bibliography
5. Trade bibliography
6. Subject bibliography
7. Author bibliography or Bio-bibliography
8. Bibliography of bibliographies.

#### BIBLIOGRAPHIES : MECHANICS OF COMPILATION AND METHODS OF ARRANGEMENT:

Bibliographies are of two kinds: 1. Retrospective and 2. Current. A current bibliography is a list of literature currently published and their subsequent supplement, while a retrospective bibliography maintains a comprehensive records of past production only.

#### WHAT SHOULD BE INCLUDED IN A BIBLIOGRAPHY:

Books, pamphlets, periodicals, periodicals articles, manuscripts, gramophone records, films and so on.

The language, area, period should also be considered.

#### SEARCH FOR DOCUMENTS: IN BRIEF

1. Library catalogue, 2. Bibliographies on the subject concern under preparation, 3. Periodicals, 4. Union Catalogue, such as the world list of scientific periodicals (Great Britain), National Bibliographies.

Trade bibliographies, National bibliographies, Bibliography of bibliographies.

### SEARCH FOR DOCUMENTS : NECESSARY STEPS

Starting point for any search for documents is a library catalogue. The bibliographer should make use of a library which has a good collection on this particular field. The library catalogue will list only material available in that particular library. If the bibliographer wants a comprehensive list, then he should not limit his search to one particular library only. Before starting on the work a list of subject heading under which the material is to be search should be made. All divisions and sub-divisions of the subject should be noted carefully. In the particular field the bibliography is being compiled, the bibliographer should first consult other bibliographies on this subject which have been published. In the case of searching for books and periodicals, subject indexes, national bibliographies, cumulative book index and other guides to literature and reference material should be consulted.

On having located the material, the items should be selected, If the bibliography is to be comprehensive then all literature on the subject has to be included. Once it has been decided to include one document, then an entry for it should be prepared, according to the predetermined cataloguing code. Items of information on each entry should be collected Annotation or abstract should be prepared at this stage. Subject heading and class number should be given. Where the subject heading and class number will not be sufficient provisional headings and numbers should be allocated to those documents.

### CITATION: OR : INFORMATION TO BE INCLUDED OR BIBLIOGRAPHICAL ENTRY

The main entry which is normally in a 5" x 3" card should include information about author(s) collaborators, full title, edition statement illustrations, bibliography, place of publication and year, publisher's name and number of volume and price.

Most bibliographers include an annotation or an abstract. Arrangements should be determined on the basis of subject propose and length of the bibliography. This can either be alphabetical, classified or a combination of the two or chronological. The frequency can either be monthly or annually. Added entries and reference should be prepared. All entries should be prepared according to the arrangement the bibliographer decides upon. Then the final bibliography will be available for users, after the cards have been prepared and then presented in the final typed/cyclostyled or printed form.

### METHODS OR ARRANGEMENT

- i. Classified
- ii. Alphabetical subject
- iii. Alphabetical - classed
- iv. Chronological
- v. Alphabetical - Author
- vi. Alphabetical title
- vii. Dictionary
- viii. Place and printer and publication

SOME EXAMPLES OF BIBLIOGRAPHIES AND TECHNIQUES OF THEIR REPARATION ;  
SUBJECT BIBLIOGRAPHIES ;

---

1. A subject bibliography enables scholars and researchers interested in the subject to know what materials are already there on the subject and how far the knowledge has been unfolded.
2. It also helps them to get information on the fundamentals as well as the latest development in the field
3. It can be comprehensive or selective. It may cover the all aspects of a subject or many enumerats a part of it.
4. What should be included: Books, pamphlets, articles, journals and should be arranged in the same sequence together.

A. Steps in the compilation of a subject bibliography:

Before the actual compilation start, the scope of the subject must be defined, the period, areas, languages he to be cover and types of material to be included.

B. Search for Material: Sources to be searched

1. National union catalogue
2. National bibliographies
3. Catalogue of large libraries
4. Catalogue of the libraries specializing on that particular subject,
5. Reliable trade bibliography,
6. Index of government publications,
7. Collection of historical sources
8. Bibliographies of bibliographies,
9. Encyclopedia
10. Reference work devoted to the subject and so on.

C. The following details of documents are generally included in Subject Bibliographical entry:

- i. The author's name
- ii. The title of the books as it appears in the title page
- iii. The edition, if it is other than first
- iv. The volume number in the set
- v. The place of publisher, name of the publication and year of publication
- vi. The number of pages, the price and the location.  
In case of discriptive bibliography and annotation also.

### Arrangement

As regard the arrangement of entries is concerned they may be arranged alphabetically by author or title or subject, chronologically, geographically or in a classified manner, etc.

### NATIONAL BIBLIOGRAPHY

National Bibliography is an enumerative bibliography. By definition it should include all documents published and unpublished irrespective of the agency issuing them. Covering trades and non-trade materials and without bias for form, language, subject and time of publication of such materials. The totality of bibliographic tools relating to the output of a national taken together go to form a complete national bibliography. However, in practice, we find that National bibliographies restricted in terms of form, time, geographical areas, content and origin.

### USES

A national bibliography keeps the users well informed about the literary achievements of a nation. It helps in transmission of scholarship and culture to posterity. It serves as a bibliographic control of the literary output of a country. To the librarian, it serves as a book selection tool.

The following types of national bibliography can be recognized.

1. List of records issued within a given country.
2. List of records in the language(s) of a given country
3. List of records issued by natives of a given country regardless of their residence and the language used
4. Lists of records about a given country including those which present aspects for national life
5. Lists of records copy righted in a given country
6. Lists of records for a given country.

### BIBLIOGRAPHY OF BIBLIOGRAPHIES:

As the name itself indicates that the bibliography contains information on already compiled bibliography on a subject or subjects. This helps you to find out how many bibliographies have already been compiled on a given subject or subjects by whose, when and where etc. This helps in avoiding duplication of works. Also helps in broadening the scope of your own bibliography, which may be under preparation.

### Conclusion

The work of compiling a bibliography is a painstaking task. It requires special efforts to prepare a good bibliography. The bibliographer needs a good academic knowledge of the subject, and this requires systematic approach, knowledge of techniques and skill. The accuracy of details is very important. Each bibliography must have its practical value, for in each instance a bibliography is compiled the users are considered the most important.

In cooperative libraries compilation of bibliographies becomes an important function as more and more people are becoming aware of the movement and more people are now interested in studying various aspects of the movement. So all research scholars and students and any cooperators who are interested can be further stimulated by presenting them with relevant bibliographies on their field of study. Types of bibliographies, documentation bulletins, accession lists and secondary and tertiary sources generated and issued has been dealt with below under documentation and reference services.

### DOCUMENTATION

"Knowledge is of two kinds. We know a subject ourselves or we know where we can find information on it" - Samuel Johnson -.

### INTRODUCTION

Before we discuss the need and utility of documentation services, we would precisely deal with the purpose of a library, documentation, and information services. Documentation and Information services are the extensions of library services. They are inter-related, in fact these are the stages to achieve the ultimate objective of a library, that is to make library reading material available to the readers in a quickest possible time. Documentation is an important tool to provide reference/information services to the readers, so to say to help library to achieve its ultimate objective of serving the readers.

### WHAT IS DOCUMENT

Before we define documentation, let us first understand the document itself. There are various and comprehensive definitions of document, however, we will prefer to discuss a simple and easily understandable definition of a document. "Any writing whether printed, cyclostyled, typewritten or produced in any form which can be reproduced for futher use".



#### CONCEPT OF DOCUMENTATION

There is no precise definition of documentation. However, the most accepted definitions are give by two scholars - namely Paul Otlet and S.C. Bradford. Bradford definition is latest one and has incorporated all components of Otlet's definition. Therefore, we give below definition of Bradford.

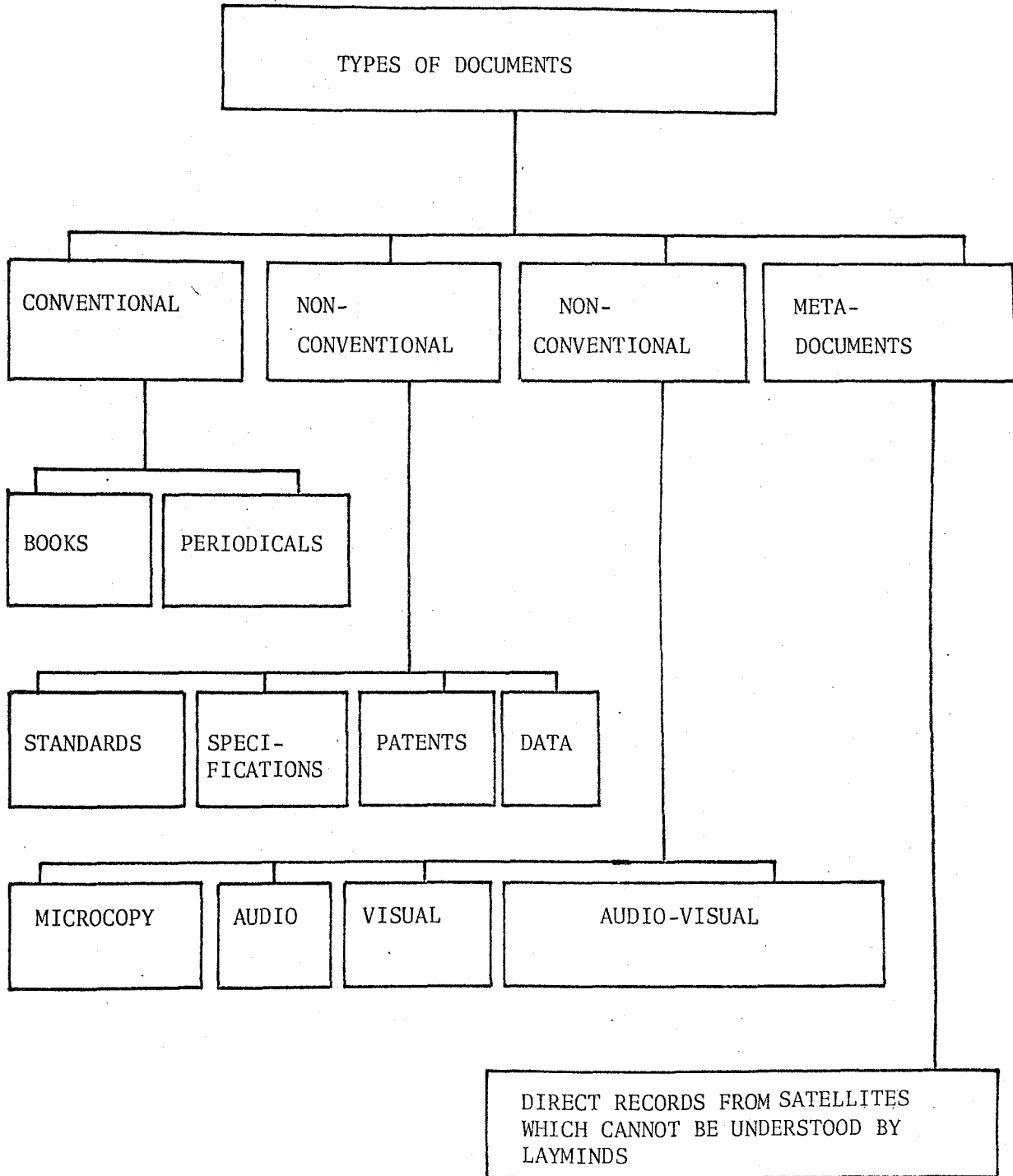
" The art of collecting, classifying, and making readily accessible the records of allkinds of intellectual activity ..... the process by which ..... is ..... put before the creative specialist the existing literature, bearing on the subject of his investigation, in order that he may be made fully aware of previous achievements in his subject, and thus be saved from the dissipation of his genius upon work already done".

#### DOCUMENTATION CENTRE

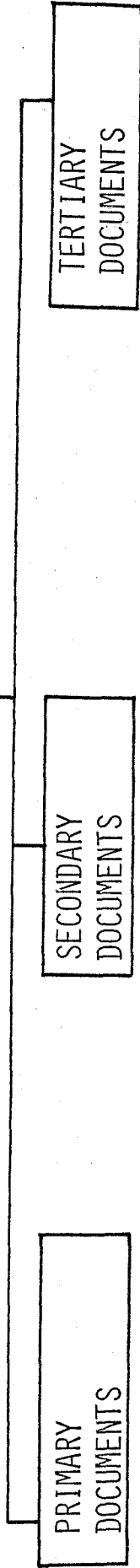
A place where publications are received, processed, proserved, sumarized, abstracted and incexed, where bulletins relating to such material are prepared for distribution to those interested, where research is undertaken, bibliographies prepared, and copies or translations made.

DOCUMENTATION LIST:

Bibliography with an emphasis on the inclusion of periodical articles and on the reader being served by a specialist engaged in research, business, deliberation or administration.



KINDS OF DOCUMENTS



PRIMARY DOCUMENTS

- A. PERIODICALS →
- B. RESEARCH REPORTS →
- C. CONFERENCE PROCEEDINGS →
- D. PATENTS →
- E. STANDARDS →

CONDENSING AND REPLACING INFO...

- INDEXING →
- ABSTRACTING →
- REVIEW PROCESS →
- REFERENCE BOOKS →

GUIDE TO RESEARCH...

- YEARBOOKS →
- DIRECTORIES →
- LIST OF BOOKS →
- BIBLIOGRAPHY OF BIBLIOGRAPHIES →
- LIST OF RESEARCH IN PROGRESS →

### NEED FOR DOCUMENTATION

Need for documentation in the libraries including a cooperative library arises because of the increasing number of informational records published as articles and research reports and the increasing number of persons interested in their easy accessibility. The articles scattered and buried in the great mass of literature and other ephemeral material, cannot be easily identified.

Periodicals, articles and research reports grow in number every year, in the fields of knowledge such as science - technology, social and political science. These create problems of retrieval. The research worker requires to know what has been done by others in his respective field of study. All results of all original investigations appear in learned periodicals, and these have to be analysed, classified and indexed. In the fields of industry and commerce and trade too the administrators, planners, engineers and scientists also require to be constantly aware of the latest information in their respective fields. The documents containing these may be in manuscript or type-script, photostat, microfilm or microcard form. The researcher has no time to go through all these documents on his own. So the solution lies in documentation. It is the function of the documentalist who is skilled in finding out and procuring relevant material out of the mass of literature to save their time. Documentation become necessary in this respect.

### TECHNIQUES OF PREPARING DOCUMENTATION AND THEIR TYPES

Documentation work is part and parcel of bibliographical service. Documentation work and documentation services are the acquisition, classification and abstracting of information from a variety of documents. Documentation service consists of bringing to the notice of scholars relevant information relevant to their fields of study and research.

#### A. Documentation Work

1. Locating the documents
2. Abstracting documents
3. Classification
4. Indexing of documents
5. Preparation of the documentation list.

#### B. Documentation Service

1. Consulting indexes
2. Supplying the documents
3. Reproduce documents
4. Translation services
5. Review of progress

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5. Preparation of the documentation list.

#### B. Documentation Service

1. Consulting indexes
2. Supplying the documents
3. Reproduce documents
4. Translation services
5. Review of progress

Documentation should be located from various published and unpublished sources by conducting literature search. These cover indexing journals and abstracting relevant information from different documents. By indexing all these articles in journals and periodicals a librarian prepares a systematically arranged list giving enough information about each item to enable it to be identified and traced. The standard index entry should describe its subject accurately, briefly and under initial heading where most people seeking it will naturally look.

#### ABSTRACTING TECHNIQUES AND THEIR ARRANGEMENT

Abstracting also is an important document action work. It is divided into two parts. The citation and the abstract proper. Each library should follow a standard practice for abstraction. Citation should contain name of author, full title of contribution, place of work or address, translated title or transliterated title, the title of the periodical in which the article appeared volume, year, page numbers, illustrations and number or reference. The abstract proper should have an orientation according to the user. Abstract in other words should act as "an appetiser" which would help scholars to decide whether they would desire to read the original document. While abstracting, the librarians should bear in mind that at times this would be the only part regarding original paper that would be read. So it should be self contained to reveal the essential features of the original article or work indicating new observations and any conclusions drawn from them. The librarian should be able to identify key factors of the documents.

Classification is the fundamental process of documentation with a view to arrange an abstract in a convenient way. After arrangement in the formal scheme of classification whether it be UDC, DDC or any other, a serial number is given to each abstract. The librarian's main aim should be to produce all documents related to a particular aspect of a subject when required.

Documentation list is the final result of these. It may be in the dictionary form or classified form with alphabetical index of subjects or class headings. In a cooperative library today, documentation service is a long range reference service. First, the librarian has to consult indexes for entries of documents to bring to the knowledge of the reader the available information. He has to do a three fold function here, those of document reproduction, document distribution and document utilisation. Documents available in the library could be supplied on request. Documents which are requested but are not available in the library have to be reproduced. These can be either photostat copies, microfilm, letter copying, stencil copy or type-written. At times the librarian may have to procure the documents on inter-library loan to supply a particular article a researcher required. Document reproduction is a costly procedure.

Most instances the researcher has to bear the cost of this. Further the librarians has to arrange technical translation service in the language understood by the reader. Bulletins relating to review of progress on certain fields of research will have to be prepared at times.

Documentation has widened the area of librarianship and added new dimension to reference service. Thus documentation techniques most libraries follow can be divided into compilation of bibliographies, translation service, intensive reference service, photo reproduction of documentation, etc.

## REFERENCE SERVICE

### INTRODUCTION

As stated earlier that ultimate objective of a library collection is to make it available to the reader at quickest time. Bibliographical and documentation activities are some of the important steps to achieve it.

### WHAT IS REFERENCE WORK

1. That branch of the library's services which includes the assistance given to readers in their search for information on various subjects.
2. The work of the Reference Library
3. A book or work, compiled to be referred to rather than for continued reading
4. Personal assistance given by the librarian to individual readers needing information.

(The Librarians' Glossary & Reference Book, compiled by L.M. Harrod).

### ORIGIN AND DEVELOPMENT OF REFERENCE SERVICE

Personal assistance was occasionally provided even during early period of library development. However, it was provided on ad hoc basis. Reference service came into being only when personal assistance began to be considered a basic function of the library and provided in the form of a deliberate programme. According to Rothstein, in United States, "The Very Notion of reference service goes back no further than 1875". Thus in advanced countries like USA, the concept of reference service has developed the last 100 years or so. But in countries like India and other developing countries the concept developed much later.

In USA, it was first in public libraries that reference service was developed because they were supposed to justify the expenditure of city funds. It was considered that a programme of personal assistance could lead to greater use of a library, making it possible to get greater support from the authorities. By the end of 19th century specialized reference staff began to be employed in large public libraries and provision of reference services was considered an important responsibility. Now, in the United State, reference service is regarded as the most important service provided by any library big or small.

REFERENCE SERVICE AND FIVE LAWS OF LIBRARY SCIENCE : WITH SPECIAL REFERENCE TO 4TH LAW SAVE THE TIME OF READER

1 - Books are for use 2 - Every reader hits book 3 - Every book hits reader 4 - Save the time of Reader 5 - Library as a growing organisation.

The ultimate aim of library service is the satisfaction of the five laws of library science. To achieve it, reference service play an important role. It is a process of establishing contact between a reader and the books by personal service, thereby bringing the right reader and the right book together to the satisfaction of five laws of library science. "It is a service through which we provide rightest book/document and information to the rightest reader/scholar at the right time". Fuskett, "Reference service is essentially humanism in practice, because the aim is to help people, in one way or other, to secure greater happiness through the profession of knowledge". Wyer defines it, "Reference work is the sympathetic and informed personal aid interpreting library collection for study and research." "Reference service is the hub of the library, round which all other functions revolve."

"Reference work" was defined by Bishop is as follows,

"Reference work is the service rendered by librarian in aid of some sort of study, the reference librarian as an interpreter of library resources and reference literature as dictionaries, catalogue, encyclopaedias, compendia and other books held in library for consultation." Reference service as defined by many authors clearly indicates that it is a personal service to the reader. Only when a personal service will be rendered, a library can justify its existence, thereby they cover five laws of library science with special reference to 4th law "Save the time of readers".



### SCOPE AND CATEGORIES OF REFERENCE SERVICE:

The following are the services performed usually:

1. Inter-library loan,
2. Reservation of documents,
3. Library instruction:
  - a. General instructions in the use of library, and
  - b. Special instructions required to use the tools like library catalogue, bibliographies, reference works, microfilm reader, etc.
4. Library tour: Taking visitors and new members around the library,
5. Holding of library exhibitions including display of new additions to the library,
6. Issue of library use permit to casual users (non-members),
7. Contributing to or preparing library publications,
8. Readers' advisory service (to guide in the selection of documents),
9. Indexing and abstracting services,
10. Compilation of bibliographies,
11. Maintenance of clippings,
12. Maintenance of vertical files containing pamphlets like prospectuses, reports, etc.

### TYPES OF REFERENCE SERVICE:

Reference services are mainly of two types: 1-Ready reference service, which can be replied immediately, e.g., the population of Delhi, the capital of Malaysia, height of Mount Everest, etc.

2. Long range reference service: It involves queries, which take more time in its retrieval. This is being covered by the following elements. i-Time involved, ii-Source of information, and iii-Nature of information.

### REFERENCE MATERIAL:

The reference librarian should be familiar with reference tools. The entire range of reference materials may be categorized as follows:

1. Dictionaries
2. Encyclopaedias
3. Geographical references
4. Yearbooks and Almanacs
5. Biographical Dictionaries
6. Educational Reference
7. Directories

8. Handbooks and manuals
9. Bibliographies
10. Serials references
11. Patent literature and standard specifications
12. Documents
13. Pamphlets
14. Micro - documents
15. Audio visual sources.

#### COOPERATIVE INFORMATION:

This topic has already been dealt with by my colleague in detail. However, I am giving below some information which may be of use to co-operative reference librarians.

#### INFORMATION GENERATION IN COOPERATIVES:

The main types of organisations which generate information in the field of cooperatives can be broadly classified under the following heads:

- a. Cooperative educational, research and training institutions and colleges, etc.
- b. Government departments, institutes, Inter-Government organisations, Ministries, Registrars of Cooperative Societies, Commissions, special committees, etc.
- c. Universities and university institutes.
- d. Other research and educational institutes.
- e. International cooperative organisations.
- f. National cooperative unions, state cooperative unions.
- g. Individual authors, and researchers, professional cooperators.
- h. Conference, congresses, seminars, symposia, workshops, etc.

#### Types of Information:

Books, journals, Annual Reports, Conference Documents, Special and Ad-hoc Committee Reports, Souvenirs, etc.

#### Cooperative Documentation - Types:

Accession list, documentation list, indexes of articles, abstracts, digests, bibliographies, annotated bibliographies, subject bibliographies, country bibliographies, authors bibliographies, cumulative library catalogue, research register, book reviews, etc.

Agencies Producing Documentation List

ICA its Regional Office, ILO, FAO, COPAC, International Working Party of Cooperative Librarians and Documentation Officers, and a few national level cooperative organizations and institutions.

SKILL OF REFERENCE LIBRARIAN: THE CONCLUSION

A Reference Librarian should be fully familiar with the primary secondary and tertiary sources of information material, suitable to the nature of activities covered by his institution. He should be a well qualified and well informed person and should also be willing to help the readers.

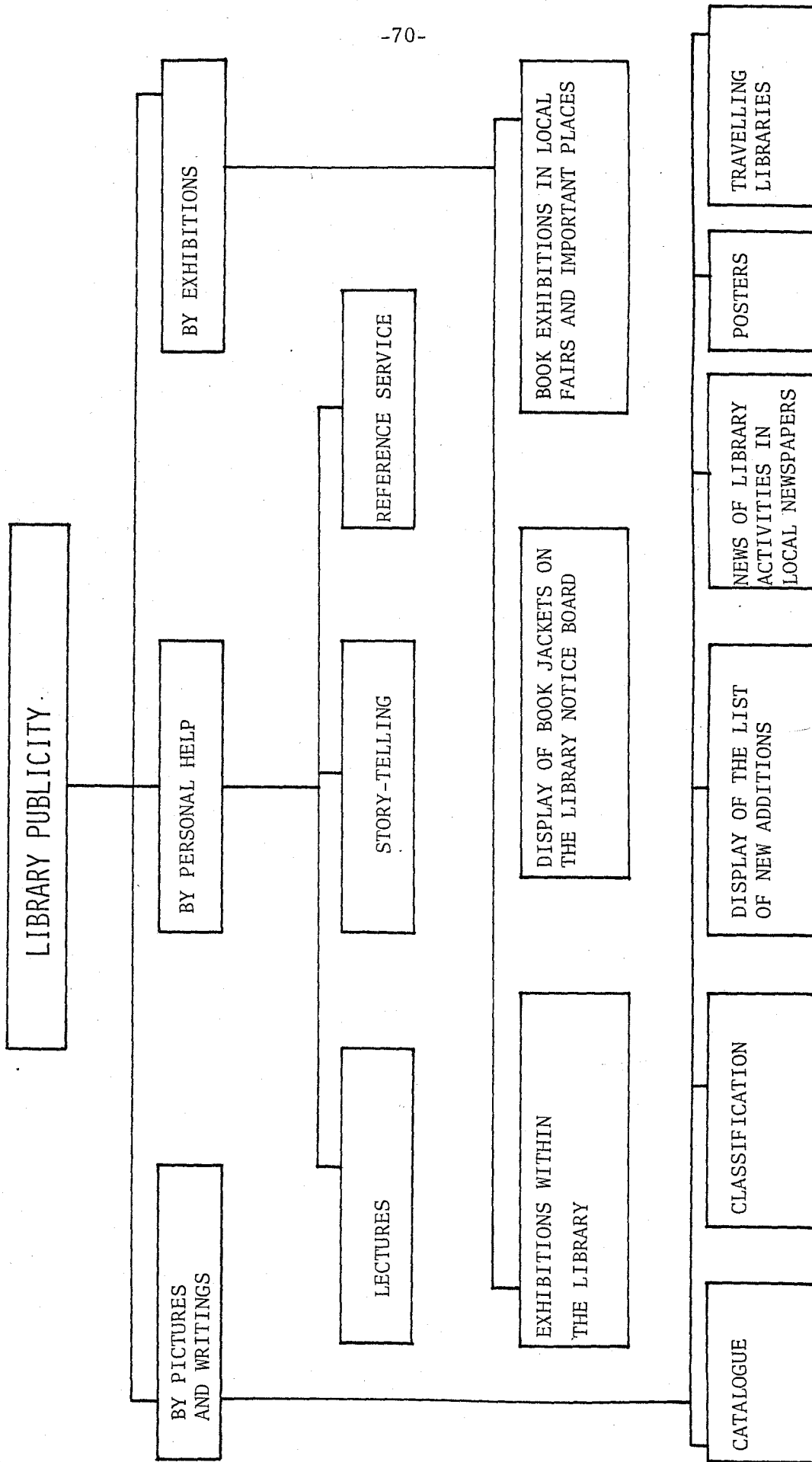
CHAPTER - EIGHT

LIBRARY EXTENSION AND PUBLICITY SERVICES

We are living in a age of publicity and advertising. Even the noblest thoughts knowledge need publicity. People should know about the existence and utility of anything, it may be knowledge and institution for that matter anything libraries are no exceptions to it.

Generally Libraries face three types of complains:

- I. Librarians say that people do not take interest in reading and they do not appreciate library collection and services;
- II. Readers complain that library has not enough and relevant material for reading and more over library is not well organized, librarians do not take interest in helping the readers etc;
- III. Management many times feel it is white elephant we do not get proportionate benefit from the library than what we spend on it. There is some component of truth in all complains. However, if all make sincere efforts to understand each other view point I think we can establish a better understanding between readers, libraries and management. Well, we can't teach readers and management about it. However, we can suggest to the librarians how a library can make its existence and utility known to the people. Some of the ways of doing publicity are list of a library in the enclosed chart.



FURTHER READINGS

1. DATTA, B.K. A Practical Guide to Library Procedure;  
Bombay, Asia Publishing House.
2. ICA (ROEC) NEW DELHI  
Report and background papers of Sub-  
Regional Workshop for Cooperative  
Librarians and Documentation Officers  
of S.E. Asia, Manila 14 - 29 April, 1981.
3. ----- Report and background papers of National  
Workshop of Cooperative Librarians and  
Documentation Officer of Malaysia  
(15 - 29 February), 1982, Kuala Lumpur.
4. KAMP, C. Manual for Cooperative Library and  
Documentation Services; ICA International  
Working Party of Cooperative Librarian  
and Documentation Officers, London.
5. PLUNKET FOUNDATION  
Organization and Management of Cooperative  
Libraries Oxford, U.K.
6. UNESCO Organization of the Small Public Library:  
By Ingeborg Heintze, Unesco Paris.