Meeting and Workshop of the International Working Party of Cooperative Librarians, Information and Documentation Officers of the ICA, held at Bonow House, New Delhi, India, 3-6, October 1989

C O N T E N T S

INTERNATIONAL WORKING PARTY OF CO-OPERATIVE LIBRARIANS, INFORMATION AND DOCUMENTATION OFFICERS OF THE I.C.A.

Minutes of the 18th Meeting and Workshop of the International Working Party of Co-operative Librarians, Information and Documentation Officers of the ICA, held on 3rd to 6th October 1989, at Bonow House, 43 Friends Colony (East), New Delhi-110 065, India.

The following were present :

1.   Mr. V.R. Tiwari, IFFCO, New Delhi, India
2.   Mr. K.K. Nimodia, FMDI/IFFCO, Gurgaon, Haryana, India
3.   Ms. H.L.Bedi, MNFTI, Allahabad, U.P., India
4.   Mr. A.K. Agarwal,KRIBHCO, New Delhi, India
5.   Ms. Parveen Lata, NCDC, New Delhi, India
6.   Mr. G.K.Manjunath, IRMA, Anand, Gujarat, India
7.   Ms. Sharda Kansal, CTC, Chandigarh, India
8.   Mr. B. Laxminarayana Rao, CTC, Hyderabad, Andra Pradesh
9.   Mr. S.C. Pandeya, CTC, Gandinagar, Gujarat, India
10.   Mr. S. Bhattacharjee, CTC, Kalyani, West Bengal, India
11.   Ms. Jayanthi Navaratna, NCC, Colombo, Sri Lanka
12.   Ms. Aline Pawlowska, ICA, Geneva,   Secretary
13.   Mr. B.D.Pandey, ICA/ROA, New Delhi, Co-ordinator
14.   Mr. Ram Prakash, ICA/ROA, New Delhi,

The followings were the resource persons:

1.   Mr. S.D. Joshi, NCDC, New Delhi,India, Jt.Co-ordinator
2.   Ms. Madhavi Mathur, CENDIT, New Delhi, India
3.   Mr. G.Y. Wesley, UNICEF, New Delhi, India

         During the Meeting Mlle Francoise Baulier, the former Chairman of the Working Party joined us on 3rd October 1989.

In absence of the President and the Vice-President, the meeting elected Miss Jayanti Navaratna, Librarian, National Co-operative Council of Sri Lanka as Chairman, and Mr. B.D. Pandey, Librarian & Documentation Officer of ICA/ROA, as Co-ordinator for the Meeting and Workshop.

Inaugural Session:

Meeting and workshop of the International Working Party of Cooperative Librarians, Information and Documentation Officer was inaugurated by Mr. G.K. Sharma, Regional Director ,ICA Regional Office for Asia, New Delhi. In his brief address, he said that "The Libraries are Think Tanks. They are the store house of information and knowledge. They are the depository of printed wisdom and experience of yesterday and today for tomorrow."

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Libraries are the soul of educational institutions. Through library references and information services we are able to know more about our member organizations and other co-operative movements. All these valuable services are rendered by you people. The topic of workshop the automation of libraries and information services is the need of the time. He said, "Unfortunately, Cooperative Libraries do not get adequate attention as they deserve." However, efforts should be made to develop Library, Documentation and Information Services and Systems at National, Regional and International level through resource sharing. ICA will provide all necessary support to achieve these objectives.

Mlle Francoise Baulier, former President of the International Working Party of Co-operative Librarians, Information and Documentation Officers (WPoCLDO), presented a brief note about the library of social sciences in Perret-Levallois (France), and said it is not only co-operative library, but covers whole mutual sector subjects. Its collection is mainly historical. Library is entirely computerised. Mr. Mowlin Desroche, the Director, was unable to travel to New Delhi, but sent the paper describing the library. He sent his good wishes to the members of the Working Party.

OBJECTIVES OF THE MEETING AND WORKSHOP:

1. Working Party :

    - To review the working of the International Working Party

    - To review the working of the Co-operative Librarians, Documentation and Information Services & Systems of the ICA Member Countries.

2. Workshop :

    - Computerisation of Co-operative Libraries.

    - Compilation of Co-operative Thesaurus

    - Future strategy for the development of International Co-operative Library, Documentation and Information Services & Systems and the role of the International Working Party.

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Activities of the Meeting and Workshop were conducted in two parts:

Part - 1

- Workshop on Automation of Libraries, Documentation & Information Services. The following aspects were dealt in it along with practical demonstration.

- Computer Concepts

- Mini-Micro CDS/ISIS Package for Libraries - An Introduction.

- Demonstration of UNESCO'S Mini-Micro CDS/ISIS Software version 2.3 on the basis of ICA/ROA Library.

- Library Computerisation - Some Problems and Solutions

- Co-operative Thesaurus

- Expanded version of Co-operative (334) subject under UDC (Universal Decimal Classification).

Workshop Methodology:

Teaching-cum-participating technique was followed for conducting the Meeting and Workshop. More emphasis was given to group discussions and Practical Demonstrations. Reference and study material was distributed among the participants.

STUDY VISITS :

Study visits were conducted to some important co-operative libraries, i.e., IFFCO, KRIBHCO, and NCDC.

RECOMMENDATIONS REGARDING WORKSHOP & MEETING

1. National and regional working party should be formed.

2. Working groups have been formed for Indian Working Party and Asian Working Party.

3. A working group consisting of Mr. V.R. Tiwari, IFFCO (Chairman), Mr. S.D. Joshi, NCDC, Mr. A.K. Aggarwal, KRIBHCO, and Mr. B. Laxminarayana Rao, CTC Hyderabad, A.P. to vitalize the National Working Party of Indian Cooperative Librarians and Documentation Officers.

4. An Asian Working Party for Co-operative Librarians, Information and Documentation Officers was formed and the following office-bearers were elected in the Meeting.

- Mr. V.R. Tiwari, IFFCO (India)   Chairman
- Ms. Jayanti Navaratna, NCC (Sri Lanka) Member
- Mr. B.D. Pandey, ICA/ROA   Secretary

It was decided that the efferts should be made to held first meeting of the Asian Working Party in October 1990, in New Delhi.

Meeting of Working Party

It was presided by Miss.Jayanthi Navaratna of Sri Lanka.

5. Election of Executive

As President, Vice President and other Members of the Executive Committee could not attend the meeting, it was decided not to have any elections. However, on the recommendations of the participants, Mr. V.R. Tiwari,IFFCO (India) and Miss. Jayanti Navaratna, NCC (Sri Lanka) have been coopted for the Executive Committee.

6. Co-operative Thesaurus and Expanded version of Classification Number for Co-operative Literature 334.

It was decided that participants will discuss the above documents with their subject Specialists in their respective organisations and send their suggestions to ICA.

7. It was decided that ICA should prepare a document on Cooperative library regarding standard for size, budget, staff, qualification, status of Librarian Documentation Officer in their respective organizations.

8. It was decided to contact NCUI for taking leading role in promoting Co-operative Library Documentation & Information Services and Systems in India.

9. Efforts should be made for the joint procurement of the Cooperative literature from abroad.

10. Participating Libraries should have exchange programme of literature and Accession list etc. provided by the respective organization.

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11. Indian Libraries decided to prepare a Union Catalogue of Journals subscribed by Co operative Libraries in India. It was suggested that it should be circulated to Co-operative Libraries in the Region and also to the International Working Party members.

12. Efforts should be made to ensure that if the member of Working Party is unable to attend the meeting, an alternative member may attend the meeting so that International Character of the Working Party is maintained.

DIRECTORY OF CO-OPERATIVE LIBRARIES

It was decided that partipants will fillup the questionnaire and send it to ROA. A general circular should again be sent to Asian Libraries from ROA. The information so received will be collected in ROA. Similarly other ICA regional offices should undertake the work of collecting Information for Directory from their respective regions. If need may arise the Directory will be published, stocked, and sold from ROA.

LIBRADOC

Efforts should be made to revive its publication.

STANDARD BOOKS ON CO-OPERATIVES AND SOURCES OF CO-OPERATIVE INFORMATION

It was felt that there is a need to revise these documents.

Aline Pawlowska   B.D. Pandey
Secretary   Co-ordinator

INTERNATIONAL   WORKING   PARTY   OF   CO-OPERATIVE   LIBRARIANS,
INFORMATION   AND   DOCUMENTATION   OFFICERS   OF   THE   I.C.A.

MEETING   AND   WORKSHOP

P   R   O   G   R   A   M   M   E
————————————————————————

Monday, 2nd October 1989   Arrival of Participants at Delhi

Tuesday, 3rd October 1989

09.00   —   09.30   Registration   of   Participants
                                [Bonow   House,   43   Friends   Colony
                                (East), New Delhi — 110 065]

09.30   —   11.00   Welcome   to   the   Participants   and
                                Introduction by Mr. S.D. Joshi.

                                Briefing   —   Aims,   objectives   and
                                Working Methodogloy of the Meeting
                                and   Workshop   of   the   International
                                Working Party — Mr. B.D. Pandey.

11.00   —   11.30   Tea break

11.30   —   13.00   Chairman's   Report.

                                Presentation of   Country   Papers by
                                participating members.

13.00   —   14.30   Lunck break

14.30   —   15.30   Workshop   —   Computer   Concept   —
                                Ms. Madhavi Mathur, CENDIT.

15.30   —   16.00   Tea break

16.00   —   17.30   Introduction to   Computerisation of
                                Libraries   —   Co-op Thesaurus
                                — Ms Aline Pawlowska

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Wednesday, 4th October 1989

| 09.30 | — | 11.00 | Mini-Micro CDS/ISIS Package for Libraries — An Introduction — Ms. Madhavi Mathur, CENDIT. |

| 11.00 | — | 11.30 | Tea break |

| 11.30 | — | 13.00 | Demonstration of UNESCO's Mini-Micro CDS/ISIS Software-Verson 2.3 on the basis of ICA/ROA Library Data-base — Ms. Madhavi Mathur, CENDIT, and Mr. Ram Prakash. |

| 13.00 | — | 14.30 | Lunch break |

| 14.30 | — | 15.30 | Main Theme — Automation in Libraries — Ms. Aline Pawlowska, and Ms. Madhavi Mathur, CENDIT.

Second Theme — Application of Computer Systems to Data Banks — Ms. Aline Pawlowska, and Ms. Madhavi Mathur, CENDIT. |

| 15.30 | — | 16.00 | Tea break |

| 16.00 | — | 17.30 | Panel discussion on Main and Second Theme — Co-ordinators — Ms. Aline Pawlowska, Mr B D Pandey, and Ms. Madhavi Mathur, CENDIT. |

Thursday, 5th October 1989

| 09.30 | — | 11.00 | Workshop — Library Computerisation — Some Problems and Solutions — G.Y. Wesley, UNICEF Librarian |

| 11.00 | — | 11.30 | Tea break |

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11.30	–	13.00	Discussions on the Work Plan :
			– National/ Regional/ International Information System for Co-operatives through Resource Sharing.
			– National/Regional Working Party of Co-op Librarians.
			– Exchange of Co-op Literature.
			– Joint Procurement of Cooperative Literature
13.00	–	14.30	Lunch break
14.30	–	15.30	Panel discussion on the Work Plan
15.30	–	16.00	Tea break
16.00	–	17.30	Election of the Executive

Friday, 6th October 1989

09.30	–	13.00	– NCUI, NCCE, NCCT – NCDC – IFFCO, and KRIBHCO
13.00	–	14.30	Lunch break
14.30	–	18.30	Delhi Sight-seeing

Saturday, 7th October 1989

Visit to AGRA

At the convenience of the Participants.

<u>NEW DELHI:</u>
<u>RP/30IX1989</u>

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INTERNATIONAL   WORKING   PARTY   OF   CO-OPERATIVE   LIBRARIANS,
INFORMATION   AND   DOCUMENTATION   OFFICERS   OF   THE   I. C. A.

M E M O R A N D U M
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1   Organiser: The   International   Working   Party   of
                       Cooperative Librarians and Documentation
                       Officer of the   ICA.

2   Venue: International Co-operative Alliance
                       Regional Office for Asia, "Bonow House"
                       43, Friends Colony (East),
                       New Delhi - 110 065.   I N D I A

                       Telephone :   683-5123/683-5319
                       Cable   :   INTERALLIA, New Delhi

                       Telex   :   31-75025 DICA IN
                       Telefax   :   011-6447347

3   Date: 3rd to 6th October 1989

4   Objectives: 1   Working Party

                       -    To review the working of the
                            International Working Party

                       -    To review the working of the
                            Cooperative   Libraries,
                            Documentation and Information
                            Services & Systems of the ICA
                            Member Countries.

                       .2   Workshop:

                       -    Computerisation of Cooperative
                            Libraries

                       -    Compilation of Co-operative
                            Thesaurus

                       -    Future strategy for the development
                            of   International   Cooperative
                            Library,   Documentation   and
                            Information Services & Systems and
                            the role of the International
                            Working Party.

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Organisations
to be invited: The participants   should   be Librarians/
                        Documentation   Officers/   Information
                        Officers of

                        1   Member organisations,
                     . 2   Member Government and the concerned
                                constituent bodies,
                        3   Co-operative training colleges and
                                Educational   and   research
                                organisations.

Travel
Arrangement   **On Participants own account.**

Background Note:
                        Participants belonging to   the   apex
                        national co-operative organisations from
                        each country will be required to submit
                        a   background   note   on   "Status of
                        Cooperative Library, Documentation and
                        Information   Services & Systems   and
                        Possibilities of Future Development with
                        special   reference   to Automation of
                        Library Services". (A suggested outline
                        for the note is enclosed).

                        Note: The   presentation   of background
                              notes should be short — no longer
                              then 10 minutes.   Translation
                              resources will not be provided, and
                              it should be in English.

Passport and
Health Regulations: Participants are requested   to ensure
                        that they carry valid Pass Port and
                        visas for their stay in India and other
                        countries en-route in which they propose
                        to halt.

                        Participants should also ensure that
                        they   have   taken   the   necessary
                        inoculations as may be required by the
                        Laws of India.   Information in this
                        regard would be available from the
                        Indian Embassy/ High Commission.

9	Arrival:	—	Participants are requested to arrive in New Delhi on 2nd October 1989
		—	The Participants are required to send, under intimation to us, particulars of their arrival in New Delhi to Mr. B.D. Pandey, Consultant, Information Services, ICA/ROA.
		—	Participants should arrive for their hotels accomodation at their own. The arrangements will be made to receive them at Airports/ Railway Stations if the arrival information is received in time.
10	Luggage:		In order to avoid paying excess charges on luggage, participants are advised to start the journey with less than the maximum weight of luggage permitted for economy class travel (20 Kgs. or 44 Lbs) so as to allow for additional items they may acquire during their stay abroad.
11	Climate and Clothing:		The approximate temperature in Delhi and New Delhi during the month of October will be about 79 degree F. Light winter clothing would be adequate.
12	Others		The ICA and ICA/ROA will not be responsible for any financial or other liability excepting those set out in this memorandum.

SUGGESTED OUTLINES TO THE COUNTRY BACKGROUND PAPERS

BACKGROUND PAPER:

1   Introduction : Background and present position of the
     Co-operative Movement (half page).

2   Co-operative Education and Training : Brief information
     regarding co-operative training institutions, number
     of teaching staff and students, etc.

3   Present position of Co-operative Libraries,
     Documentation and Information Services & Systems, and
     future needs, plans and prospects.

4   Library and Documentation Services for Co-operative
     Movement in general and Co-operative Education and
     Training in particular.

5   Automation (Computerisation) of Library services.

SPECIAL PAPER:

     Participants representing specialized co-operative
     commercial organisations such as National Agricultural
     Cooperative Marketing Federation, Cooperative Bank, etc.,
     should prepare their papers with special reference to their
     Co-operative Sector giving emphasis to specialised
     documentation and information services rendered by them and
     the proposed future activities.

NEW DELHI:
RP/27IV1989.

MEETING AND WORKSHOP OF THE INTERNATIONAL WORKING PARTY OF CO-OPERATIVE LIBRARIANS, INFORMATION AND DOCUMENTATION OFFICERS OF THE I.C.A. New Delhi, 3rd to 6th October 1989.

LIST OF PARTICIPANTS AND RESOURSE PERSONS

INDIA: —   Mr. V.R. Tiwari
                        Documentation Officer
                        INDIAN FARMERS FERTILISER CO-OPERATIVE LIMITED
                        34, Nehru Place
                        NEW DELHI — 110 019.

                —   Mr. K.K. Nimodia
                        Librarian, FMDI
                        INDIAN FARMERS FERTILISER CO-OPERATIVE LIMITED
                        Sector 17
                        GURGAON.   HARYANA

                —   Mrs. H.L. Bedi
                        Librarian
                        MOTILAL NEHRU FARMERS TRAINING INSTITUTE
                        P.O. GHIYANAGAR
                        District. Allahabad — 212 404   U. P.

                —   Mr. A.K. Aggarwal
                        Joint Manager (Marketing)
                        KRISHAK BHARATI CO-OPERATIVE LIMITED   (KRIBHCO)
                        Red Rose House
                        49-50, Nehru Place
                        NEW DELHI — 110 019.

                —   Mrs. Parveen Lata
                        Assistant Librarian
                        NATIONAL CO-OPERATIVE DEVELOPMENT CORPORATION
                        4, Siri Institutional Area
                        Khelgaon Marg, Hauz Khas .
                        NEW DELHI — 110 016.

                —   Mr. G.K. Manjunath
                        Deputy Librarian
                        Ravi J. Mathai Library
                        INSTITUTE OF RURAL MANAGEMENT   (I R M A)
                        Post Box No. 60,
                        ANAND — 388 001   GUJARAT

1

- Mrs. Sarda Kansal
  Librarian
  SANJAY GANDHI   REGIONAL CO-OPERATIVE
  TRAINING COLLEGE
  Sector 32-C
  CHANDIGARH - 160 031.

- Mr. B. Laxminarayana Rao
  Librarian
  CO-OPERATIVE TRAINING COLLEGE
  Rajendranagar
  HYDERABAD - 500 030   ANDHRA PRADESH

- Mr. S. Bhattacharjee
  Librarian
  NETAJI SUBHAS CO-OPERATIVE TRAINING COLLEGE
  KALYANI - 741 235.   WEST BENGAL

- Mr. S.C. Pandya
  Librarian
  UDAYABHANSINGHJI CO-OPERATIVE TRAINING COLLEGE
  GANDHINAGAR - 382 030   GUJARAT

SRI   LANKA: Miss Jayanti Navaratna
                Librarian
                NATIONAL CO-OPERATIVE COUNCIL OF SRI LANKA
                "Co-operative House"
                455, Galle Road, P.O. Box 1469
                COLOMBO - 03.   SRI   LANKA

INTERNATIONAL ORGANISATIONS:

I C A :   Ms. Aline Pawlowska   Secretary
                Documentation Officer
                INTERNATIONAL CO-OPERATIVE ALLIANCE
                15, route des Morillons
                CH - 1218   LE GRAND-SACONNEX
                GENEVA   SWITZERLAND

I C A/R O A: Mr. B.D. Pandey   Programme Co-ordinator
                Librarian & Documentation Officer
                ICA Regional Office for Asia
                Bonow House, 43 Friends Colony (East)
                NEW DELHI - 110 065

Mr. Ram Prakash
Library Assistant   (CDS/ISIS Programme)
ICA Regional Office for Asia
Sonow House, 43 Friends Colony (East)
NEW DELHI - 110 065.

RESOURCE PERSONS

1.   Ms. Madhavi Mathur
       System Analyst
       CENTRE FOR DEVELOPMENT OF
       INSTRUCTIONAL TECHNOLOGY (C E N D I T)
       D-1, Soami Nagar
       NEW DELHI - 110 017

2.   Mr. S.D. Joshi,
       Librarian
       NATIONAL CO-OPERATIVE DEVELOPMENT CORPORATION
       4, Siri Institutional Area
       Khelgaon Marg, Hauz Khas
       NEW DELHI - 110 016.

3.   Mr. G.Y. Wesley
       Librarian
       U N I C E F
       UNICEF House
       73, Lodi Estate
       NEW DELHI - 110 024.

NEW DELHI:
RP/27IX1989.

**REPORT TO THE PLENARY MEETING OF THE W.P. TO BE HELD IN NEW DELHI
3rd - 6th OCTOBER 1989**

1. QUESTIONNAIRE

During the meeting held in October 1988 in Geneva, it was decided that a questionnaire would be send to all ICA member-organisation in order to ask if they are interested in participation in the activities of the WPoCLIDO. A memorandum describing the achievements of the WP in the past, a mission statement and a tentative work plan were attached.

The questionnaire was sent in 210 copies in the beginning of december 1988. 49 replies from 31 countries were received by may, 15, 1989. This makes a response rate slightly under 25%, but as certains replies represent all federations from one country (e.g. France, Poland, Hungary) the real rate is higher. Some answers come from research instituts and cooperative colleges. It is a very good indication of changing role of documentation services which will certainly influence the WP's work options. In fact, one of the major concerns was to apply directly the information gathered to the development issues.

The replies are split as follow :

EUROPE : 12 countries, 18 declared members, 14 paying members:

Belgium, Bulgaria, Denmark, France, UK (3), Hungary, Italy, Norway, Poland, Portugal,Sweden, Turkey;

ASIA : 5 countries, 10 declared members, 8 paying members :

Bangladesh, Israel, Japan, Malaysia, Philippines, Sri Lanka;

AMERICAS : 5 countries, 6 declared members, 5 paying members:

Canada(2), Costa Rica, Panama, Uruguay, USA;

AFRICA : 4 countries, 5 declared members, 5 paying members:
Kenya, Lesotho, Morocco, Tanzania (2);

32 paying members from 26 countries

(for details see attachment 1)

The last question asked for opinions on future activities. Suggestions could be divided into three sectors. The first one reflects professional preoccupations, showed mainly by librarians from developing countries. These are :

*   assistance and guidance in the opening or modernisation of libraries ;

*   professional training for libararians;

*   applications of new technologies in the libraries ;

Obviously, the librarians in the developing countries are anxious
to improve their professional skills. They see the WPoCLIDO as a
means to enhance their performances and keep in touch with the
new technologies.

Another groupe of problems shared by all librarians, without
distiction of region, is the need for improving and coordinating
the circulation of information. The most frequent proposal and
which could be immediately introduced, is of course the exhange
of lists of acquisitions. Then come other proposals as :

*   set up a list of co-operative periodicals;

*   produce an accession list of outstanding co-operative
        publications annually by country;

*   up-to-date the directory of co-operative librairies;

The third concern is the functionning of the WPoCLIDO itself. In
order to make the exchanges more efficient it should be advisable
to create the regional sections with informal structure which
would act as groups of interest. This solution proves to be more
dynamic. They could examine in deep the situations in one region
which is rather difficult during plenary sessions. Moreover, the
meagre budgets allowed to libraries cannot support the travel
costs. The WPoCLIDO Executive would serve as a liaison body
between the regions. Presidents of regional sections should
enter to the Executive.

II. SUBSCRIPTION

According to the ICA rules voted by 27th Congress in Hamburg in
1984, the Specialized Organisations and Working Parties should
introduce a fee in order to finance themselves their statutory
activities. Today, all Spec. Orgs. pay subscriptions. The minimum
is 300 Fs. The fee is intended to cover telex, mail, phone,
meetings costs, eventual publications and workshops. Although it
is a great effort to certain libraries to pay such an amount, the
W.P. should have its own budget. An invoice was addressed to all
members who expressed the will to pay and an account statement
will be presented to the members during the meeting in New Delhi.

III. NEXT MEETING

The next meeting will be held in New Delhi in October 1989. The
necessary contacts were made with Mr Pandey, ICA RO Librarian
to ensure the smooth running of the event.

REPLIES TO THE QUESTIONNAIRE ON WORKING PARTY - 15.05.1989

49 organizations, 31 countries

1. Do you operate a library ?
1a Do you require guidance on establishing a library ?
2. Do you wish to became a member ?
3. Would you like the WPoCLIDO to continue ?
4. Would you be prepared to pay a subscription ?

COUNTRY	ORGANIZATION	1	1a	2	3	4
ARGENTINA	FEBANCOOP	-	-	-	-	-
BANGLADESH	Jatiya Samabaya	X	-	X	X	X
BELGIUM	FEBECOOP	X	-	X	X	X
BULGARIA	Research Centre	X	X	X	X	x
CANADA	CCA	X	-	-	-	-
	CCC	X	X	X	X	x
	HEC	X	-	X	X	X
COSTA RICA	CCC-A	X	X	X	X	X
DENMARK	FDB	X	-	-	X	-
	Co-op Denmark	X	X	X	X	X
FRANCE	Fed. Nat. des HLM	X	-	-	X	-
	GNC	X		X	X	X
GREAT BRITAIN	Plunkett Foundation	X	-	X	X	x
	Co-op Union	X	-	X	X	X
	CWS	X	-	X	X	X
HUNGARY	Co-op Research Ins.	X	-	X	X	X
ISRAEL	Afro-Asian Dev. Ins.	X	-	X	X	x
	Hevrat Ha'Ovdim	-	-	X	X	X
ITALY	Conf. Coop. Italiane	X	X	X	X	X
JAPAN	CU of Agr. Co-op	X	-	X	X	-
	Zenkyoren	-	-	-	X	-
	Zengyoren	X	-	-		-
KOREA North	Consumer Union	X	-	-		-
KENYA	Co-operative College	X	-	X	X	X
LESOTHO	Co-op Lesotho	-	X	X	X	X

MALI	UNCPM	X	X	–	X	–
MALAYSIA	Co-operative College ANGKASA	X X	– –	X –	X –	X –
MOROCCO	Office du Développemnt	X	–	X	X	X
NORWAY	NKL	X	–	X	X	X
PANAMA	FECOLAC	X	–	X	X	X
PHILIPPINES	Co-operative Union NATCO	X X		X X	X X	X X
POLAND	Paesant Self-Aid Co-op Research Ins.	X X	X –	X X	X X	X –
PORTUGAL	FENACAM FENACOOP	– X	X X	X X	X X	X
SRI LANKA	Fed. Thrift and Credit Nat. Co-op Council School of Cooperation	X X X		– X X	X X X	x X –
SWEDEN	Lant. Riksforbund KF	X X	– –	– X	X X	– X
SWITZERLAND	Co-op Lebensversich. Co-op Bâle	– X	– –	– X	X –	– –
TANZANIA	Co-operative College Co-operative Union	X –	– X	X X	X X	X X
TURKEY	Turk Koop Kurumu Pankobirlik	X –	X X	X X	X X	– X
URUGUAY	FUCAC	X	–	X	X	x
USA	NCBA	–	–	–	X	–
International	MATCOM Vienna	X	–	–	X	–

ap. 2.05.89

MINUTES OF THE MEETING OF THE LIBRARY COORDINATION COMMITTEE HELD ON 16TH OCTOBER 1989

01. In attendance :

    - Ms. Alina Pawlowska
    - Mr. B.D. Pandey
    - Mr. Ram Prakash
    - Mr. W.U. Herath
    - Mr. Sten Dahl

02. Various projects under the newly established Planning, Research and Consultancy Project (PRCP) were explained to the meeting. It was clarified that the Data Bank on coop researchers, academicians and research activities would also include the institutions involved in such activities. The Human Resource Data Bank should be seen as a roster of experts to whom the ICA ROA Advisors and RD can turn to get consultancy assistance. Various types of consultancy firms and resource institutions would also be included in this register.

03. As regards the Regional Data Bank, it was explained that the ICA/NCUI project on establishing a National Cooperative Data Bank and a Monitoring and Evaluation System for Cooperative Development (MECD) has been slightly delayed because of the heavy involvement of Mr. K.L. Nalwaya and other staff of NCUI in the preparation for and execution of various tasks in relation to the Central Committee and other subsequent meetings. As all those arrangements are now over, it will be possible for Mr. Nalwaya to concentrate fully on this job. It was further explained that a detailed programme for implementation was completed by mid-August 1989 and 14 field teams are already available at NCUI through its Education Division. The idea of the project is to establish a system, without any extra costs on the part of the primary cooperatives. The system will provide cooperative leaders and planners from primary cooperative levels through district and state cooperatives up to the National Cooperative Organisations and the National Cooperative Union of India with necessary data and statistics for the purpose of on-going monitoring and evaluation of progress compared to objectives and operational plans. The MECD will mainly be concentrating on the following two aspects divided on 10 development indicators :

    (a) Participation of members in the activities of cooperatives and their patronage of the cooperative services at grass roots level (7 indicators), and

1

(b) The financial and economic progress of the cooperative organisations (3 major indicators).

Once this pilot project is working well, it can be expanded to the whole of India and the NCUI will be able to f ed the ICA Regional Data Bank with all necessary information which are relevant to assess the development of cooperatives.

The meeting also realized that various types of development indicators will have to be developed for various types of cooperatives, i.e. separate sets of cooperative development indicators will have to be evolved for agricultural cooperatives, consumer cooperatives, coop finance, cooperative housing, cooperative fisheries, workers' cooperatives, industrial cooperatives, and other cooperatives respectively.

However, the administrative routines of cooperatives will have to be organised in such a way that the management information which is required on planned activities at various levels will be made available automatically and continuously for feeding a computerised system. It is only in such a situation that the capacities of a data bank can be properly utilised by the apex organisations for the purposes of negotiating better terms or environment for cooperative growth and development in a country.

At this juncture the need for a Research Officer for the Data Bank and for other research and statistical work of the various Advisors of the ICA ROA was discussed. It was agreed that such a person must be a graduate in statistics and he should have proven ability in statistical work and analysis as well as have experience in the use of computer. The meeting was told that the Japanese Cooperative Movement may be able to supply such a person to the ICA ROA. The Research Officer would be working in the Planning, Research and Consultancy Project and be serving all projects of the ICA ROA i.e. Agricultural Cooperative Development Project, Consumer Cooperative Development Project, Human Resource Development Project, Agricultural Management Training Project and Women Cooperative Project activities as well as any other activity which may be needed in the future.

04. It was noted that there are at present 4 persons employed to work either on full-time or part-time in the library. After a lengthy discussion it was agreed that those 4 persons will be sufficient to enable a more rapid progress in the computerisation of the library. It was agreed that the budget under vote No.2141 will be reviewed and the actual funds allocated should be divided into five distinct sub-

projects as follows :

i.   The ICA ROA library;

ii. The ICA ROA research activities;

iii. The ICA Regional Data Bank;

iv. The ICA ROA general development in computerisation; and

v.   Establishment of an ICA ROA Information Centre.

It was also pointed out that at present the Library
Consultant is responsible for the library work,
computerisation of the library, publishing of the Asian Coop
News, film library and sales of publications. The meeting
also realized that this work load is heavy, but that the
situation in other projects are equally heavy. Very often
it is found that an Advisor or Officer is doing tw men's
work. It was agreed that under the present circumstances
with the limited number of staff members available at ICA
ROA, each Officer will have to take a share of such over
load in work.

05. The meeting discussed the types of services to be provided
by the library in the future.

   (a) It was agreed that the library should give highest
        priority to the provision of services to the ICA
        Advisors and the annually planned project activities.
        In order to provide them with upto date literature on
        the latest and most modern achievements and approaches
        in various subject matters, it is necessary for the ICA
        ROA library to collaborate with the ICA hqs. in respect
        of procurement of such literature. It was in this
        connection noted that books which are released in the
        USA, Europe and Japan are generally available in the
        book stores one year or more before they appear in the
        book stores in India.

   (b) Secondly, the library will give priority to the needs
        of the member organisations mainly in the fields of :

        — listing of books on cooperatives and allied
           subjects.

        — lists of journals relevant to cooperatives and
           cooperative activities.

   (c) Services related to specific country needs and services
        needed by specific country project activities.

06. Questions were raised as to what an extent the library should serve researchers for retrieval of empirical data and extraction of lengthy information. The opinion of the meeting was that it is necessary for the library to serve such researchers, but that the researchers themselves should do the extraction and retrieval from the books and reports available under the normal lending procedures of the library.

07. Another area which may be considered for library services in the future are the different new types of cooperatives that may be developed especially in urban areas in Asia. It was further agreed that the library in the future should concentrate a little less on the Indian cooperatives than what has been the case until now and rather accumulate more books and reports on the cooperatives in other countries in Asia and the Pacific.

08. Computerisation of the library

The meeting noted that manual cataloguing and indexing on the library card system was done of all books upto and including 1975. From 1976 onwards only certain types of books have been registered in the card system. In view of this, the possibilities of the library speeding up the process of computerisation were discussed and the following main areas were elaborated upon :

(a) In order to speed up the process, Mr. Ram Prakash who has been adequately trained on the ISIS computer programme should be given only this task. The library consultant together with the two other persons in the library should be able to provide all other necessary library services.

(b) That the computerisation in the first place will include all new books with effect from 1st January 1989 and up to date. No new books received during a day should be left unattended to before the end of that day. In addition, the backlog of books and reports received after 1976 and up to 31st December 1988 should be computerised too.

(c) A target for the computerisation of six books per day to be registered in the ISIS programme was fixed. Thus at least 100 additional books should be completed by 31st December 1989. These calculations were based on the experience gained by Ms. Alina Pawlowska of ICA Geneva.
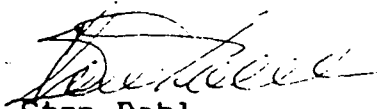
(d) That the computer presently available in the library

will be used for the library computerisatic ı only. Henceforth no letters or correspondence or other types of documentation will be done on this computer.

(e) A UPS-unit(uninterrupted power supply) will bե bought immediately to be connected to the library computer so that power failures will not affect the progress of the computerisation.

(f) In order that the library services will continue uninterrupted, it was decided that all typing and correspondence of the library will be done on the additional computer which is presently available in Mr. Prem Kumar's office. This arrangement is t start immediately on a temporary basis over the next six months. Thereafter a reassessment of the situation and achievements in computerisation will be made.

(g) In order to reduce the volume of books to be computerized, it was agreed that obsolete books and reports may be sorted out for the disposal of the ICA member organisations. They will be informed about the availability of such literature and should they be interested in any of the items, they will have to pay at least the postage or transportation costs to their respective office.

(h) The manual handling of new books for accession will be done as in the past, but the accession ledger will not be filled up manually. Instead the daily computerised records will be retrieved monthly so as to update the accession register from the computer.

09. It was further agreed that the CEMAS material will be sorted out so as to ensure that only upto date material is kept. It was pointed out that space for the CEMAS material is at present not available in the library. At least temporary storage of CEMAS material which will shortly arrive from Geneva will have to be found. Action in this matter will be taken by the HRD Advisor.

10. In order to reduce the space required for the library in the future, it was pointed out that certain types of moveable shelves on rails on the floor have been developed and are in use in Europe and Japan. This type of storage of books and literature have been found very space effective and ecures the books from dust and other types of destruction to the largest possible extent. It was suggested that the construction of such shelves in India should be found out and the cost estimates for this purpose should also be obtained.

11. The Library Consultant stated that the library at present receives 70 - 80 per cent of all mail which arrives in the ICA ROA and hence a lot of waste paper is being collected and sold at an average income of Rs.1,000/- per month.

12. The meeting was closed with a sincere appreciation and thanks for the advice provided by Ms. Alina Pawlowska of ICA Hqs. It was noted that her presence had provided valuable information for the future development of the ICA ROA library activities as well as it will certainly facilitate the coordination between the ICA Hqs. and our ICA Regional Library for Asia.

Sten Dahl
Cooperative Development Advisor

sm/18.10.89

INTERNATIONAL CO-OPERATIVE ALLIANCE

MEMORANDUM

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TO       : ICA MEMBER-ORGANIZATIONS
FROM     : BRUCE THORDARSON, ICA DIRECTOR, AND BERNARD HOWCROFT,
           CHAIRMAN, WPoCLIDO
SUBJECT  : WORKING PARTY OF CO-OPERATIVE LIBRARIANS, INFORMATION
           AND DOCUMENTATION OFFICERS (WPoCLIDO)
DATE     : NOVEMBER 30, 1988
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Since 1954 the ICA Working Party of Co-operative Librarians, Information and Documentation Officers has given useful service to Co-operative organizations and their libraries world-wide through its projects, meetings and publications.

Meetings are held every two years with one of these coinciding with the Congress of the ICA. Specialized papers on matters of vital interest to librarians and information specialists are read and have often been separately published as guides and manuals of practical information and advice.

Between meetings, contact has been maintained by the issue two or three times a year of the Working Party's own valuable periodical "LIBRADOC" which has been eagerly sought and read by co-operative librarians all over the world.

In addition, to develop contacts between its members the Working Party has issued a Directory of Co-operative Library and Documentation Services. It is agreed that this needs now to be brought up to date.

From time to time bibliographies on topics of particular interest to executives, research workers, educationists and other specialists have been prepared by Co-operative effort.

Among these has been a document on basic books of Co-operative Movements which lists country by country 10 or 12 publications which would give a useful overview of the situation of a Co-operative Movement in any one country including its history.

Other publications have included initial work on a vocabulary of Co-operative Terms published by the ICA, and pamphlets on Archives, Automation in Libraries and Newspaper Clippings.

With the developments in information technology and the prospects these hold for the development of the exchange of co-operative information, it is desirable that a formal structure for the interchange of library experience and ideas continues.

The present Working Party is at the crossroads in its development.

Is there still a need for it?

Does it have a future ?

These are two questions you can help to answer by filling in the attached questionnaire. Also we are enclosing a proposal for future WPoCLIDO work which we consider to be useful to focus our future activities.

Please return the questionnaire as soon as possible, but not later than the 15th January 1989.

Bruce THORDARSON
ICA Director

Bernard HOWCROFT
Chairman of WPoCLIDO

WORKING PARTY OF CO-OPERATIVE LIBRARIANS, INFORMATION AND DOCUMENTATION OFFICERS (WPoCLIDO)

PROPOSAL - WORKING PLAN (First Draft)

MISSION : The Working Party of Co-operative Librarians, Information and Documentation Officers (WPoCLIDO) exists to secure the maintenance and availability of information resources required to support the development and operation of co-operatives.

WHO FORMS WPoCLIDO : ICA member and non member organizations/ institutions with documentation, information and research centers, or with interested in forming such centers, which support the above mission.

GOALS : The principal goal of WPoCLIDO is to serve as a forum for the international cooperative movement in :

* Promoting the value of information services.

* Guiding the collection and organization of the necessary information resources to support ICA and its member organization objectives.

* Making information resources available to ICA members, and other organizations/individuals interested in co-operative development.

* Exchanging information among WPoCLIDO members and others interested in enhancing information resources beneficial to co-operative development.

* Assisting in the development of information centers.

ACTION PLAN FOR 1989 :

* Reorganize the WPoCLIDO.

* Update directory of co-operative libraries and research centers.

* Form regional WPoCLIDO task forces.

* Develop an action plan for 1990.

ICA WORKING PARTY OF CO-OPERATIVE LIBRARIANS, INFORMATION AND DOCUMENTATION OFFICERS

QUESTIONNAIRE ON MEMBERSHIP

1.

a) Do you operate a library / information service ?

☐ YES   ☐ NO

b) Do you require guidance on establishing a library / information service ?

☐ YES   ☐ NO

2.

a) Are you a member of the ICA WPoCLIDO?

☐ YES   ☐ NO

b) Have you been a member of the WPoCLIDO?

☐ YES   ☐ NO

c) If not do you wish to became a member ?

☐ YES   ☐ NO

3.

Would you like the WPoCLIDO to continue in order to exchange practical information and ideas on developing library, archive / information services ?

☐ YES   ☐ NO

4.

In accordance with ICA Policy on Specialized Organisations, would you be prepared to pay an annual subscription to ensure that the Working Party's projects and publications programme will continue ?

☐ YES   ☐ NO

5.

Have you any suggestions or comments on future projects and activities..
....
....
....

Pls send your reply to :

Aline PAWLOWSKA
Secretary of WPoCLIDO
International Co-operative Alliance
15, rte des Morillons

1218 GRAND-SACONNEX/GENEVA
Switzerland

REPLIES TO THE QUESTIONNAIRE ON WORKING PARTY - 31.01.1989

39 organizations, 27 countries

COUNTRY	ORGANIZATION	1	2	3	4
ARGENTINA	FEBANCOOP	-	-	-	
BANGLADESH	Jatiya Samabaya	X	X	X	X
BELGIUM	FEBECOOP	X	X	X	X
CANADA	CCA	X	-	-	-
	CCU	X	X	X	x
COSTA RICA	CCC-A	X	X	X	X
DENMARK	FDB	X	-	X	-
	Co-op Denmark	X	X	X	X
FRANCE	Fed. Nat. des HLM	X	-	X	-
	GNC	X	X	X	X
GREAT BRITAIN	Plunkett Foundation	X	X	X	x
	Co-op Union	X	X	X	X
HUNGARY	Co-op Research Ins.	X	X	X	X
ISRAEL	Afro-Asian Dev. Ins.	X	X	X	x
ITALY	Conf. Coop. Italiane	X	X	X	X
JAPAN	CU of Agr. Co-op	X	X	X	-
	Zenkyoren	-	-	X	-
KOREA North	Consumer Union	X	-		-
LESOTHO	Co-op Lesotho	X	X	X	X
KENYA	Co-operative College	X	X	X	X
MALAYSIA	Co-operative College	X	X	X	X
NORWAY	NKL	X	X	X	X
PHILIPPINES	Co-operative Union	X	X	X	X
POLAND	Paesant Self-Help	X	X	X	X
	Co-op Research Ins.	X	X	X	-
PORTUGAL	FENACAM	-	X	X	X

	FENACOOP	X	X	X	
SRI LANKA	Fed. Thrift and Credit	X	–	X	x
	Nat. Co-op Council	X	X	X	X
	School of Cooperation	X	X	X	–
SWEDEN	Lant. Riksforbund	X	–	X	–
	KF	X	X	X	X
SWITZERLAND	Co-op Lebensversich.	–	–	X	–
	Co-op Bâle	X	X	–	–
TANZANIA	Co-operative College	X	X	X	X
TURKEY	Turk Koop Kurumu	X	X	X	–
	Pankobirlik	–	X	X	X
URUGUAY	Ahorro y Credito	X	X	X	x
USA	WOCCU	X	X	X	X
International	MATCOM Vienna	X	–	X	–

EUROPE : 12 countries, 17 declared members, 13 paying memb.

Belgium, Denmark, France, UK (2), Hungary, Israel, Italy, Norway, Poland,
Portugal,Sweden, Turkey

ASIA : 5 countries, 7 declared members, 5 paying members

Bangladesh, Japan, Malaysia, Philippines, Sri Lanka

AMERICAS : 4 countries, 4 declared members, 4 paying members

Canada, USA, Costa Rica, Argentina

AFRICA : 3 countries, 3 declared members, 3 paying members

Kenya, Lesotho, Tanzania

24 paying members from 23 countries

REMARKS :

No answer from : Spain, Soviet Union
China, Korea South
Argentina, Brazil
West Africa

REPORT TO THE PLENARY MEETING OF THE W.P. TO BE HELD IN NEW DELHI
3rd - 6th OCTOBER 1989

1. QUESTIONNAIRE

During the meeting held in October 1988 in Geneva, it was decided that a questionnaire would be send to all ICA member-organisation in order to ask if they are interested in participation in the activities of the WPoCLIDO. A memorandum describing the achievements of the WP in the past, a mission statement and a tentative work plan were attached.

The questionnaire was sent in 210 copies in the beginning of december 1988. 49 replies from 31 countries were received by May, 15, 1989. This makes a response rate slightly under 25%, but as certains replies represent all federations from one country (e.g. France, Poland, Hungary) the real rate is higher. Some answers come from research instituts and cooperative colleges. It is a very good indication of changing role of documentation services which will certainly influence the WP's work options. In fact, one of the major concerns was to apply directly the information gathered to the development issues.

The replies are split as follow :

EUROPE : 12 countries, 18 declared members, 14 paying members:

Belgium, Bulgaria, Denmark, France, UK (3), Hungary, Italy, Norway, Poland, Portugal,Sweden, Turkey;

ASIA : 5 countries, 10 declared members, 8 paying members :

Bangladesh, Israel, Japan, Malaysia, Philippines, Sri Lanka;

AMERICAS : 5 countries, 6 declared members, 5 paying members:

Canada(2), Costa Rica, Panama, Uruguay, USA;

AFRICA : 4 countries, 5 declared members, 5 paying members:
Kenya, Lesotho, Morocco, Tanzania (2);

32 paying members from 26 countries

(for details see attachment 1)

The last question asked for opinions on future activities. Suggestions could be divided into three sectors. The first one reflects professional preoccupations, showed mainly by librarians from developing countries. These are :

*   assistance and guidance in the opening or modernisation of
        libraries ;

* professional training for libararians;

* applications of new technologies in the libraries ;

Obviously, the librarians in the developing countries are anxious
to improve their professional skills. They see the WPoCLIDO as a
means to enhance their performances and keep in touch with the
new technologies.

Another groupe of problems shared by all librarians, without
distiction of region, is the need for improving and coordinating
the circulation of information. The most frequent proposal and
which could be immediately introduced, is of course the exhange
of lists of acquisitions. Then come other proposals as :

* set up a list of co-operative periodicals;

* produce an accession list of outstanding co-operative
publications annually by country;

* up-to-date the directory of co-operative librairies;

The third concern is the functionning of the WPoCLIDO itself. In
order to make the exchanges more efficient it should be advisable
to create the regional sections with informal structure which
would act as groups of interest. This solution proves to be more
dynamic. They could examine in deep the situations in one region
which is rather difficult during plenary sessions. Moreover, the
meagre budgets allowed to libraries cannot support the travel
costs. The WPoCLIDO Executive would serve as a liaison body
between the regions. Presidents of regional sections should
enter to the Executive.

II. SUBSCRIPTION

According to the ICA rules voted by 27th Congress in Hamburg in
1984, the Specialized Organisations and Working Parties should
introduce a fee in order to finance themselves their statutory
activities. Today, all Spec. Orgs. pay subscriptions. The minimum
is 300 Fs. The fee is intended to cover telex, mail, phone,
meetings costs, eventual publications and workshops. Although it
is a great effort to certain libraries to pay such an amount, the
W.P. should have its own budget. An invoice was addressed to all
members who expressed the will to pay and an account statement
will be presented to the members during the meeting in New Delhi.

III. NEXT MEETING

The next meeting will be held in New Delhi in October 1989. The
necessary contacts were made with Mr Pandey, ICA RO Librarian
to ensure the smooth running of the event.

REPLIES TO THE QUESTIONNAIRE ON WORKING PARTY - 15.05.1989

49 organizations, 31 countries

1. Do you operate a library ?
1a Do you require guidance on establishing a library ?
2. Do you wish to became a member ?
3. Would you like the WPoCLIDO to continue ?
4. Would you be prepared to pay a subscription ?

COUNTRY	ORGANIZATION	1	1a	2	3	4
ARGENTINA	FEBANCOOP	–	–	–	–	–
BANGLADESH	Jatiya Samabaya	X	–	X	X	X
BELGIUM	FEBECOOP	X	–	X	X	X
BULGARIA	Research Centre	X	X	X	X	x
CANADA	CCA	X	–	–	–	–
	CCC	X	X	X	X	x
	HEC	X	–	X	X	X
COSTA RICA	CCC-A	X	X	X	X	X
DENMARK	FDB	X	–	–	X	–
	Co-op Denmark	X	X	X	X	X
FRANCE	Fed. Nat. des HLM	X	–	–	X	–
	GNC	X		X	X	X
GREAT BRITAIN	Plunkett Foundation	X	–	X	X	x
	Co-op Union	X	–	X	X	X
	CWS	X	–	X	X	X
HUNGARY	Co-op Research Ins.	X	–	X	X	X
ISRAEL	Afro-Asian Dev. Ins.	X	–	X	X	x
	Hevrat Ha'Ovdim	–	–	X	X	X
ITALY	Conf. Coop. Italiane	X	X	X	X	X
JAPAN	CU of Agr. Co-op	X	–	X	X	–
	Zenkyoren	–	–	–	X	–
	Zengyoren	X	–	–	–	–
KOREA North	Consumer Union	X	–	–	–	–
KENYA	Co-operative College	X	–	X	X	X
LESOTHO	Co-op Lesotho	–	X	X	X	X

MALI	UNCPM	X	X	–	X	–
MALAYSIA	Co-operative College	X	–	X	X	X
	ANGKASA	X	–	–	–	–
MOROCCO	Office du Développemnt	X	–	X	X	X
NORWAY	NKL	X	–	X	X	X
PANAMA	FECOLAC	X	–	X	X	X
PHILIPPINES	Co-operative Union	X		X	X	X
	NATCO	X		X	X	X
POLAND	Paesant Self-Aid	X	X	X	X	X
	Co-op Research Ins.	X	–	X	·X	–
PORTUGAL	FENACAM	–	X	X	X	X
	FENACOOP	X	X	X	X	
SRI LANKA	Fed. Thrift and Credit	X		–	X	x
	Nat. Co-op Council	X		X	X	X·
	School of Cooperation	X		X	X	–
SWEDEN	Lant. Riksforbund	X	–	–	X	–
	KF	X	–	X	X	X
SWITZERLAND	Co-op Lebensversich.	–	–	–	X	–
	Co-op Bâle	X	–	X	–	–
TANZANIA	Co-operative College	X	–	X	X	X
	Co-operative Union	–	X	X	X	X
TURKEY	Turk Koop Kurumu	X	X	X	X	–
	Pankobirlik	–	X	X	X	X
URUGUAY	FUCAC	X	–	X	X	x
USA	NCBA	–	–	–	X	–
International	MATCOM Vienna	X	–	–	X	–

ap. 2.05.89

TENTATIVE WORK PLAN FOR THE 1990

DIRECTORY OF CO-OPERATIVE LIBRARIES - updating

In 1980 the WPoCLIDO published the second revised edition of the Directory of Co-operative Libraries and Documentation Services which has had a lot of success among the co-op librarians.
This directory provided the following information organized in three separate sectors :

*   organization : name, address, tel., tx;

*   library : person responsible, date of establishment, staff, open to public;

*   collection : subject fields, holdings (books, periodicals, percentage in english), percentage of material on co-operatives, archives, classification system, services provided, publications issued, interested in exchange of duplicate material in (language);

The function of libraries changes : instead of being depositories of books, they become an active auxiliary of research, dissemination and collection of information. It is therefore increasingly important to provide the librarians with an appropriate tool to enable them to better meet the needs of users.

From this point of view it should be perhaps useful to extend the previous edition of the directory adding two more sections :

*   international libraries with interest in co-operation (previous edition listed only three - ILO, IFAP, WOCCU);

*   Research and Documentation Centers.

This would be especially useful for the librarians in developing countries who face very often a terrible lack of information. These two sections will have a slightly different presentation from the third one which will list the coops libraries around the world. The tentative schedule is as follow :

*   mailing of questionnaire - december 1989;

*   collection and analyse of data - until may 1990;

*   printing - until august 1990;

*   distribution : september 1990;

It is especially important to keep the period between the data collection and distribution as short as possible. The later the publication is issued, the lesser is its value.

In order to save time and mailing costs, the librarians in regions would be requested to provide the information from their respective areas. The sample questionnaire is attached. Please feel free to duplicate and to translate it if necessary. It would be apreciated if you could fournish the results to the meeting.

Recommendations :

Ideally, this job would be done by two libraries - one of them, preferably equipped with a computer, would be charged with the data collection.

The second one, disposing of printing facilities would be charged with printing and distributing.

ap. 26.04.1989

QUESTIONNAIRE ON COOPERATIVE LIBRARIES

I. ORGANIZATION

ORGANIZATION (1a)..

....

ADDRESS (1b)..

....

II. LIBRARY

NAME OF THE PERSON RESPONSIBLE FOR THE LIBRARY (2a)

....

DATE OF ESTABLISHMENT (2b)...

STAFF (2c)..

OPEN TO PUBLIC (2d)

☐ YES   ☐ NO

III. COLLECTION

SUBJECT FIELDS (3a)...
....
....

HOLDINGS (3b)

books ☐   % in English ☐

periodics   % in English

% OF MATERIAL OF COOPERATIVES (3c).....................................

ARCHIVES (3d)...

CLASSIFICATION SYSTEM (3e)..

SERVICES PROVIDED (3f)..

PUBLICATIONS ISSUED (3g)..
....

INTERESTED IN EXCHANGE OF DUPLICATE MATERIAL IN (3h)..................
....

QUESTIONNAIRE ON RESEARCH AND DOCUMENTATION INSTITUTS

NAME OF THE INSTITUTION (1a)...

....

ADDRESSE (1b)..

....

TYPE OF ORGANIZATION...

....

SPONSORING ORGANIZATION ....

....

STAFF ....

RESEARCH TOPICS ....

....

....

....

SHARE OF COOPERATIVE RESEARCH IN TOTAL RESEARCH ....

PUBLICATIONS :...

....

....

(please attach your list of publication)

DISTRIBUTED :

* free to the libraries
* paying

INTERESTED IN EXCHANGE INFORMATION :

☐ YES   ☐ NO

WORKING PARTY OF CO-OPERATIVE LIBRARIANS, INFORMATION AND DOCUMENTATION OFFICERS (WPoCLIDO)

PROPOSAL - WORKING PLAN (First Draft)

MISSION : The Working Party of Co-operative Librarians, Information and Documentation Officers (WPoCLIDO) exists to secure the maintenance and availability of information resources required to support the development and operation of co-operatives.

WHO FORMS WPoCLIDO : ICA member and non member organizations/ institutions with documentation, information and research centers, or with interested in forming such centers, which support the above mission.   •

GOALS : The principal goal of WPoCLIDO is to serve as a forum for the international cooperative movement in :

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* Guiding the collection and organization of the necessary information resources to support ICA and its member organization objectives.

* Making information resources available to ICA members, and other organizations/individuals interested in co-operative development.

* Exchanging information among WPoCLIDO members and others interested in enhancing information resources beneficial to co-operative development.

* Assisting in the development of information centers.

ACTION PLAN FOR 1989 :

* Reorganize the WPoCLIDO.

* Update directory of co-operative libraries and research centers.

* Form regional WPoCLIDO task forces.

* Develop an action plan for 1990.

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COOPERATIVE THESAURUS - TENTATIVE MODEL

presented on the Plenary Session of the WP of Cooperative
Librarians - New Delhi - October 1989

SYNOPSIS OF CLASSIFICATION

COOPERATIVE INSTITUTIONS

01. COOPERATIVE INSTITUTIONS

01.01. Association

Cooperation
Cooperative Societies
Cooperative Department
Cooperative Federation
Cooperative Movement
Cooperative Union
Credit Unions
Entreprises
Group
International cooperative movement
Trade unions
National organizations

01.02. Cooperative structures

Adminstrative structure
Affiliation
Cooperative adminstration
Cooperative integration

01.03. Committee

Board use: Committee
Committee members
General Assembly
Members
Cooperative membership

TYPE OF COOPERATIVES

02. TYPE OF COOPERATIVES

02.01. Agricultural cooperatives

nt : dairy cooperatives
     stock breeding cooperatives
     farmers cooperatives
rt : agricultural development
     agricultural research

horticultural cooperatives

Fishery cooperatives
Forestry cooperatives

02.02. Construction cooperatives

Handicrafts cooperatives
Industrial cooperatives
Housing cooperatives
Processing cooperatives
Producer cooperatives
Workers cooperatives
Labour cooperatives

02.03. Cooperative banks

Credit cooperatives
        nt: agricultural credit cooperatives
            traditionnal credit cooperatives
Savings cooperatives UF thrift cooperatives

02.04. Service cooperatives

        nt : transport cooperatives
             utility supply cooperatives (water, electricity)
             cultural cooperatives
             funeral coopearatives
             publishing coopearatives
             audit cooperatives
Medical cooperatives
        nt:drug cooperatives
            cooperative hospitals

Marketing cooperatives
Tourism cooperatives

02.05. Consumer cooperatives

Grocery cooperatives
Supply cooperatives
        sn: only consumer goods
Retail cooperatives
Wholesale cooperatives

02.06. Pre-cooperatives

02.07. Multipurpose cooperatives

Specialized cooperatives
Primary cooperatives
Secondary cooperatives

Small cooperatives

Cooperatives of professional groups

sn : cooperative serving a membership drawn from the same
profession or employed by the same entreprise e.g. consumer
cooperatives of school teachers, credit cooperative of
building workers .

Disabled workers cooperatives
Rural cooperatives
Urban cooperatives
Women cooperatives
Youth cooperatives
        nt : school cooperatives
              students cooperatives

02.08. Kibbutz
       Kolkhoz
       Moshav
       Ujamaa

ECONOMIC AND SOCIAL POLICY

03. ECONOMIC POLICY and SOCIAL POLICY

       Economic policy
       Social policy

03.01. Economic policy

       Cooperative developmenent
       Development aid
             rt: development programmes
                 development policy
       Developing countries
       Industrialized countries
       Food aid
       Technical aid
       Technology
             nt: technology transfer

03.02. Social policy

       Community development
       Regional Development
       Population
       Living standards
       Social security
       Apartheid
       Discrimination

03.03. Rural development
Urbanization

03.04. Governement policy

Government administration
National economy
Political systems
Political economy
Private sector
Socialism
Socialist countries

03.05. Social economy

Land reform
Worker-ownership

04. EDUCATION, RESEARCH, DOCTRINE

04.01. Education

Audiovisual aids
Adult education
Educational aspects
Educational innovations
        nt: methods
             research
             policy
             needs
Development education
Fellowships
Training
        sn : use for up-grading knowledge and skills
        nt : cooperative training
        rt : training assistance
Training centres
Training programmes
Cooperative education

04.02. Research

Cooperative research
Development research
Research
        nt:research methods
           research programmes
           research projects
Research centres
Statistics
Case study
Scientific cooperation

04.02. Cooperative doctrine
          rt : cooperative principles
               cooperative theory
     Cooperative history
     Democracy
     Cooperatives and State
     Human rights

05. COOPERATIVE ECONOMICS, FINANCES AND MANAGEMENT

     Economics

     Finance

     Management

05.01. Economics

     Cooperative economics
     Economic integration
     Economic relations
     Economic system
     Planned economy
     Market
     Market economy
     Marketing
     Cooperative trade

05.02. Finance

     Cooperative taxes
     Credit policy
          nt :consumer credit
               debt
     Financial management
          nt:financial policy
               financial resources
               financing
               balance sheet
     Fiscal policy
     Self-finanacing
     Investment
     Financial market
          nt:interest
     Income
          nt:income distribution
     Surplus
     Capital formation
     Share capital

05.03. Management

     Management development

Personnel management
Employment
Management services
        nt:evaluation
Organization development
Planning
Human resources
Book-keeping
Staff   .
Accounts
Auditing
Budget
Cash flow
Profit
Efficiency
Participation

06. COOPERATIVE LEGISLATION AND REGULATIONS

06. Legislation

Regulations

06.01. Law
        nt : cooperative law
    Economic legislation
    Legal aspects
    Legal status

06.02. Regulations

    Rules
    By-laws
    Statuts
    Model by-laws

00.02. REFERENCE MATERIALS

    Bibliography
    Directory
    Data bank
    Handbook
    Yearbook

Accounts
05.03.   accounts

Administration
01.02.   administrative structure
01.02.   cooperative administration
03.04.   government administration

Adult
04.01.   adult education

Affiliation
01.02.   Affiliation

Agriculture
03.01.   agriculture

Agricultural
02.01.   agricultural cooperatives
02.01.   agricultural development
02.01.   agricultural research
02.03.   agricultural credit cooperatives

Aid
03.01.   development aid
03.01.   food aid
03.01.   technical aid

Aids
04.01.   audiovisual aids

Apartheid
03.02.   apartheid

Aspects
06.01   Legal aspects
04.01.   educational aspects

Assembly
01.03. General Assembly

Association
01.01.   Association

Audiovisual
04.01.   audiovisual aids

Auditing
05.03.   auditing

Balance
05:02.   balance sheet

02.06.	pre-cooperatives
02.05.	retail cooperatives
02.07	rural cooperatives
02.03.	savings cooperatives
02.07.	school cooperatives
02.07.	secondary cooperatives
02.04.	service cooperatives
02.07.	small cooperatives
02.07.	student cooperatives
02.07.	specialized cooperatives
02.04.	supply cooperatives
02.03.	thrift use savings
02.04.	tourism cooperatives
02.03.	traditional credit cooperatives
02.04.	transport cooperatives
02.	types of cooperatives
02.07.	urban cooperatives
02.04.	utility supply cooperatives
02.05.	wholesale cooperatives
02.05.	women cooperatives
02.02.	workers cooperatives
02.07.	youth cooperatives

Construction
02.02.	construction cooperatives

Countries
03.01.	developing countries
03.01.	industrialized countries
03.04.	socialist countries

Credit
02.03.	credit cooperatives
02.03.	agricultural credit cooperatives
05.02.	consumer credit
05.02.	credit policy
01.01.	credit unions
02.03.	traditional credit cooperatives

Cultural
02.04.	cultural cooperatives

Dairy
02.01.	dairy cooperatives

Data bank
00.01.	data bank

Department
02.01.	cooperative department

Development
02.01.	agricultural development
03.02.	community development

```
01.01.      cooperative institutions
01.01.      cooperative department
03.01.      cooperative development
04.04       cooperative doctrine
05.01.      cooperative economics
04.01.      cooperative education
01.01.      cooperative federation
04.03.      cooperative history
02.04.      cooperative hospitals
01.02.      cooperative integration
01.03.      cooperative membership
01.01       cooperative movement
04.03.      cooperative principles
04.02.      cooperative research
01.01.      cooperative societies
01.02.      cooperative structures
05.02.      cooperative taxes
04.03.      cooperative theory
05.01.      cooperative trade
04.01.      cooperative training
01.01       cooperative union
01.02.      international cooperative movement
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Cooperatives

```
02.03.      agricultural credit cooperatives
02.04.      audit cooperatives
02.07.      cooperatives of professional groups
04.03.      cooperatives and state
02.02.      construction cooperatives
02.03.      credit cooperatives
02.04.      cultural cooperatives
02.01.      dairy cooperatives
02.07.      disabled workers cooperatives
02.04.      drug cooperatives
02.01.      stock breeding cooperatives
02.01.      farmers cooperatives
02.01.      fishery cooperatives
02.01.      forestry cooperatives
02.04       funeral cooperatives
02.05       grocery cooperatives
02.02.      handicrafts cooperatives
02.01.      horticultural cooperatives
02.02.      housing cooperatives
02.02.      industrial cooperatives
02.03.      insurance cooperatives
02.02.      labor cooperatives
02.04.      marketing cooperatives
02.04.      medical cooperatives
02.07.      multipurpose cooperatives
02.07.      primary cooperatives
02.02.      processing cooperatives
02.02.      producer cooperatives
02.04.      publishing cooperatives
```

03.01.	cooperative development
03.01.	development aid
04.01.	development education
03.01.	development policy
03.01.	development programmes
04.02.	development research
05.03.	management development
05.03.	organization development
03.02.	regional development
03.03.	rural development

Debt
| 05.02. | debt |

Democracy
| 04.03. | democracy |

Developing
| 03.01. | developing countries |

Directory
| 00.01. | directory |

Disabled
| 02.07. | disabled workers cooperatives |

Discrimination
| 03.02. | discrimination |

Distribution
| 05.02. | income distribution |

Doctrine
| 04.02. | cooperative doctrine |

Drug
| 02.04 | drug cooperatives |

Economic
05.01.	economic integration
06.01.	economic legislation
03.01.	economic policy
05.01.	economic relations
05.01.	economic system

Economics
05.	cooperative economics, finances and management
05.01.	cooperative economics
05.01.	economics

Economy
| 05.01. | market economy |
| 03.04. | national economy |

```
05.02.    financial policy
05.02.    fiscal policy
03.04.    government policy
03.02.    social policy

          Political
03.04.    political economy
03.04.    political systems

          Population
03.02.    population

          Primary
02.07.    primary cooperatives

          Principles
04.03.    cooperative principles

          Private
03.04.    private sector

          Processing
04.02.    processing cooperatives

          Producer
02.02.    producer cooperatives

          Professional
02.07.    cooperatives of professional groups

          Profit
05.03.    profit

          Programmes
03.01.    development programmes
04.01.    training programmes
04.02.    research programmes

          Publishing
02.04.    publishing cooperatives

          Reference
00.01.    reference materials

          Reform
03.05.    land reform

          Regional
03.02.    regional development

          Regulation
06.02.    regulation

          Research
```

Market
05.02.   financial market
05.01.   market
05.01.   market economy
05.01.   marketing
04.02.   marketing cooperatives

Materials
00.01.reference materials

Medical
04.02.   medical cooperatives

Members
01.03.   cooperative members
01.03.   committee members
01.03.   members

Methods
04.01.   educational methods
04.02.   research methods

Model
06.02.   model by-laws

Moshav
02.07.   Moshav

Movement
01.01.   international cooperatiev movement

Multipurpose
02.07.   multipurpose cooperatives

National
03.04.   national economy
01.01.   national organizations

Organization
01.01.   national organizations
05.03.   organization development

Participation
05.03.   participation

Personnel
05.03.   personnel management

Planning
05.03.   planning

Policy
03.01.   development policy
04.01.   educational policy

04.02.   cooperative research
04.02.   development research
04.01.   education research
04.02.   research centers
04.02.   research methods
04.02.   research projects
04.02.   research programmes

Resources
05.02.   financial resources
05.03.   human resources

Retail
02.05.   retail cooperatives

Rights
04.03.   human rights

Rules
06.02.   rules

Rural
02.07.   rural cooperatives
03.03.   rural development

Savings
02.03.   savings cooperatives

Scientific
04.02.   scientific cooperation

School
02.07.   school cooperatives

Secondary
02.07.   secondary cooperatives

Sector
03.04.   private sector

Security
03.02.   social security

Services
05.03.   management services

Share
05.02.   share capital

Small
02.07.   small cooperatives

Social
03.05.   social economy

03.02.   social security

Socialism
03.05.   socialism

Socialist
03.05.   socialist countries

Specialized
02.07.   specialized cooperatives

Staff
05.03.   staff

Standards
03.02.   living standards

State
04.03.   cooperatives and state

Statistics
04.02.   statistics

Status
06.01.   legal status

Statutes
06.02.   statutes

Stock
02.01.   stock breeding cooperatives

Students
02.07.   students cooperatives

Structure
01.02.   administrative structure
01.02.   cooperative structure

Supply
02.05.   supply cooperatives
02.04.   utility supply cooperatives

Surplus
05.02.   surplus

Systems
03.04.   political systems

Taxes
05.02.   taxes

Technical
03.01.   technical aid

Technology
03.01.   technology
03.01.   technology transfer

Theory
04.03.   cooperative theory

Thrift
02.03.   thrift cooperatives

Tourism
02.04.   tourism cooperatives

Trade
05.01.   cooperative trade
01.01.   trade unions

Training
04.01.   cooperative training
04.01.   training centers
04.01.   training programmes

Transfer
03.01.   technology transfer

Transport
02.04.   transport cooperatives

Ujamaa
02.07.   Ujamaa

Unions
01.01.   cooperative union
01.01.   trade unions

Urban
02.07.   urban cooperatives

Urbanization
03.03.   urbanization

Utility
02.04.   utility supply cooperatives

Wholesale
02.05.   wholesale cooperatives

Women
02.07.   women cooperatives

Worker
03.05.   worker-ownership

ABITCOOP
00138

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00112

Acadia
00284

Accounts
00092, 00193, 00202,
00311, 00328, 00331,
00456

Adult education
00159

Africa
00042, 00093, 00141,
00211, 00233, 00298,
00300, 00364, 00366,
00372, 00399, 00406,
00429, 00452, 00491,
00503, 00506

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00022, 00026, 00038,
00043, 00049, 00052,
00065, 00086, 00090,
00093, 00094, 00097,
00110, 00135, 00161,
00165, 00156, 00176,
00192, 00199, 00207,
00215, 00228, 00268,
00270, 00271, 00287,
00291, 00296, 00309,
00312, 00314, 00328,
00349, 00356, 00362,
00367, 00369, 00370,
00371, 00373, 00374,
00397, 00428, 00429,
00452, 00471, 00473,
00480, 00487, 00495,
00499, 00517

Agricultural credit
00083

Agricultural development
00083

Agricultural research
00425

Agriculture
00023, 00026, 00042,
00064, 00072, 00076,
00081, 00123, 00141,
00166, 00200, 00216,
00247, 00265, 00271,
00299, 00325, 00348,
00365, 00366, 00370,
00371, 00372, 00380,
00384, 00389, 00396,
00397, 00399, 00403,
00412, 00424, 00427,
00430, 00438, 00451,
00475, 00482, 00488,
00489, 00494, 00515,
00522, 00525

ALCECOOP
00404

America
00453

ANCAb
00138

Antarctica
00449, 00463

Apartheid
00036, 00037

Argentina
00074, 00112, 00117,
00166, 00173, 00292,
00300, 00501, 00538

ASEAN
00132

Asia
00093, 00121, 00200,
00201, 00210, 00250,
00251, 00261, 00300,
00364, 00406, 00506,

00318, 00376, 00377,
00403, 00528, 00529,
00531, 00544

CEBEMO
00506

Central America
00115, 00162

Centrosoyuz
00287

Chile
00238, 00276, 00302

China
00065, 00066, 00465

Colombia
00077, 00178, 00190,
00259, 00260, 00276,
00430, 00538

Community cooperatives
00073, 00434

Community development
00073, 00229, 00430,
00452, 00538

Confederacion de Cooperativas del
Caribe y Centroamerica
00162

Congo Democratic Republic
00410

Consumer cooperatives
00043, 00054, 00058,
00060, 00093, 00094,
00098, 00108, 00117,
00131, 00149, 00152,
00153, 00156, 00165,
00176, 00182, 00192,
00197, 00225, 00239,
00252, 00273, 00287,
00296, 00321, 00328,
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00367, 00374, 00389,
00403, 00439, 00442,
00456, 00471, 00474,
00477, 00480, 00482,
00487, 00502, 00507,
00512

Cooperation
00007, 00016, 00031,
00035, 00059, 00077,
00080, 00081, 00082,
00084, 00085, 00086,
00087, 00092, 00097,
00105, 00107, 00108,
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00313, 00323, 00324,
00338, 00340, 00345,
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00432, 00469, 00476,
00487, 00499, 00503,
00506, 00510, 00526,
00539

Cooperative administration
00027, 00260

Cooperative associations
00033, 00096, 00193,
00236

Cooperative bank
00002, 00004, 00015,
00022, 00023, 00089,
00094, 00131, 00176,
00203, 00204, 00349,
00429, 00462, 00509

Cooperative department
00131

Cooperative development
00014, 00019, 00070,
00071, 00088, 00093,
00117, 00131, 00142,
00176, 00211, 00219,
00229, 00259, 00261,
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00325, 00328, 00348,
00369, 00382, 00398,
00436, 00443, 00481,
00488, 00517

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00002, 00089, 00258,
00279, 00291, 00307,
00309, 00313, 00340,
00341, 00374, 00375,
00468, 00476, 00482,
00508, 00509

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00176, 00410

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00441, 00445, 00452,
00480, 00538

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00033, 00071, 00244,
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00048, 00381

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00048, 00054, 00092,
00093, 00108, 00131,
00165, 00176, 00182,
00192, 00197, 00208,
00296, 00358, 00362,
00374, 00389, 00403,
00442, 00456, 00461,
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00294, 00299, 00366,
00372, 00399, 00411,
00412, 00413, 00414,
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00193, 00205, 00318,
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00127, 00206, 00233,
00302, 00354, 00374,
00389, 00394, 00488

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00097, 00111, 00123,
00130, 00244, 00285,
00298, 00373, 00384,
00396, 00425, 00430,
00437, 00488, 00538

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00087, 00328

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00094, 00168, 00239,
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00293, 00295, 00365,
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Service cooperatives
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00127, 00131, 00308

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Singapore
00094, 00106, 00109

Slovenia
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00207, 00430

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00094, 00109

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00040, 00047, 00056,
00073, 00077, 00080,
00082, 00093, 00096,
00103, 00117, 00121,
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00163, 00165, 00167,
00170, 00174, 00179,
00188, 00229, 00237,
00244, 00253, 00263,
00271, 00275, 00282,
00283, 00288, 00294,
00299, 00302, 00303,
00304, 00309, 00339,
00354, 00368, 00388,
00427, 00436, 00445,
00455, 00466, 00469,
00470, 00482, 00502,
00503, 00509

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00493

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00096, 00163, 00174,
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00254, 00282, 00304,
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00091, 00108, 00199,
00209, 00252, 00273,
00345, 00482

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00029, 00220, 00231,
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00437, 00461, 00540

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00267, 00386, 00387,
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00217, 00222, 00251,
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00145, 00253, 00297,
00304, 00389, 00431,
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00101, 00110, 00111,
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00179, 00186, 00199,
00233, 00291, 00294,
00297, 00303, 00310,
00314, 00324, 00335,
00356, 00380, 00393,
00397, 00431, 00433,
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00486, 00500, 00506,
00513, 00523

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00244, 00313, 00340,
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00033, 00040, 00086,
00090, 00093, 00098,
00142, 00157, 00174,
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00268, 00287, 00310,
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00026, 00535

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THESAURUS OF COOPERATIVE TERMS

EXPLANATORY NOTES

1. INTRODUCTION

This project-thesaurus was prepared by the Documentation Service of the ICA. It is intended to be discussed during the plenary session of the Working Party of Cooperative Librarians at New Delhi in October 1989.

The role of the Documentation Service is to collect, to analyze and to fill all information related to the cooperative movement. Its main function is to assist in research, to prepare studies, reports or to contribute in preparing such documents for ICA officials and external researchers.

The introduction of computers greatly facilitated the work of documentation section but also presented it with new challenges. The need for an extensive and uniform cooperative thesaurus was more and more evident. This report is an attempt to solve the problem. It cannot in any case be considered as a final version of the thesaurus, it is just a background for discussion.

2. WHAT THE THESAURUS IS ?

A thesaurus presents a structured list of terms chosen and selected in view of documentary analysis and automatic or not automatic retrieval of information. Those terms form a "documentary language". They could cover various fields of knowledge. Terms are related between them and may form hierarchal, associative or equivalent relations.

A thesaurus is an instrument of work and control. Its terms are called "descriptors". They are used to transpose the current language in the documentary language. Descriptors composed by one or several words have as a scope to represent a notion or concept without any ambiguity. One can say there are uniterm.

The documentary language is used for the analysis of documents. For this reason the choice of descriptors must be judicious, and must be done by specialists in the given field. This prevents the use of false senses and even absurdity which could later hinder the research.

3. DESCRIPTION OF THESAURUS

A thesaurus is composed from two parts : synopsis of classification and a permuted alphabetical index.

Relationships are assumed to exist (however tenuously) between terms in the same section. Other relationships are shown as follows :

USE refers from a term that must not be used, to the descriptor that may be used, for example :

Board **USE** : committee

UF means "Use for" and indicates preferential term, for example .

Savings cooperatives **UF** : thrift cooperatives

BT means "broader term" and **NT** means "narrower term". BT covers all of **NT** and **NT** is entirely covered by the relevant **BT**.

In the diagram below AGRICULTURAL COOPERATIVES is broader term in relation to DAIRY COOPERATIVES, and DAIRY COOPERATIVES is, of course, the narrower term in relation to AGRICULTURAL COOPERATIVES :

```
┌─────────────────────────────┐
│  AGRICULTURAL COOPS         │
│                             │
│   ┌─────────────────────┐   │
│   │   DAIRY COOPS       │   │
│   └─────────────────────┘   │
│                             │
└─────────────────────────────┘
```
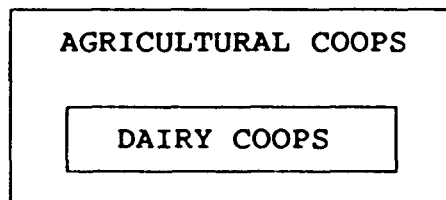
The relation between the two terms is expressed in the thesaurus as follows:

Agricultural cooperatives
    nt: dairy cooperatives

RT indicates "related term", i.e. terms that have some common areas, for example :

COOPERATIVE THEORY	IDEOLOGY	COOPERATIVE PRINCIPLES
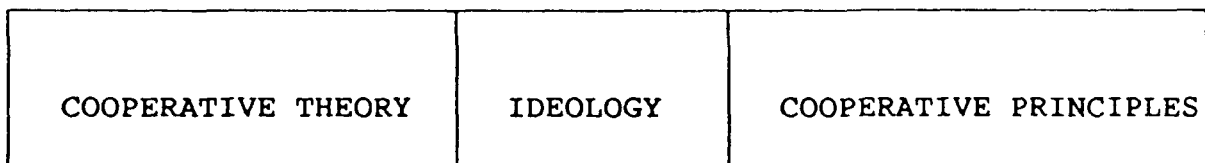
the thesaurus shows :

cooperative doctrine
    rt : cooperative principles
        cooperataive theory

The permuted alphabetical list of descriptors provides a key to the classified portion of the Thesaurus. It is not intended to be used alone.

It should be noted that a number of descriptors might with equal justification appear in several different sections of the classifications. Theoretically, there should be one most general location at which such descriptors could be entered, but in the simple ad hoc scheme used here, a most general location may not exist. Thus, a choice must be made among specific locations. For example <u>agricultural credit cooperatives</u> appear with credit cooperatives although it is equally applicable to the agricultural cooperatives.

5. SPECIAL DISPOSITIONS

It was decided to use the plural form <u>cooperatives</u> whenever the reference is made to the specific type of cooperative activity i.e., insurance <u>cooperatives</u>. This to stress the distinction between cooperative as adjectif in <u>cooperative society</u> and cooperative as noun in <u>consumer cooperatives</u>.

6. CONCLUSION

This project thesaurus was established to index the ICA documents. The scope of the Thesaurus reflects the scope of the Organization's concerns : theory and practice of cooperative movement. Descriptors and relationships are established on the pragmatic basis ; that is, they are there because they contribute to the indexing and retrieval of documents. At no time were descriptors supposed to produce a satisfactory theoretical overview of the cooperation.

Comments and suggestions or criticisms would be most useful.

AP.1.09.1989

NATIONAL COUNCIL FOR CO-OPERATIVE TRAINING
(National Co-operative Union of India)
========

Status of Library, Documentation, Information
service & systems at the Co-operative Training
units in the country - possibilities of future
development, with special reference to automa-
tion of Library services.

This paper gives the status of libraries attached to VMNICM,

Pune & 18 Co-operative Training Colleges, run under the auspices

of the National Council for Co-operative Training, a central body

responsible for formulating overall policies, organising & direc-

ting arrangements of co-operative training in the country. The

Council also profiles academic guidance & support to 93 Co-opera-

tive Training Centres, which organise courses for junior personnel,

run by the State Governments, State Co-operative Unions.

2. These libraries essentially function as auxiliaries to the

training activity carried out at these training units. Consequen-

tly the trainees of various courses, faculty are the main users

of these library services, while some researchers, outsiders also

make use of the library facilities. The enclosed statement will

give the dimensions of these Libraries & their use, giving an

uptodate position of 1988-89.

3. The VMNICM, Pune, which is apex Co-operative Training

Institute in the country, catering to the training of senior &

key co-operative personnel, leadership etc has a well equiped

library, comprising 35,000 volumes on diverse subjects of

co-operation, management, economics, planning, rural develop-

ment & allied areas, mostly in english, 50% of which represent

material on co-operatives. The library has a seperate well

furnished reading room, cubicles for research scholars, Ph.D.

students & other users who require serious study, zeroxing, borrowing and inter-library loan facility. The Institute brings out a quarterly Documentation Bulletin, Quarterly list of additions to Library, as well as provide referencing, CAS, biblographical services. The Institute also publishes a quarterly journal 'Co-operative Perspective', which among others, contain researched articles, book reviews etc. The Institute is a major centre of research, recognised by different universities for undertaking research in different aspects of co-operative organisation & management.

4. The Co-operative Training Colleges too have well stacked libraries, in existance for more than 3 decades. Some of the colleges too bring out quarterly documentation bulletin, referencing, press clippings & biblographic services. The trainees are encouraged to make use of the library for their assignment studies, book-reviews, which are provided seperate marks in the system of assessment. The library periods form part of the daily time-table and 15% of the campus time is allocated to library study. In addition, the trainees in the long duration courses are also issued study kits, comprising core books, for their use & reference during the training course.

Problems & possibilities for future development:

5. Some problems are faced as the staff is not adequate and as such the library can not be kept open beyond normal hours of work, there is a demand & enough books are not being produced in the regional languages; some of the colleges also feel the problem of inadequate space etc.

6. The Council is contemplating the following measures
to improve these library services:

i) Improving the library services, creating appropriate
environment for undistrubed serious study and in
course of time to develop the library at VMNICM,
Pune as the national and at the Co-operative Training
Colleges, State specialised Libraries on Co-operation;

ii) Providing various documentation & information
services to co-operative users & interested academic
institutions;

iii) Xerox copying facilities;

iv) Developing video libraries, all the training units
are supplied with colour televisions & VCPs. Efforts
will be made to procure/produce good casettee on
co-operative management & allied subjects;

v) In due course of time also to procure computers for
developing a full fledged Information Wing at the
training units.

========

Dimensions of Libraries & their use at VMNICM &
Co-operative Training Colleges

Sr. No.	Unit	Holdings		Material on Coops.	Services provided	No. of borrowers (1988-89)					
		Books	Periodicals			Staff		Trainees		Others	
						No.	Books	No.	Books	No.	Books
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
I.	VMNICM, Pune	35,000 (90%)	380(95%)	50%	Reference, documentation CAS, bibliographica services, inter-library loan, xeroxing — quarterly documentation bulletin, quarterly list of additions to library.	78	5794	300	3926	35	305
II.	**Coop. Training Colleges:**										
1.	Bangalore	10,000 (98%)	100(99%)	20%	Reference, information & documentations.	29	2150	200	12550	25	1000
2.	Bhubaneswar	8,800	51	NA	—do—	21	NA	271	3775	42	NA
3.	Chandigarh	8,000	70	NA	Quarterly issue of documentation bulletin, list of new arrivals, reading room and lending facilities.	25	900	573	1600	—	—
4.	Dehradun	10,300	60	NA	—do—	12	NA	121	NA	3	NA
5.	Gandhinagar	5,800	31	NA	—do—	10	NA	175	NA	7	NA
6.	Guwahati	3,600	30	NA	Referencing, information & documentation.	NA	136	NA	1439	—	—
7.	Hyderabad	7,962	44	NA	—do—	10	NA	10	NA	25	NA
8.	Indore	8,639	35	98%	Bibliography of articles, summary of articles, course documents.	12	505	33	263	5	25

p.t.o.

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
9.	Imphal	709 (100%)	25(99%)	1000%	Lending, reading room	NA	103	NA	235	-	-
10.	Jaipur	9942	66	NA		NA	853	-	1389	-	-
11.	Kalyani	9187 (95%)	55(99%)	75%	Lending, reading facilities, documentation of new arrivals, articles, studies, notes.	20	675	256	6438	5	54
12.	Lucknow	9263	46	NA	Lending, reading room facilities.	NA	350	NA	7012	-	-
13.	Madras	9399	47	NA	-do-	NA	647	NA	425	-	-
14.	Madurai	2382 (95%)	55 (96%)	30%	Issue of books, reference services to researchers.	16	474	67	1125	103	232
15.	Nagpur	4665	59	NA	Lending, reading room facilities.	NA	134	NA	724	-	67
16.	Patna	7350	41	NA	Lending, reading, documentation	20	315	340	1705	35	535
17.	Pune	12977 (90%)	70(80%)	95%	Lending, paper cutting, periodicals & collection of short term course material.	NA	700	NA	2000	NA	300
18.	Trivandrum	6490	98	NA	Lending, reading room, news cutting, inter, library loan, biblographic & translation services.	16	108	115	632	5	24

N.B.   Figures in brackets indicate percentage of holdings in english language.
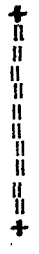
CO-OPERATIVE TRAINING COLLEGE

CHANDIGARH

BACKGROUND NOTE ON STATUS OF CO-OPERATIVE LIBRARY, DOCUMENTATION
AND INFORMATION SERVICES AND SYSTEMS AND POSSIBILITIES OF FUTURE
DEVELOPMENT WITH SPECIAL REFERENCE TO AUTOMATION ON OF LIBRARY
SERVICES.

SHARDA KANSAL

LIBRARIAN.
3/10/89

Co-operative Training College, Chandigarh established in May 1956 is one of the
18 colleges situated at different places all over India. College is adminis-
tered by National Council for Co-op. Training of National Co-operative Union of
India. Government provides cent percent grant for running these colleges.
Officers of intermediary category of Co-operative departments of states and of
Apex and Central Co-operative Institutions are being trained at this College.

College maintains well equipped library of specialised nature. It has a total
collection of 8500 books on various subjects like economics, co-operation, Banking
Sociology, law, accounts, Audit Management, Marketing and other allied subjects
It subscribes to 70 periodicals, 50.% periodicals are on co-operatives.

Dewey-Decimal Classification System has been adopted. Catalogue showing complete
collection giving author title entries according to Anglo American Cataloguing
rules has been prepared . Information wing is maintained within library hall.
Charts denoting progress of co-op. movement are fixed on walls. Book selection
 aquisition, processing of books, shelving of material, circulation work, binding
books, weeding out torn book, stock taing,News paper clippings, disposal of old
newspapers etc. such type of jobs are done by the Librarian.

In libraries, most important is the service aspect i.e.,

1. To provide for the requirement of the teachers with regard to text books,
related books, reference materials, audiovisual materials like (atlases, maps,
Globe, Charts films, filmstrips, slides, photographs projectors, video cassetts
etc. curriculum enrichment material like (course material, training material,
seminar reports etc.)

2. To provide information from Journals ie. Documentation services

3. Assist lecturers to teach through library in accordance with educational
   objectives students get their books through study kits ;they come to library
   occasionally.

Quarterly issue of Documentation Bulletin along with list of new arrivals is
being issued. Articles from the Journals received during the quarter are in-
dexed.

An index to periodical literature can bring about a revolutionary change and
the latest information can be obtained from the index on periodical literature.
Index is a reference tool, with the help of index, subject to be referred is traced
with least difficulty.

Scattered articles lying buried in various micro documents require to be identi-
fied, organised, classified, collected and recorded so that they are made rea-
dily available for effective use by research workers.

Documentation has become a pressing problem of today and so indispensable for
advancement and research that almost every country has taken steps. To
handle the rising tide of information many of today's computers are con-
sidered inadequate. They become obsolete within 6 months after they are built.
Computer can perform efficiently all sorts of jobs from procurement of reading
materials to their organisation and use. Computer based periodical acquition
processing and control of periodicals have been eluding a permanent solution.
Computer may take millions of calculations per second, but it is no match to
the human brain which is endowed with judgement, discretion and intuition,
but as speed is essential, to deal with the deluge of information, we shall
have to turn to computors.

A BRIEF INTRODUCTION OF IFFCO,
ITS LIBRARY AND INFORMATION SYSTEM

V.R. TIWARI *

IFFCO (INDIAN FARMERS FERTILISER COOPERATIVE LIMITED) was established on 3rd Nov. 1967 as a multi-unit co-oprative organisation with an authorised share capital of Rs. 200 Crores. Besides manufacture and production of Chemical Fertilisers, service to farmers has been the main motto of this large co-operative society. IFFCO is a federation of above 27,000 co-operative societies spread over almost all states and union territories of India thus enabling it to provide a gaint supply base for the co-operative distribution system. The organisation of the farmers, for the farmers and by the farmers today stands committed to strengthen co-operative movement in the country.

IFFCO has blossomed into a premier organisation in the capital-intensive fertiliser industry in India. Its present annual turnover is above 700 crores. It is imperative to furnish a brief account of IFFCO before going ahead into the details of its Library and Information Systems.

Plants and Production

IFFCO's first two sophisticated fertiliser plants; one NPK-DAP plant at Kandla and the other Ammonia-Urea complex at Kalol started commercial production in January and April, 1975 respectively. Former is based on natural gas as feed stock with a capacity to produce 910 tonnes per day ammonia and 1200 tonnes per day Urea. Later is based on Dorr-Oliver's process and is licensed to produce 2.60 lakh tonnes of P_2O5.

The third Phulpur Ammonia-Urea complex with a capacity of 900 tonnes of ammonia and 1500 tonnes of urea per day started commercial production in March 1981.

The fourth Aonla Plant presently with a capacity to produce 2200 MT Urea per day and 1350 MT Ammonia per day was fully commissioned on 15th May'88 for Ammonia and on 30th June'88 for Urea. It streamed for commercial production on 16th July'88 and was dedicated to the nation by our Prime Minister Sh. Rajiv Gandhi on 17th May'88.

Our plants run above the 100% capacity utilisation and contribute a significant percentage of the total fertiliser production in the country. For eg., in 1986-87/was 10% of Nitrogenous and 20.5% of Phosphatic fertiliser's total production in the entire country and so on.

Documentation Officer, IFFCO, IFFCO House, 34 Nehru Place, New Delhi - 110019.

....2.

Promotional & Extension Services :

The main thrust of IFFCO's activities is going on increasing agricultural productitity through balanced fertilisation and transfe of modern agricultural technology to bring new dimension in agricul- ture by which the benefits of development percolate to the grassrool level.

: 150 Farmers Service Centres provide all agricultural inputs under one roof. Tens of thousands field demonstrations, special compaigns of Soil testing, plant protection and seed treatment, training of farmer co-operators etc. are the other extension activities.

: Established Motilal Nehru Farmers Training Institute at Phulpur under CORDET (Co-operative Rural Development Trust) to impart training to Farmers.

: Adopted over 1000 villages under socio-economic development programme.

Momentum to co-operative thrust :

Besides the joint venture in Senegal to the tune of 111 crores, equity participation in Godavari Fertilisers and Chemicals Ltd., IFFCO has promoted Krishak Bharti Co-opetative Ltd.,(KRIBHCO), three national level co-operative Societies - National Film and Fine Arts Co-op. Ltd., Jute Industrial Marketing Co-op. of India Ltd. and Indian Tourism Co-op. Ltd.

: Developing 2500 primary level Co-op. Societies on the lines of IFFCO Farmers Service Centres in callaboration with NCDC.

: Organising Jawahar Lal Nehru Memorial Lecture on Co- operation every year since 1983.

: Established Council for Rural and Co-operative Development.

: Created Co-operative Outreach Service Group to strengthen weaker and marginal co-operatives system.

LIBRARY & INFORMATION SYSTEM:

To keep abreast with the frontiers of knowledge of the desired fields, IFFCO has developed its own library and Information System spreading over its various locations.

PLANTS :

IFFCO has four separate technical libraries with profession- ally qualified staff in each of its plants. All important and day to day required technical and reference books, journals,

standards etc. are available in these libraries to support all sorts of literaryrequirements of plant personnel.

CORDET :

The Moti Lal Nehru Farmers Training Institute at Phulpur under Co-operative Rural Development Trust has got its separate library. It is primarily stocked with Agricultural books and journals to keep up its objective of training the farmers.

FMDI :

IFFCO has set up Fertiliser Management Development Institute (FMDI) at Gurgaon on the lines of International Fertiliser Development Centre (USA) to develop comprehensive expertise for the Fertiliser Industry. This Institute imparts training to its employees of almost all the caders right from Top management to Grassroot level from all the units viz. corporate office, Mktg. central office, Kktg. field and plants to keep them abreast about the latest skills and knowledge in their respective fields. The FMDI has its own small library to assist the staff and participants of various training courses. The collection of FMDI library is as follows:-

Books	-	1500
Journals	-	28
Recreational magzines	-	10
Newspapers	-	10
Loose leaf folders	-	200

In addition to the routine library activities, the following specific services are also undertaken.

1. Newspaper clippings.
2. Bibliographical search pertaining to the requirement of each training programme.
3. Inter library loan services.

HEAD OFFICE :

IFFCO has main library at its head office at IFFCO House Nehru Place, New Delhi. Besides providing services to its staff and officers of the corporate office, it also extends its services to the plants and field offices as and when required.

1. Collection :

There is a good collection of published material pertaining to Agriculture, Engineering, Management, Co-operation, Law, Reference in addition to other relevant subjects. Volumewise the collection may be broadly categorised as follows:

a.	Books	-	20,000
b.	Journals :		
	(a) On subscription	-	150
	(b) On gratis	-	150
c.	Standards :		
	(a) Indian	-	1,000
	(b) Foreign	-	250
d.	Journals Bound Vols.	-	2,000
e.	Reprints	-	500

2. Arrangement of Collection :

We are using UDC 2nd version (BS : 1000M) to classify the library books. Before the release of BS : 1000M we were using the previous edition of UDC, i.e., BS : 1000A in addition to various detailed schedules depending upon our requirements. The amendment in Class Numbers from BS : 1000A to BS : 1000M is incorporated to maintain the uniformity.

In cataloguing we have adopted AACR schedule with minor modifications to suit our requirements.

The arrangement of books on shelf is as per subject number. The standards and bound volume of journals are arranged separately as per their respective numbers. There is a separate section for reference books.

125 Nos. of important journals are on display and the rest are arranged in pamplat boxes alphabetically.

3. Staff :

The total staff in the library is of 6 persons as below,

Documentation Officer	-	1
Librarian	-	-
Library Assistant	-	1
Assistant	-	1
Typist	-	1
Library Attendent	-	1
Peon	-	1

4. Services :

The library provides the reading material to the general reader on one hand and provides necessory back up service to the top management for their decision making activities on the other.

4.1 Loan Service :

To meet out the users' demand, the library very often procures the reading material from other libraries of Delhi and outside Delhi on Interlibrary loan basis. The material not available in Indian Libraries, are procured also an International loan from other libraries of the world.

4.2 Reference Service :

The library provides the reference service to the employees and visitors as and when demanded from its various reference tools and other materials.

4.3 Bibliographical Search :

Such searches are undertaken on the specific subject as and when required by the subject experts.

4.4 Newsclipping Service :

The library maintains the newsclippings on the topics of organisation's interest and circulates monthly under Subject Index to the top management.

4.5 New Arrivals :

The library brings out bimonthly 'New Arrivals' service to inform the users regarding the additions in the library.

4.6 Documentation Service :

The library also undertakes the documentation activities. Previously the library used to issue a quarterly bulletin on documentation. Now it is to be revived shortly on computer. The data base would also be stored in Computer.

4.7 Liaison with Plant Libraries :

We are co-ordinating with the plant libraries. The plant libraries are however working independently under their respective General Managers. Whenever the demands for procurement of few references or otherwise are received by the H.O. library, it is fulfilled either from the available resources, or from elsewhere.

4.8 Reprographic Service :

Photocopies of the desired references are provided whenever required by the individual or an Institution.

4.9   Memberships :

The library handles and in some cases represents the IFFCO on membership of various professional bodies.

Plan for automation :

To expeditiously select and dessiminate the nascent information from the available vast resources, it is decided to handle the same more effeciently on computer. The computer is likely to be installed shortly in the library. Two officials from library have already undergone the training programme to use the said software. It is planned to transfer the work on computer in two phases.

Ph. I :

To develop bibliographical data base using UNESCO's software CDS/ISIS Vs 2. The information only from the core journals and certain publications of our specific interest would be stored in data-base.

Ph. II :

After implementation of Bibliographical data base, it is planned to incorporate the library's household activities like accession list, catalogue and issue - return system etc. in the computer.

IFFCO's management has always encouraged for the development of library and library staff.

While concluding it is also added that the Co-operative Librarians and Documentation Officers of the institutions located in Delhi had formed a Working Group to study and discuss the various problems and measures for the advancement of libraries, its services, sharing the resources and ultimately to strengthen the co-operative movement. It is regretted to mention that due impetus is not reflected among the concerned participants. It is appealled to come forword to work for the upliftment of Libraries, professional skills, institutions and co-operative movement as a whole.

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BIRO EYE VIEW OF KRIBHCO & ITS LIBRARY

HISTORY

Krishak Bharati Cooperative Limited (KRIBHCO), a premier national level cooperative organisation , came into being on April 17, 1980. KRIBHCO is fully committed to strengthening and promoting the cause or modern agriculture and agricultural cooperatives in the country. Manufacture and marketing of fertilisers and other agro-inputs, rendering services to the farmers and providing strength to the cooperative movement in the country are the most important objectives of the Society.

MEMBERSHIP

Inspite of the fact that the Society is still young, its scintillating performance on all fronts has attracted a number of cooperative societies in the country to become its members. As on March 31, 1989 the number of KRIBHCO member societies was 1803 with the total share capital of Rs.446.14 Crores.

PLANT

The Society has set up a huge ammonia-urea complex at Hazira (Gujarat) based on natural gas from Bombay High South Bassein to fullfil its objective of providing fertiliser to the farmers. Its plant is the biggest and the most modern fertiliser complex in the world in the Cooperative Sector. It has two Ammonia Plants of 1350 MTPD each and two phases of Urea Plants of 2200 MTPD capacity each, each phase containing two streams of 1100 MTPD with an annual capacity to produce 14.52 lakh tonnes of Urea. The complex has a captive power plant of two units of 15 MW each, product handing capacity of 6,000 MT daily, product silos of 90,000 MT and ammonia storage capacity of 20,000 MT. Through proper management of resources, reduced commissioning expenses, prudent international buying and close monitoring of equipment and machinery, the Society is proud of having brought down the capital cost of the plant from the originally envisaged level of Rs.957.71 Crores to Rs.890 crores only, effecting a net saving of Rs.67.71 crores.

PRODUCTION

The trial production of Ammonia and Urea Plants started during November 1985 and the commercial production commenced with effect from March 1, 1986-87, the plants achieved a capacity utilisation of 93.5% in case of Ammonia and 97.4% in case of Urea which increased to 105.5% and 109.7% for Ammonia and Urea plants respectively during 1987-88. In the year 1988-89, Society's Ammonia and Urea plants operated at 115% and 118% capacity utilisation respectively resulting in production of 12.81 lakh tonnes of Urea during the period of 9 months due to change in accounting year from July-June to April-March. The cumulative production of Urea crossed 52

A. K. AGGARWAL,Junior Manager (Marketing), KRIBHCO, 49-50 Red Rose, Nehru Place, New Delhi-19

lakh tonnes mark on March 25, 1989. The excellent production performance of plants has placed the Society in an unique position not only in the country but also at the global level.

MARKETING AND DISTRIBUTION

KRIBHCO's marketing operations are spread over 14 states and a Union Terrotory viz. Uttar Pradesh, Punjab, J& K, Haryana, Gujarat, Madhya Pradesh, Rajasthan, Maharashtra, Andhra Pradesh, Karnataka, Tamil Nadu, Kerala, Bihar, West Bengal and Delhi. Marketing activities of the states are carried out by the State Marketing Offices which are supported by Area Offices to facilitate efficient coordination and overall management. Society's marketing infrastructure consists of a team of dedicated field officers and extension workers who perform vital functions related to marketing, technology transfer, farmers education and cooperative developmental activities.

RURAL DEVELOPMENT

For the overall integrated development of villages, KRIBHCO has adopted a number of villages either single or in clusters. Several need-based programmes for these areas are being developed and implemented. Besides agricultural and fertiliser promotional programmes, veterinary camps, tree plantations, drinking water provision, bio-gas development, children and adult education etc. are also undertaken in the villages. Mini-kits containing seeds of improved varieties, fertiliser and pesticides are distributed free of cost to the weaker sections of the community. Besides these activities, a number of special projects such as drought/flood relief, district adoption, development of rainfed districts, etc are also being undertaken by the Society.

KRISHAK BHARATI SEWA KENDRAS

In line with the Governmen's policy relating single window approach and to enable the farmers to get all the needed agro-inputs under a single roof, KRIBHCO has established more than 50 Krishak Sewa Kendras in its marketing territory. At these kendras not only fertilisers are made available to the farmers but all other essential agro-inputs like seeds, pesticides, agricultural implements, micronutrients etc. are also made available. These kendras also provide the needed technical guidance for technology application.

PROMOTING RESEARCH FOR AGRICULTURAL DEVELOPMENT

Research is the basis for modern agriculture. In order to promote research and provide motivation to the research workers, the Society has established awards for best research work. To start with, such awards have been instituted in the field of dryland farming which is a priority research area. Besides, the Society has also made provisions of 12 research scholarships at Universities/Research Institues of repute. The Society has also instituted a lecture series titled 'INDIRA PRIYADARSHINI MEMORIAL LECTURE' under which there is a provision of lectures from renowned scholars and academicians.

SUPPORT TO THE COOPERATIVE MOVEMENT

The Society is fully committed to cooperative philosophy and its endeavour is to support and strengthen the cooperative movement in the country. In order to further provide strength to the cooperative movement, it has taken up a number of schemes besides providing incentives and distribution margin to the cooperative institutions such as dividends, patronage rebate, quantity rebate etc. In some states like U.P., Punjab and Rajasthan, KRIBHCO is supplying its material directly to primary level cooperative societies (PACS) whereby full distribution margin is passed on to them resulting in strengthening of financial resources of PACS. The Society is actively collaborating with the NCDC in development of weaker cooperative societies. Under KRIBHCO-NCDC scheme, the society is making available financial assistance to the extent of Rs.12,000/- to cooperative societies in the form of furnitures, fixtures, agricultural implements. For developing the professional and managerial capacity of the cooperative institutions, society organises a large number of cooperative conferences every year.

LIBRARY & INFORMATION UNIT

As in the case of other deepartments, a basic need was felt to have its own Library for keeping abreast its workforce with the latest knowledge in their respective fields and therefore, a decision was taken to establish it right from the begining .

KRIBHCO has two libraries, one at its Plant in Hazira (Surat) and another at Head Office in New Delhi.

PLANT LIBRARY

In the early stages of our organisation since most the officers and employees were based at New Delhi, it was thought fit to have only one library at Head Office. With the full fledged plant, nearing completion in 1983, the second library was established at Hazira. Now it has grown into a good library equipped with professionally qualified staff. It is subscribing to 150 journals and having a collection of 5,000 books pertaining to technical, reference, management, cooperation and standards.

HEAD OFFICE LIBRARY

KRIBHCO has second most important library at New Delhi. This library is catering to the needs of both of its main offices here i. e. Corporate Office and Centralised Marketing Office besides looking after the needs of its various field offices spread all over India.

STAFF

There is only two member staff at this location :

1.   Professionaly qualified librarian represented by Junior Manager (Marketing).

2.   Non professional attendant.

BUDGET

There is no fixed budget for library. On an average we spend about Rs.1.50 lakh per year
for purchase of books and standards and subscription of journals. This amount does not include
expenses of capital nature such as book racks, & other fixtures & furniture etc.

PROCUREMENT

The required materials is procured from all over India and abroad although first choice is
given to local market. Mostly books, periodicals and standards are acquired through over
reliable suppliers except where certain Indian and International Institutes or organisations does
not entertain agent.

For selection of books etc. certain officers have been authorised to recommend and approve
the required material without any monetary limit.

COLLECTION & ITS PROCESSING

The categorywise collection of published material is as follows :

Sl.No.	Category	Volume
1.	Books & bound Journals	5,000
2.	Standards	2,000
3.	Journals (Current)	50

We are using BS1000M standard for classification of books. The books are arranged on the
shelves according to classification numbers. All the Journals are displayed on display racks.
Standards have been arranged according to their standard numbers and have been put up in
pamphlet boxes.

SERVICES

We provide loan services to our regular employees based at New Delhi.

To share the facilities of various libraries we have Inter library loan facility.

Reference service is provided on need basis only.

Reprographic services are provided to our employees as well as outsiders on demand.

We donot provide at present documentation services as such but we intend to start in near future an index service i.e.indexing all articles pertaining to Agriculture and allied services, Technical & Management in general and KRIBHCO in particular, published in journals received in the libraryduring the month - subjectwise and titlewise.

AUTOMATION

As we are racing towards 21st century and computers are taking over, everywhere, a need for our library automation is also felt. Gone are the days when one can sift through the records taking umpteen time and even coming up with a wrong information getting a pat for ones efforts. Keeping this in view we have placed an order for purchase of one computer for the exclusive use in library. To start with the indexing of articles will be done with its help and later on accessoning and cataloguing will also be transferred to it.

COOPERATIVE RELATIONS

Ours being a cooperative library, we have very good relations with other cooperative libraries and important governmental.and institutional libraries also based at Delhi. But a lot of remains to be done in this regard.

I came to know that some time ago, Working Group of Cooperative Librarians' Indian Chapter was established, but unfortunately it is non existence today. It will be a good idea if it can be revived and helps in coordinating the activities of various cooperative libraries in India, starting with Delhi, which alone perhaps a good number of cooperative libraries.

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION LIBRARY

INTRODUCTORY NOTE

The National Cooperative Development Corporation was established in 1962 by Government of India. It is a statutory body under the Ministry of Agriculture & Cooperation. The main functions of NCDC are to plan and promote programmes, through cooperatives, for production, processing, marketing, storage, export and import of agricultural produce and notified commodities.

With the expansion of the Corporation, need to establish a Library was felt to provide information to officers and other employees on matters relating to cooperative movement and allied subjects. In the beginning a semi-professional Librarian was appointed to look after the Library. In 1977, NCDC management appointed a trained Librarian to organise the Library in a systematic way. Under his guidance and supervision NCDC Library has become one of the best Libraries on cooperative.

To meet the information requirement of the cooperators at National level, adequate facilities and services are being provided by this Library.

At present, the Library has a collection of more than 15,000 books and subscribes 125 journals. Nearly 150 journals are received gratis. The important subject areas include—cooperative movement, agriculture, rural development, management, financial management etc. 26 daily newspapers in English and Hindi are also subscribed.

The Library is providing documentation service to Corporation's employees as well as outside readers. Articles on the subject of cooperative are being indexed in the 'DOCUMENTATION BULLETIN' brought out on regular basis. This bulletin is circulated among the staff and copies are also mailed to a few cooperative institutions. Bibliographies are prepared on special request.

All the latest books and reports, purchased or received gratis, are listed and circulated among the officers and staff members of the Corporation. Current awareness services and Selective Dissemination of Information services are also provided.

This Library attends to a fairly good number of reference enquiries. Outside readers are also permitted to make use of the Library on requests.

The usefulness of the NCDC Library has been widely appreciated. To provide quick and comprehensive reference and information service, NCDC is planning to computerise its Library.

At the end, it is proposed that to make qualitative improvement in the Indian Cooperative Librarianship, the Indian Working Party should be revitalised.

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THE INTERNATIONAL WORKING PARTY OF CO-OPERATIVE
LIBRARIANS AND DOCUMENTATION OFFICERS
AND THE DEVELOPING COUNTRIES

By

Bernard Howcroft, F.L.A.

Origins of the I.C.A. Library and Concern for Co-operative Bibliography

From its earliest days the International Co-operative Alliance realised
the paramount importance of Co-operative literature in disseminating
the Movement's ideals and current practices, as well as the need for
assembling a Co-operative library as a centre for information and study.
At the second Congress of the I.C.A., in 1896, it was laid down that
I.C.A. member organizations should send to the Alliance all reports,
rules and regulations and periodicals. Even today, I don't expect
for one moment that desirable degree of liaison between I.C.A. members
and the I.C.A. Secretariat is being observed. The laudable object of
that 1896 Congress was that the I.C.A. Library should be the best lib-
rary of Co-operative literature in the world. I'm sure that we, as
librarians, would expect that to be so. Like me, I hope that all of
you are concerned and saddened at the problems which the I.C.A. is
now having in supporting and maintaining its headquarters' library.
Without a librarian to organise the incoming literature, to guide users
through the existing, systematically arranged collection, it will just
become a store-house of publications. Let us hope that the present
financial difficulties in which the Alliance finds itself, is only a
temporary set-back and that the I.C.A. Library will be restored to
its rightful place in the Co-operative library world. Its origins
were very humble, just a collection of publications kept in tailor's
cardboard boxes on shelves round two sides of the room, the first
office of the Alliance. The Library's collection then was confined
to the Co-operative records of societies in the U.K. By 1907, through
the acquisition of other National Movement's literatures, the collec-
tion had outgrown the space available. That's something we all well
appreciate, the battle for space is something we're always fighting.
As well as the formation of a Library, the 1902 Congress gave thought
to the compilation of a bibliography of Co-operation. The Alliance's
first president, Mr. Wolff, and the Secretary, Miss Halford, produced
a bibliography which contained some 5,000 classified entries in 25
languages. It was published in 1906.

The Organization of Co-operative Literature and Its Custodians and
the Librarians

It was this similar concern for what Co-operative literature existed
in the world and where it might be found, that prompted Walter Sjolin,
Ko-operativa Forbundet's librarian, to write an article printed in the
December 1952 issue of the "Review of International Co-operation." [4] In
the article he advocated the need for a body to co-ordinate co-opera-
tive librarians to discuss problems of common interest in acquiring
Co-operative literature and organizing it for use. Walter Sjolin (KF,
Sweden) Hans Handschin (Co-op Schweiz, Switzerland) and Kees Kamp (Co-

op Nederland, Netherlands) had an informal exchange of ideas, through correspondence, for about five years previously. It took over a year to progress this idea of a body to co-ordinate librarians. The I.C.A. called a meeting of interested organisations, in London, on 28th to 30th April 1954. The objects of the meeting were to assist the improvement of their library and documentation services and were spelled out as:-

a) to exchange information and experience on the organization of libraries and documentation services affiliated to the I.C.A.,

b) to consider how resources can be increased and difficulties surmounted by international collaboration,

c) to consider what action on the part of the I.C.A. could be recommended in order to enhance the efficiency of Co-operative documentation in general.

Librarians from nine organizations in six countries attended that meeting in London. Mr. W. P. Watkins, Director of the I.C.A. and Miss G.P. Polley, Secretary, participated in the meeting, and helped to guide it. It was to be the first meeting of what is now the International Working Party of Co-operative Librarians and Documentation Officers. Our Working Party now embraces 90 member organizations in 28 countries, including 3 inter-national organizations.

In 1955, the I.C.A. Executive agreed to the proposal that a small group of Librarians of National Organizations should collaborate with the I.C.A. Librarian in helping the Movements to develop their library and documentation services.

The Working Party Sets Its Sights - but a Little High

A paper by Kees Kamp called for the establishment of an International Co-operative Reference Centre which he viewed as being centred at the I.C.A. or at the International Labour Office, of the two organizations, the advantage was with the I.L.O. because of its established, succesful library and documentation apparatus. In the event, nothing was to happen, the project was over ambitious and so far as the I.C.A. was concerned it just didn't have the necessary financial or the space resources to meet what was expected. One of the responsibilities on member organizations would be to deposit 3 copies of every publication issued and from the items deposited the International Co-operative Reference Centre (I.C.R.C.) should publish WEEKLY lists of its acquisitions. Mr. Kamp anticipated, that 4 staff would be required to operate the Centre effectively, the Head and three Assistants, each of whom would specialize in a broad group of languages.

A realistic proposal, which has been of considerable benefit to Co-operative librarians for more than 25 years, was for the mutual exchange of accessions lists; any libraries not producing such lists were encouraged to do so. Revision of U.D.C. 334 was called for at that meeting in which Co-operative experts would bring to bear their experience in its used and the problems encountered in applying the existing schedules to the literature librarians were attempting to classify by it. Kees Kamp, Co-operative Nederland's librarian, was a stalwart in the negotiations with the International Federation of

Documentation at the Hague, but it was a long hard struggle, over 6
years, to achieve the desired end with rebuffs in plenty along the way.
Our struggle must certainly cast doubts on the claim that schedules of
the U.D.C. are the product of expert minds and experience. No group
of librarians can be more familiar with the problems encountered in
classifying Co-operative literature than ourselves. Against the odds
we did win through, in which we were supported by the Alliance's direc-
tor himself who wrote to the F.I.D. a series of letters which vertified
that Kees Kamp represented all of us and not just his own Rotterdam
based library and that we anticipated that an acceptable revision would
lead to increased use of the Universal Decimal Classification. The
Working Party has certainly tried to influence newly established lib-
raries to adopt U.D.C. as their scheme of subject classification; it
has kept its word.

The title of this paper ought to be amended to "The Developing Library"
rather than "The Developing Countries". In their infancy, Co-operative
libraries are very much in need of assistance in many aspects of their
organization and administration; the country in which it is based has
little bearing on the problems to be faced; the librarian seeks gui-
dance and the benefit of experience. A basic guide to the operation
of a library, the problems of choosing a classification scheme best
fitted to classify Co-operative literature; acquisition of publications
and other materials; simple loans recording systems etc., was seen to
be a vital need and it was to be the Working Party's first publication.
Kees Kamp and Werner Kellerhals (successor to Hans Handschin as Co-op
Scheiz' librarian) wrote the "Manual for Co-operative Libraries" and
a Short Guide (a summary of the "Manual ..." which might be more
easily read and acted upon.) A second edition of the "Manual ..." was
written by Mr. Kamp which he published himself. Since then, the Wor-
king Party felt that it would more usefully meet the needs of Coopera-
tive libraries if it looked at specific types of material, services
or operational methods, and produced short guides which would succinct-
ly describe established approaches and practices, written by librarians
with specialist knowledge. The first two in the series of "Co-operative
Library Guides" have already appeared devoted to "PRESS CUTTINGS" and
"ARCHIVES" respectively. The third will be devoted to "AUTOMATION IN
LIBRARIES" and will reproduce three papers delivered at the seminar
held in Moscow last October. "BEST BOOKS ..." I referred to in the
paper on sources of Co-operative information as a most helpful guide
to publications which best describe the Co-operative Movement in various
various countries. Each list of, usually, ten publications has been
drawn up by a librarian throughly conversant with the Co-operative
literature of his own country. Within the I.C.A. Librarians' Working
Party, Miss Liselotte Kassner has performed a most useful role in
editing and preparing for printing, the country lists submitted. It
ought to be relatively simple to widen a bibliographical aid such as
this and if we could get much lists for the countries represented here
then we could reproduce them in "Libradoc" prior to their appearance
in a new edition of "Best books ..." I hope you'll help and let either
myself or Mrs. Wangius, editor of "Libradoc", have the list you have
compiled.

In drawing up our future publications programme, it would be useful to
learn from you what other subjects you would like to see as the sub-
jects of our Co-operative library guides. Your suggestions will be
welcome. Although the I.C.A. Librarians' Working Party does not have
funds of its own to finance the printing of publications, the Central
Agricultural Union of "Peasant Self Aid" Societies, in Poland, very

generously prints for us the publications we sponsor. Theirs is a truly
Co-operative gesture. In a more regular way, Kooperativa Forbundent
finances the cost of producing "Libradoc", which is a valuable medium
for us to keep in regular contact and the vehicle through which ideas
and problems can be aired or library techniques and systems discussed.
  Its contents are only as good as the notes and articles submitted to
its editor, Mrs. wangius, for publication. To keep a bulletin of "Lib-
radoc's quality going is a time-consuming, headache giving task. Any
pieces of news or articles you come upon in the course of your own
reading, which you think will be of interest to all of us, we will be
pleased to have. what would please her even more would be to have short
descriptions of your own libraries and their operation and if any assis-
tance is required with a particular problem voice that too. New publi-
cations or audio-visual aids of interest can usefully be publicised
through the pages of "Libradoc". I hope you'll take up my suggestions
and determine to help the editor.

In discussing Co-operative affairs in the Librarians' Working Party it
soon became apparent that Co-operative terminology, when translated
from English into other languages, didn't always result in two co-opera-
tors talking about precisely the same thing. To aid discussion it was
seen that a vocabulary of Co-operative terms was essential to assist
in Co-operative ideas exchange. In the early stages the Working Party
drew up terms and colleagues produced equivalents for their own langua-
ges and countries after defining just what a particular term meant. In
order to speed up the work, Anne Lamming, the Working Party's secretary
and the retired Uirector of the I.C.A., Mr. W. I. Watkins, worked to-
gether and in 1974 the "Vocabulary of Co-operative Terms" was published
giving for English terms, the French, German, Spanish and Russian equi-
valents.

Problems of language enter too in our use of periodicals from Copera-
tive organisations overseas. Through its relationship with the I.C.A.
Press Working Party, the Librarians Working Party persuaded editors to
print a summary of the contents of their newspaper or journal in one of
the Alliance's official languages, where the language would not be fami-
liar to the great majority of Co-operative readers.

The training of librarians is an obvious field for beneficial coopera-
tion and assistance between Co-operative libraries. It is a subject
which we have discussed within the Working Party, but apart from the
visit to South-East Asia by Mr. C. Kamp, their chairman of the I.C.A.
Librarians' Working Party, early in 1966 and my attendance here, we
don' t appear to have achieved a great deal. Following the I.C.A. Cong-
ress in Paris, in 1976, in discussions with the principal of the Co-
operative College in Guyana, efforts were made to put into effect a
training programme for the College's librarian. Sadly, lack of finan-
cial resources and failure to find a sponsoring organization saw no re-
sult from our efforts. Training in the actual library situation, in
a library with well-developed systems and services, must be one of the
most beneficial ways of producing an efficient Co-operative librarian.
  I'm sure that Librarians in our Working Party would be glad to assist.
In Britain, a requirement in the degree studies of an aspiring profes-
sional librarian is that he or she must undertake sessions of practi-
cal training in libraries of various types. I receive students for
periods of approximately 6 weeks for such training programmes. It
would be much more satisfying if the end result were trained librarian
who would be providing a library service in a Co-operative organization.

Your thoughts I shall be glad to hear.

Short of such exchanges of assistant librarians between Co-operative organizations, contact between librarians in libraries of similar type in Co-operative organisations can be a useful means of ideas exchange. Some years ago, I put before the Working Party my thoughts of "twinning" libraries of similar type in the Working Party to develop relationships and professional advice from a library in a developed country with a counterpart in a developing country. I'm certain that through the exchange of correspondence problem areas could be discussed; ideas on improvement of services; publicity for the library; assisting users etc. could all be usefully discussed and experience shared.

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-/saa

CO-OPERATIVE LIBRARIES DOCUMENTATION
AND INFORMATION SERVICE SYSTEM
IN SRI LANKA

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CO-OPERATIVE LIBRARIES DOCUMENTATION
AND INFORMATION SERVICE SYSTEM
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The Co-operative Movement in Sri Lanka

"Cooperation" is not a new subject to the people in Sri Lanka. It has been the way of life of our people from ancient times, when most activities in the community had been organised through collective participation.

The co-operative movement in Sri Lanka is more than 78 years old. The first co-operative society was formed in 1906 with the aim of promoting thrift and mutual help among those engaged in agriculture, and to relieve the farmer from indebtedness.

During the World War II as a measure of preventing profiteering and black marketing and also to ensure equal distribution of essential commodities, the Government sponsored the organisation of Co-operative stores societies. By 1957 even though essential commodities were rationed and distributed through a net work of co-operative societies and a guaranteed scheme fo rice and agricultural products, these stores societies were not successful and many were defunct. The weaker societies were then joined together into stronger viable Multipurpose Co-operative Societies. However, by 1970 again it was observed that most of these small primary societies were not economically viable and that they were inefficiently managed. In 1971 there was a major reorganisation in the movement based on recommendations of a Royal Commission and the small primary societies were amalgamated to form large primary societies. Today there are 282 Multipurpose Co-operative Societies.

The present Government of Sri Lanka considers that the co-operative system would be a major component of national development and some institutions and Ministries have employed the co-operative system to implement their programmes. However, with the introduction of a free economic policy and liberalised trade, the monopoly enjoyed exclusively by the co-operatives has been gradually withdrawn and the co-operatives have to face serious competition with the dynamic private sector. However, the co-operatives continue to perform a very useful purpose as a price stabiliser and a distributor of essential food for the less affluent segment of the society. It is commendable how some societies have faced the present competitive situation quite successfully.

Meanwhile the Credit Co-operative movement has done much to aleviate rural indebtedness and bring about a socio-economic development in the rural sector. The National Housing Authority, the Ministry of Plan Implementation channels their loan and rural development schemes through the Thrift and Credit Co-operative Societies. The services and structural organisation of the co-operatives are being harnessed to launch the new poverty eradicating programme of the President of Sri Lanka – the Janasaviya, where the co-operatives will perform an important role in distribution and production of essential commodities.

1

Co-operative Education and Training in Sri Lanka

The three main institutions involved in Co-operative education in Sri Lanka are the National Co-operative Council of Sri Lanka, the Co-operative school of the Department of Co-operative Development and the Sri Lanka institute of Co-operative Management.

The School of Cooperation

This is the oldest co-operative training institution established in 1943 with it's main objective being provision of education and training to the departmental officers. The school is also engaged in educating employees and members of Co-operative societies. It conducts regular short term and special courses lasting from 3 days – 9 months depending on the course of studies and the trainees.

The school is headed by a Principal and fourteen Lecturers, a Librarian and Audio Visual assistant and a Warden in charge of the resdential facilities for trainees. There is a well equipped library in the school.

National Co-operative Council of Sri Lanka

The National Co-operative Council, which is the Apex ideological co-operative institution in Sri Lanka has undergone a complete restructuring to keep up with the present formulation of Provincial Councils and decentralisation of State administrative and devolution of powers. We hopefully expect the outcome of this exercise to be the emergence of a National organisation fully responsible to the Movement – strong, viable, self reliant and independent. Restructuring of the Council being completed, the Council is now divided into three main divisions.

1. The Administration and Establishment division.

2. Education and Training division inclusive of the Library, Press Publicity and Photographic Unit.

3. Project Planning Unit.

Education and Training Unit

Dessimination of co-operative knowledge is done mainly through the Education and training division and the Co-operative Regional Training Centres. To organise education and training programmes this division has a Director, an Assistant Director, a Chief Education Officer, 3 Principals, 7 Lecturers, a Librarian, documentation officer, Editor, Sub editor, Public relations officer, Photographer and clerical staff. The NCC maintains a well equipped library.

2

After the restructuring of the NCC the 27 District Education Centres which were controlled by the Head Office have been turned in to independent District Councils. In each District Council they have a District Secretary in charge of the Council with an Education Assistant and a peon. The training programmes conducted by this unit are mainly for members, employees, officers, directors, women and youth, co-operative leaders. The programmes conducted are on leadership development, women's education, training for field officers, managerial level training programmes and formal education and training courses for employees.

The Sri Lanka Institute of Co-operative Management

The Sri Lanka Institute of Co-oeprative Management implemented relevant management programmes providing advice on management problems of the co-operative movement with a view to promote Co-operative societies, development of managerial skills of MPCS's, planning retail outlets, developing evaluation methods, transport management, supervision of rural banks.

Co-operative Libraries, Documentation and Information Services

1. The Polgolla School library was started in 1947, and has a collection of over 10,000 books in Sinhala, Tamil and English. It's services are extended to trainees participating in training programmes and officers of the Department of Co-operative Development. Over 75% of the books are in English. The library prepares a regular accession list. The British Council donated a valuable stock of books to this library recently.

2. The Sri Lanka Institute of Co-operative Management maintains a small library consisting mainly of surveys and reports covering the management services and advice provided by the Institute to Co-operatives.

3. The main library of the NCC is situated in the Head Office in Colombo. It has a holding of over 6000 books in Sinhalese, English and Tamil. It also has a substantial collection of annual reports of Co-oprative institutions, national and international conference reports, papers and By-Laws. Similar to the other libraries most of the books available are in English. After the restructuring of the NCC the District Councils have been made independent institutions, Therefore the responsibility of the main library towards the district council library is minimised. However, to maintian a National Co-operative Library network, coordination will have to be continued through inter-lending and inservice activities.

   However, the 4 Regional Training Centres will function under the NCC, and the responsibility of management and development of these libraries will be vested on the librarian of the main library. As it is, these Regional Training Centre libraries are well equipped to provide services to those who use the training facilities of the Regional Training Centre.

3

The main problem faced by the co-operative libraries is the lack of qualified library personnel. The three librarians are qualified graduates. But we have no supporting qualified staff. The officers in the District Council libraries have received only a few days training in library work. With the reorganisation of the educational activities of the NCC a special request has been made to include library in-service training in the training programmes for officers in charge of District Councils.

Another drawback is the availability of reading material mostly (75%) in English. Suggestions have been made to the Education Sub-Committees of the NCC to translate at least two books of value and interest to cooperators, per year.

Mention has to be made regarding the steps taken to develop the co-operative library system in Sri Lanka.

A national workshop on library management, development and documentation services was held in Kandy in 1979. With the collaboration of the International Co-operative Alliance. Mr. B. D. Pandey was the Workshop Director with the School librarian and NCC librarian as resource persons. Among a number of suggestions put forward there were two important suggestions:

1. To hold a regional seminar for co-operative librarians.

2. To set up a working party of co-operative librarians for South East Asia.

Out of the other proposals, steps were taken to increase book stocks and providing more furniture and equipment for the Centres, use of a unified classification scheme. A Regional workshop for co-operative librarians was held in Pune for one month. 5 of us were able to attend the workshop from Sri Lanka.

However, with limited resources the NCC library faces much difficulties. The Polgolla school library and the Sri Lanka Institute of Co-operative Management libraries are allocated annual grants from the Department funds. The NCC lacks such facilities.

Suggestions have been made to recruit an assistant knowledgable in library science for the main library of the NCC. Plans are being made to convert the National Co-operative Council library into the National Co-operative Library. Therefore qualified personnel is a necessity.

The preperation of a hand book for organisation and management of a co-operative library and documentation centre is under preperation in Sinhala.

A bibliography of books and periodicals on Sri Lanka written by Sri Lankan authors, from the begining up to 1980 is being compiled.

The co-operative libraries are important divisions of Co-operative Organisations, and more so where there are special education and training divisions. With the limited resources and funds these libraries make maximum efforts to meet the demands of the education and training programmes of the Institutions.

INTERNATIONAL WORKING PARTY OF CO-OPERATIVE LIBRARIANS AND DOCUMENTATION
OFFICERS AND DEVELOPING COUNTRIES - WITH SPECIAL REFERENCE TO ROLE OF
I.C.A. ROEC TO PROMOTE CO-OPERATIVE LIBRARIES IN ASIA.

by

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ORIGIN:

The late Walter Sjoolin the Chief Librarian of Kooperative Forbundet
(KF), Stockholm, Sweden gave the idea of having an international co-
operation and collaboration between cooperative libraries of the world
through his article, "Self Help and Library Assistance", published in
the Review of International Co-operation of December 1952. In his
article, he discussed the need for international co-operation among
co-operative libraries and suggested that the International Co-opera-
tive Alliance should take initiative to achieve such cooperation. As
a result of his suggestion a meeting of Co-operative Librarians and
Documentation ufficers was called by the International Co-operative
Alliance in April 1954, in London and the Working Party was formed.

MEMBERSHIP:

The Directory of Co-operative Library and Documentation Services,
compiled and issued by the International Working Party of Cooperative
Librarians and Documentation Ufficers in 1980, has listed 145 coopera-
tive libraries from all over the world. Fifteen libraries listed are
non-member countries of ICA. Out of remaining 130 libraries the con-
tinent-wise position is as follows:

1.	International organizations	7	libraries
2.	Africa	10	libraries
3.	America	35	libraries
4.	Asia	36	libraries
5.	Europe	42	libraries

From Asia many cooperative libraries could not be listed in the Direc-
tory. If a further attempt is made to list Asian Cooperative Libra-
ries, I am sure their number may be over 100 or so.

ACTIVITIES:

The first meeting of the International Working Party was followed by
a second one in Basle in April 1956. The latter can be considered as
the constituent meeting of the International Working Party of Coopera-
tive Librarians and Documentation Officers. Since Basle meeting there

have been 11 more meetings during 1958-Rotterdam, 1961-Cologne, 1963-Oslo, 1965-Stockholm, 1967-Manchester, 1969-Vienna, 1971-Munster (East Germany, 1973-Warsaw, 1975-Helsinki, 1978-Stockholm, 1980-Moscow, for discussion and realisation of proposals and suggestions. The author has previlage of attending 1972, (Meeting of Working Committee), 1975 and 1978 meetings of the Working Party.

Unfortunately, due to financial reasons Asian participation in Working Party's Meetings has been always negligible. However, attempts are being made to conduct some of the Working Party's future meetings in Asia, so that Asian librarians can avail the opportunity of participating in Working Party's Meetings.

POINTS FOR COLLABORATION:

a. Whereas the first meeting merely explored the common needs and problems of libraries and documentation services connected with co-operative organizations, the subsequent meetings discussed a large number of points for the improvement of the collaboration between the libraries, the technical assistance and training in the library and documentation field and later on the collaboration with other Working Parties within the International Co-operative Alliance.

b. The main points discussed and accepted were:

1. A regular mutual exchange of accession lists.

2. A regular mutual exchange of publications, edited by the Cooperative Organizations themselves.

3. Reciprocal assistance in purchasing publications not easily obtainable through ordinary book-selling channels.

4. International lending of books.

5. Revision of the Universal Decimal Classification of the Co-operative Movement (U.D.C. 334).

6. Advice and information to be supplied to co-operative libraries in developing countries.

7. The composition of a Handbook for Co-operative Libraries and Documentation Services.

8. The composition of a Directory of Co-operative Libraries.

9. Edition of a contact-organ.

10. Collaboration with respect to Historical Archives.[1]

PUBLICATIONS OF THE INTERNATIONAL WORKING PARTY:

1. Handbook for Co-operative Libraries and Documentation Services, by C. Kamp.

2. Directory of Co-operative Libraries and Documentation Services.

3. International Co-operative Bibliography.

4. Vocabulary of Co-operative Terms.

5. Co-operative Research Register.

6. LIBRADOC and International Archive News (Regular basis).

7. Press Cutting.

8. Archives - A short guide to their selection, presentation, organisation and use.

9. Sources of Cooperative Information, by A nne Lamming, and published by ICA/CEMAS Unit London.

10. Select Books on Cooperation.

INTERNATIONAL WORKING PARTY AND DEVELOPING COUNTRIES:

Although one of the objective of Working Party is to promote the development of co-operative library in developing countries, but due to its financial and other limitations the party could not do much in this direction. Its area of activities was mainly remained confined in European countries, where it has achieved a lot. Presently a good cooperation exist, between the cooperative libraries of Europe. But it does not mean that Working Party ever ignored the developing countries. In fact Working Party since its inception to to-date is very keen to help the libraries of developing countries. Several moves in this direction have been made. Unfortunately the initiative of Party cound not get matching response from the member libraries of developing countries. Partly the Regional Office of the International Co-operative Alliance also gave low priority to library and documentation activities. However, the attempt made by Working Party in this direction are discussed below:

In 1966, Mr. C. Kamp, then the Chairman of the International Working Party of Cooperative Librarians and Documentation Ufficers, made a advisory trip to Pakistan, including East Pakistan now Bangladesh, India, Ceylon (Sri Lanka), and also advised the ICA Regional Office & Education Centre for South-East Asia, New Delhi. He made several recommondations for the future development of the libraries, he visited. The list of his recommondations with special reference to Regional Office Library is given below:

After Mr. Kamp's visit to the ICA Library, he made certain recommendations and suggestions covering the following points, housing of library, equipments, staff technical aspects and the extension activities of the ICA Library. Under the extension activities we quote here the opinion expressed by Mr. Kamp:

"In drafter's opinion the library of the ICA Regional Office & Education Centre for South-East Asia has not only got to be a library for the Centre itself, but in fact in the first place to be a central documentation centre for the whole area of South-East Asia. This means

that the activities of the library has to be extended to lending out-
side the Centre, to the composing of a Documentation Bulletin meant
for various cooperative organisations and institutes and other organi-
sations in South-East Asia."

Further he suggested special task for ICA librarian in the future, in
the following words:

"It is advisable that the librarian of the ICA Centre should be the
pivot of the suggested collaboration between librarians of central
cooperative organisations in South-East Asia."

He also made similar recommendations regarding the improvement of
other libraries he visited. Other libraries, due to the paucity of
funds, lack of technical personnels, and apathetic attitude of the
authority,concerned could not do much out of his recommendations.
However, in case of International Cooperative Alliance Regional Office
& Education Centre for South-East Asia library we could implement
almost all his recommendations.

Working Party also compiled a manual for Cooperative Librarians in
developing countries. A Documentation Bulletin listing the articles
in English and other European languages was also compiled. (Now this
task has been taken over by Documentation Officer of ICA). A similar
advisory trip was made by Mr. Kamp to advise the organization of the
library of the International Cooperative Alliance Regional Office for
East and Central Africa. Recently ICA ROEC has received a request
from ICA office Moshi Africa for providing in-service training to
their Librarian. Working Party also suggested for a seminar-cum-
workshop of Cooperative Librarians and Documentation Officers of
South-East Asia. The Working Party has been constantly maintaining
relations with the Libraries of Developing Countries, through Inter-
national Cooperative Alliance Regional Offices and also through di-
rect correspondence. The important breakthrough was made by the
Working Party in this direction in its Helsinki Meeting held in 1975,
where the development of Cooperative Libraries and Documentation Ser-
vices in developing countries was in its Agenda. Three papers were
read in the meeting by Mr. B.D. Pandey of the ICA Regional Office &
Education Centre for South-East Asia, New Delhi, 2 Mr. R. Louis of
International Labour Office (ILO), and one from UNESCO.

Mr. Pandey dealt in brief with the present position of cooperative
libraries in South-East Asian Region and drew the attention of Working
Party for closer cooperation and need for guidance and assistance
from Working Party.

Mr. R. Louis, ILO, representative in his paper "The Role of Existing
Cooperative Libraries and Documentation Services in the Development of
Libraries and Documentation Services in Developing Countries", drew
the attention on the following:

The development of libraries and documentation services in developing
countries has thus a tree-fold meaning:

-   start of activities in the cooperative field of those organisa-
    tions which already exist in those countries, but which do not
    feel concerned with or yet appear interested in all that which
    concerns cooperatives,

- help to existing cooperative libraries and information centre
  in developing countries,

- creation of libraries and information centres belonging to co-
  operative movements.

I will however, limit myself here to raising the problems posed by
the first group of organisations for the reasons:

- because I consider absolutely essential this opening up towards
  others particularly towards the young,

- because Mr. Pandey will already have told you what he considers
  necessary in the other two groups.

The paper sent by UNESCU Representative, asked the Working Party to
enquire from Cooperative Libraries of developing countries whether
they would like to open their libraries for general public, so that a
possibility of UNESCU helping such libraries can be explored. Accor-
dingly a survey was conducted by the Working Party. But, unfortuna-
tely no follow-up has been taken.

The Helsinki meeting also made important recommendations for the
development of cooperative libraries, which are as follows:

I.   It is recommended that Working Party members should:

         1.   collect and preserve documentation on matters discussed
              by the authorities of the ICA and its secretariat follow-
              up information of ICA meeting for the use of the leaders
              of their movements,

         2.   exchange of information with members of other ICA
              Working Parties in their organizations, and seek colla-
              boration with other sectors of the cooperative move-
              ment,

         3.   assist cooperative education by making cooperative
              libraries more widely known, particularly to young
              people,

         4.   help organizations and institutions with advice in
              setting up or developing libraries, archives and
              information centres,

         5.   join national library associations with special provi-
              sion for inter-lending, and

         6.   give aid to libraries in developing countries, e.g. by
              twinning libraries in industrialised and developing
              countries;

II.   The Committee is instructed to:

         1.   arrange for information on ICA research projects to
              be brought to the attention of Working Party members
              and to advertise in LIBRADOC, new documents obtainable
              from the ICA,

2. seek closer liaision with ICA authorities (including Regional Councils) and assist them in carrying out various projects,

3. arrange meetings with other ICA Working Parties,

4. assist in creating national and regional library Working Parties both in industrialised and developing countries,

5. at the suggestion of UNESCO to study the possibility of cooperative libraries in developing countries starting general services where no public libraries exist,

6. collect matters relevant to library development and publish pamphlets on these topics,

7. enliven exchanges with the relevant departments in other international organisations, e.g. ILO and UNESCO, and make contact with international library associations,

8. initiate bibliographical surveys on matters of interest for different countries.

The meeting also discussed the long term plan of development for Co-operative Libraries. The long term plan was submitted at the ICA XXVI Congress, Paris, 28th September - 1st October 1976, read as follows:

In promoting the active interest of ICA's general policy, the Working Party will:

i. collect documentation on matters discussed by the Alliance and follow up information on ICA meetings for the use in their own movements,

ii. exchange information and seek collaboration with other organs of the ICA,

iii. provide advice in setting up or developing libraries, archives and information centres, especially in developing countries,

iv.. bring to the attention of its members information on ICA publications and research projects,

v. seek closer liaison with ICA authorities,

vi. issue relevant documentation and bibliographies, and

vii. activate relations with international organisations including international library associations.

In achieving these objects, the working party will need to receive adequate and relevant information from the International Cooperative Alliance.

REGULAR SUPPORT OF WORKING PARTY TO ON GOING PROMOTIONAL ACTIVITIES
OF ICA/ROEC

In next chapter of the paper, I shall be discussing promotional acti-
vities of the ICA ROEC. In almost all activities, ICA ROEC has been
getting regular support from the Working Party. The support can be
devided into the following catagories:

i.   Moral support
ii.   Technical support
iii.   Support by way of suppling literature
iv.   Support of know how.

In our recently conducted Sub-Regional Workshop of Cooperative LDU of
South-East Asia, held at Manila 1981, Working Party's Shairman, Mr.
Bernard Howcroft participated for full duration as resource person.
He delivered many lectures in the workshop. Similar type of support
is envisaged from Working Party in future too.

ICA ROEC AND ITS ROLE IN PROMOTING COOPERATIVE LIBRARIES AND
DOCUMENTATION SERVICES IN ASIA:

The following documentation and promotional services are conducted
and provided by ICA ROEC:

DOCUMENTATION SERVICES:

The Annotated Bibliography of cooperative literature relating to the
Region published half-yearly, and special bibliographies on Coopera-
tion and the Documentation Bulletin (quarterly) listing articles re-
lating to cooperative movements that appear in recognised cooperative
journals and periodicals have been appreciated by the users especially
researchers and students of cooperation. ICA ROEC is perhaps the only
cooperative centre that issues annotated and special bibliographies
and documentation bulletins in the English language with comprehen-
sive coverage on South-East Asia.

PROMOTIONAL AND CONSULTATIVE SERVICES:

1.   In-service training programme for cooperative
            librarians of South-East Asia:

1.1.   In-service training was provided to the librarian of Co-
            operative Council of Sri Lanka for the duration of two
            month during 1975.

1.2.   In-service training was provided to two librarians of FAO/
            UNDP/PACCA Project, Kabul, Afghanistan, for the duration
            of two month during 1981.

1.3.   One more person from Kabul, was trained by ICA ROEC libra-
            ry during December 1981.

2.   Courses and Workshops conducted:

2.1.   Conducted an Orientation Course for the Librarians of Co-
            operative Training Colleges and Apex Level Organisations/
            Institutions of India in New Delhi (India), 13th to 25th
            June 1977, 20 participants.

2.2.   Conducted a National Workshop on Library Management,
            Development and Documentation Services in Sri Lanka (Polgol-
            la), 28th May to 2nd June 1979, 30 participants. This was
            a service rendered to Cooperative Teachers' Training Pro-
            ject of the ICA/SCC/NCC.

2.3.   Conducted a Sub-Regional Workshop for Cooperative Librarians
            and Documentation Ufficers of South-East Asia in Los Banos,
            Laguna, Philippines, from 14th to 29th April 1981. 23
            librarians, from Afghanistan, Indonesia, Republic of Korea,
            Malaysia, the Philippines, Singapore and Thailand partici-
            pated in the workshop.

2.4.   Conducted a National Workshop for Cooperative Librarians
            and Documentation Officers of Malaysia, 15th to 27th Feb-
            ruary 1982, 30 participants.

3.   FUTURE PROPOSALS:

3.1.   2nd Sub-Regional Workshop for Cooperative Librarians and
            Documentation Ufficers of India and adjoining countries
            will be held in Poona (India), during April 198. The
            workshop will be attended by 25 participants.

3.2.   Asian Conference of Cooperative Librarians and Documenta-
            tion Ufficers is being proposed to be held in Delhi, India,
            during 1985.

3.3.   National Workshops are bing proposed to be held in Thailand,
            Indonesia, Philippines and Sri Lanka (follow-up).

4.   ACTED AS RESOURCE PERSON IN FOLLOW-UP ACTIVITIES:

4.1.   Basic Course for the cooperative librarians of Kerala
            State of India at Trivandrum, 6th to 11th May 1979. The
            course was attended by 12 participants.

4.2.   Short-term Orientation Course for the Librarians/Library
            incharge of the libraries maintained by the Cooperative
            Department and Cooperative Institutions of Rajasthan
            State at Jaipur (Rajasthan), 7th to 19th April 1980.
            The course was attended by 15 participants.

4.3.   From time to time the ICA ROEC Librarian has been deliver-
            ing lectures to the trainees of National Centre for Co-
            operative Education of NCUI and NCCF on "Techniques of
            Organising Cooperative Library and Documentation Services".

5. <u>CONSULTATIVE SERVICES PROVIDED TO:</u>

5.1. Cooperative Libraries of India are being provided continuously cooperative consultative services.

5.2. Consultative services were provided to the Indian Cooperative Librarians in the formation of the "National Working Party of Indian Cooperative Librarians and Documentation Officers". The National Working Party is now affiliated with the International Working Party of Cooperative Librarians and Documentation Officers of the ICA.

5.3. Consultative services rendered to the Cooperative Training Centre in Nepal for organising their library and documentation Services during 1978.

6. <u>PROPOSED CONSULTATIVE SERVICES:</u>

6.1. FAO/UNDP/PACTA Project, Kabul, Afghinastan, has requested expert consultative services of ICA RUEC's Librarian and Documentation Officers.

6.2. ILO/UNDP Cooperative Training Project, Jakarta, Indonesia, has also requested expert consultative services of ICA RUEC's Librarian and Documentation Officers.

7. <u>SURVEY/STUDY VISITS CARRIED OUT BY ICA RUEC LIBRARIAN AND DOCUMENTATION OFFICER:</u>

7.1. Study visits were carried out to a few cooperative libraries of Thailand, Denmark, U.K., Netherlands, Sweden, FAO Rome, during 1972.

7.2. Study visits were carried out to a few cooperative libraries in Thailand and Japan, during 1974.

7.3. Study visits were carried out to a few cooperative libraries in U.K., Sweden, Finland, Poland, FAO Rome, and Iran, during 1975.

7.4. A study was carried out on the working of Indian Cooperative Libraries during 1977.

7.5. Study visits were carried out to a few cooperative and other libraries in Sweden, UNESCO, ILO Head Office during 1978.

7.6. A study visit was carried out to the Cooperative Training Centre in Nepal during 1978.

7.7. Study visit was carried out on the working of cooperative libraries in Sri Lanka during 1979.

7.8. Carried out a study of the cooperative libraries, documentation and information systems and services in South-East

Asia, during 1980. Countries visited are Thailand, Malaysia, Singapore, Indonesia, Philippines and Republic of Korea.

8.   INTERNATIONAL WORKING PARTY OF COOPERATIVE LIBRARIANS AND DOCUMENTATION OFFICERS OF ICA:

The ICA ROEC Librarian attended meetings of the International Working Party of Cooperative Librarians and Documentation Officers, held in Rotterdam in 1972, and he also attended the meeting held in Helsinki in 1975. In Helsinki meeting the main theme was "Cooperative Libraries in Developing Countries". He also attended Stockholm meeting held in 1978. He is an active member of the International Working Party and helped the Party to expend its membership in South-East Asia. He is also a regular contributor of articles, news reports on library activities, etc., in the Working Party's quarterly journal, LIBRADOC and International Archive News".

9.   TECHNICAL PAPERS, REPORTS PREPARED BY THE LIBRARIAN AND DOCUMENTATION OFFICER OF ICA/ROEC ON "LIBRARY AND INFORMATION SCIENCE - WITH SPECIAL REFERENCE TO CO-OPERATIVES".

9.1.   U.D.C. (Universal Decimal Classification) System for Co-operative and Social Science as practiced by the ICA ROEC Library.

9.2.   National Information System for Cooperatives by G.Y. Wesley, and B.D. Pandey.

9.3.   Documentation and Information Services with special reference to Cooperatives. (Training Package)

9.4.   Library and Documentation Services for Cooperative Colleges/ Centres, by B.D. Pandey, and G.Y. Wesley.

9.5.   Desk Research and Role of Library (Training Package).

9.6.   International Working Party of Cooperative Librarians and Documentation Officers and Developing Countries.

9.7.   Classification : Class No. 334 : Cooperatives.

9.8.   Reference Service - Preparation of Documentation Bulletin and Bibliography.

9.9.   Regional Cooperation in the Field of Cooperative Library, Documentation and Information Services (S-E Asia) Project Thesis.

10.   REPORTS PREPARED:

10.1.   Report of the Study visit of Thailand and Japan 1974.

10.2.   Report of the Orientation Course for the Librarians of Co-operative Training Colleges and Apex Level Organisations/ Institutions of India, New Delhi, India : 13-25 June 1977.

10.3.   Report of the Expert Consultative Services Rendered to the Cooperative Training Centre in Nepal for organising their library Documentation Services, 1978.

10.4.   Report of the National Workshop on Library Management, Development & Documentation Services in Sri Lanka, Polgolla: May 28 - June 2, 1979.

10.5.   Brief Report on the Preparatory Study visit of the Cooperative Libraries, Documentation & Information System & Services in South-East Asia (August 31 - October 4, 1980).

10.6.   Report of the Sub-Regional Workshop for Cooperative Librarians and Documentation Officers of South-East Asia, Los Banos, Philippines, 14th to 29th April 1981.

11.   AREAS OF REGIONAL CO-OPERATION IN ASIA:

11.1.   A comprehensive directory of cooperative librarians and documentation centres in South-East Asia should be compiled. The task of compilation should be entrusted to the national unions of the member countries. They should send the collected information to the ICA Regional Office & Education Centre for South-East Asia, New Delhi, The Regional Office should publish it.

11.2.   Compilation of a Union Catalogue of holdings of Serials in Cooperation from the member countries of Asia.

11.3.   Compilation of a directory of specialized collection, viz., archives, annual reports, experts committees reports, and the reports of the Ministers or top level cooperative leaders conferences.

11.4.   Compilation of a research Register of the on going research Projects in Cooperation. Presently this is being done by Cooperative Research Register which is compiled by Polish a nd Hungarian members collectively. This work should register more and more cooperative literature from Asian countries, and the Asian movements should supply extensive information to the present compiler.

11.5.   Need for compilation of Documentation Bulletin with annotation/abstracts, consisting of books, articles, etc., published by or on the cooperative movement of South-East Asia. Presently this is being done by the ICA Regional Office & Education Centre for South-East Asia, New Delhi. This needs more comprehensive coverage, viz., regional languages books and articles, standardization and timely publications.

11.6.   To cooperate, and collaborate with the compiler of the Directory of organizations engaged in cooperative research.

11.7.   To compile a directory of the Universities, teaching cooperation as one of the subject at national, regional and international level.

11.8.   To cooperate and collaborate with the national level social Science documentation centres.

11.9. To collaborate with international organizations for the ex-
change of literature more, so far seeking their aid and
assistance. The organisations with whom such cooperation
should be established are ICA, ILO, FAO, UNESCO, UNCTAD,
UNIDO, ICFTU,etc.

11.10. To intensify the activities of the International Working
Party of Cooperative Librarians and Documentation Officers
at national and regional level.

11.11. . To establish a regional library on cooperation. This library
should procure cooperative literature for the Movement, it
should have reprographic source and it should guide other
libraries of the region.

To achieve the above major areas of cooperation the following steps
should be taken:

1. A Workshop-cum-Seminar of Co-operative librarians and Docu-
mentation Officers should be organized onccountry basis.

2. In these national level workshop-cum-seminars the following
matters can be discussed and agreed upon for the follow-up
action:

    a. A regular mutual exchange of accession list,

    b. Reciprocal assistance in purchasing publications, not
       easily obtainable through the ordinary bookselling
       channels,

    c. Inter-library-loan,

    d. Compilation of above mentioned various directories,

    e. Exchange of literature, published by their respective
       organisations,

    f. Assist co-operative leaders, cooperative education
       teachers, students and other by making libraries more
       widely used and easily accessable, particularly to
       youngs, and university teachers, researchers and stu-
       dents,

    g. Collaboration for documentation including regional
       language literature,

    h. To join the local and national library association for
       the exchange of literature, and inter-lending of lib-
       rary books,

    i. To form a national working party of cooperative libra-
       rians and documentation officers, and

    j. To form a regional working party on the pattern of the
       International Working Party of Cooperative Librarians
       and Documentation Officers and take the necessary steps
       towards this direction.

Each member country should call such meetings of their Working Parties, and discuss the matters. After the series of such country-wise meetings a Regional Workshop-cum-Seminar of Co-operative Librarians and Documentation Officers for South-East Asia should be organized where the above important areas of cooperation should be discussed.

3.   To provide in-service training to cooperative librarians through exchange of cooperative librarians in the Region.

12.   SOME OBSERVATIONS ON THE CONTRIBUTION MADE BY THE ICA RUEC TO THE PROMOTION AND DEVELOPMENT OF COOPERATIVE LIBRARY, DOCUMENTATION & INFORMATION SERVICES IN THE REGION OF SOUTH-EAST ASIA

12.1.   Through our above mentioned activities, we could motivate cooperative officials about the need of having well organised cooperative libraries for the movement.

12.2.   We could orient and motivate cooperative librarians of the Region of South-East Asia by teaching them how they can be more useful to their organisations.

12.3.   The participants at our Sub-Regional Workshop, held in Manila 1961, prepared blue prints on "National Cooperative Information System" for our member countries of South-East Asia. The blue prints will be basic documents for follow-up activities. The suggested blue prints on "National Cooperative Information System of Malaysia" is being implemented.

12.4.   We could help Indian Cooperative Movement to form a "National Working Party of Indian Cooperative Librarians and Documentation Officers". Similar efforts are being made in other member countries of the Region of South-East Asia.

12.5.   Keen interest generated in Indonesia for future cooperative library development in the country. In our recently held Sub-Regional Workshop for Cooperative Librarians of South-East Asia, in Manila, Philippines, we received five participants from Indonesia. Out of five, two were financed by ICA, two by ILU/UNDP Project, and one by the government of Indonesia.

12.6.   The proposal for the establishment of a "National Cooperative Information Network in the Philippines" is under active consideration of cooperative officials of the country.

12.7.   As a result of our activities we are receiving requests from many member countries to conduct national workshops for their cooperative librarians. We are also receiving request for technical guidance, booklists, and other cooperative literature. The enquiries of above nature have increased many folds.

13. <u>DIFFICULTIES EXPERIENCED:</u>

13.1.   Apathy of cooperative officials of the Region for the deve-
lopment of library and documentation services.

13.2.   Lack of trained librarians. In fact many cooperative libra-
ries are still being looked after by the untrained people.

13.3.   Poor financial position of cooperative libraries.

13.4.   Poor collection of literature with cooperative libraries.
This is because of finances and lack of information regar-
ding new literature, etc.

14. <u>FUTURE DIRECTION:</u>

14.1.   ICA ROEC Library should continue to function as a clearing
house of literature for cooperative movement and should be
responsible for the promotion and development of cooperative
libraries in the Region.

14.2.   ICA ROEC should make concentrated efforts to strengthen
library movement in the Region, so that any cooperative
information and knowledge generated anywhere in the world
is made available to the cooperative readers of the affi-
liated movements.

14.3.   ICA ROEC should creat a fund for book donations to co-
operative libraries in the Region.

14.4.   ICA ROEC should provide study grants and scholarships to
cooperative librarians of the Region.

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11.   [illegible] Please also see at page 10, point
        No. 9 (9.1 to 9.9)

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'International Cooperative Alliance

A NOTE ON THE COMPUTARIZATION OF I C A / R O LIBRARY, DOCUMENTATION AND INFORMATION CENTRE '

B... Murray, Librarian & Documentation Officer

ASSUMPTIONS

The new ICA development strategy calls a very effective constant flow of
information to the technical divisions/services of ICA Regional Office.
Further, the visualization that the RO should develop itself and function
as "Think Tank" for cooperative development in the Region would possibly,
presuppose building a "Tank" which obviously will be the "LIBRARY,
DOCUMENTATION AND INFORMATION CENTRE". It is on these two broad assumptions
that a "Plan for Development of Computerized Library-cum-Documentation and
Information Centre" has been formulated. It also assumes further that
(i) the strategy has a fairly long-term view point, (ii) the ICA RO Library
is maintained as a distinct entity and is not amalgamated with any national
movements library in near future, (iii) the date funds for the purpose are
committed on a long-term basis (iv) stipulated staff is provided and
(v) as library is growing organisation, adequate accommodation is made
available to house larger number of books, journals and provide other
services.

PRESENT STATUS

1.   **Objectives:**
     The main objective of the Centre will be "to provide an effective
     reference and clearing house service to the concerned in the Region
     and help and advise the member-movements in the development of
     facilities, infrastructure and human resources besides maintaining
     an efficient reference library and continuing to be a Centre of
     higher learning in the field of Co-operative Movement and Co-operative
     Development.

2.   **Collection:**
     At present the library has about 17,000 volumes on co-operatives and
     allied subjects and a few essential reference documents. It has over
     5,000 booklets and receives about 170 journals, besides a daily
     newspapers being subscribed for reference and clipping services.
     It also look after CEMAS Film Library consisting of 21 by films.

SERVICES PROPOSED TO BE RENDERED

In the light of the main objectives of the Centre, some of the following functions are foreseen:

- to function as an efficient reference centre,

- to function as a specialised library and documentation centre for the Regional Co-operative Movement.

- to coordinate all clearing house activities relating to co-operative development in the region.

- to publish regular bibliographies and documentation bulletins for the use and information of national co-operative organisations and national co-operative training centres in the Region.

- to advise and offer consultancy in the field of development of information and documentation centres of national co-operative organisations in the Region.

- to assist the member-movements in training of library and information personnel,

- to help and assist in the development of national library and information committees and plan the development of a Regional Working Party.

- to cultivate and maintain working relationship with similar national and international institutions, e.g., national universities, national research and documentation centres, ILO, FAO, UNESCO, IFAP, ICFTU, AARRO, CUPAC, ESCAP, etc.

METHODOLOGY

The Centre is expected to perform these functions under the following major groups:

- Development and operation of an efficient Library, Documentation and Information Centre.

- Collection and classification of information material, e.g.,
  latest policy documents, vital statistics about member-movements,
  research and studies conducted in cooperation all over the world,
  up-to-date calenders of courses of various national and international
  training centres.

- Developing an efficient retrieval system and dissemination of
  information to users.

- Designing training programmes and courses for various categories
  of personnel engaged in cooperative library and information
  development in the Region.

- Designing training materials, training aids and follow-up
  instruments for librarians and library development.

The Centre would enlist the support and technical guidance from professional
institutions now operating in India, and if possible a working relations
would be established with other institutions engaged in library development
and information dissemination, e.g., IDRC, UNICEF, USIS, British Council,
COPAC, NEARR, ICSSR, etc. The Centre would also establish more effective
links with the International Working Party of Cooperative Librarians and
Documentation Officers, ICA Head Office and Regional Offices, Swedish
Cooperative Centre, KF and other training centres of cooperatives in
developed and less developed countries. And also library and documentation
Centre of other institutions.

OBSERVATIONS BY USERS, ICA COUNCIL, EVALUATION TEAMS, ETC.

ICA/RO Library is recognised library for co-operative research by the
University Grant Commission of India (UGC), and the National Social Science
Documentation Centre of Indian Council of Social Science Research. As such,
the ICA Library, particularly its literature on co-operatives is being
constantly/regularly used by researchers and teachers of cooperation
from within and outside India.

In 1985, ICA/RO conducted a survey to ascertain the views of the users of
the ICA ROEC Library and Documentation Services in regard to its usefulness.
In short, the opinions highly commended the service being provided by the
Library & Documentation Centre recommended to diversify and further
intensify its activities so as to initiate and develop the national network

of cooperative library, documentation and information services and systems through resources sharing among Asian Cooperative Movements. The Library services have been internationally appreciated by all concerned.

ICA/RO also submitted a proposal on "I C A / RO EC DOCUMENTATION AND INFORMATION CENTRE" to the ICA Council Meeting held in Bangkok in November 1984. The proposal was well received by the Council Members. There was a general acceptance that the services provided by the ICA ROEC Library & Documentation Centre were very useful. It was felt that these should be further improved and extended.

EVALUATION MISSIONS VIEWS

The Final Report of SCC/SIDA/NORAD/NRD Evaluation of the International Co-operative Alliance's Development Program 1985-88, contains several observations and recommendations about the RO Library and Documentation Centre. It is relevant to refer to them in the present context. They are:-

-    "ROs - clearing houses for innovations
     15   "ICA should attempt to establish the ROs as Centres for
           dissemination of information, ideas and successful
           experiences to the Co-operatives."   (page 8)

-    "Thanks to its excellent library, the RO also established itself
     as a Centre for research and documentation about virtually all
     aspects of co-operative development in the region." (page 28, para 1)

-    A Note on the Bonow House   (page 37)

     -    "Among the excellent facilities can be mentioned
          Asia's by far largest co-operative library. "

     -    ". . . many vital functions for the smooth working of an
          office of this size, such as receptionist and telephone
          operator, assistants to the librarian, secretarial staff,
          etc. have been reduced to little or nothing."

- "A decision has now been taken by ICA HO to sell the Bonow House. A contract has been signed with an Indian cooperative movement, and ICA is expected to move within short into a rented office owned by the National Co-operative Union of India (NCUI), which would also take over the present Library of ICA."

- "The loss of the library would signify a sever blow to all attempts to give back to ICA its role as a leading centre for documentation and research about the co-operative movement.

- "The condition of the RO's library has deteriorated further during the last few years, as the librarian left without assistant, and cannot possibly maintain the same level of services as before. For similar reasons, the plans to upgrade the library into a Documentation Centre, and to establish a Data Bank serving the entire region. have been postponed." (page 45, para 6).

- ". . . the role as a clearing-house for information about the international co-operative movement, the role as a regional "Think Tank", etc. - should be strengthened, and be made more relevant also for the more advanced movements. Good ideas, innovative undertakings, etc. always deserve to be disseminated. Tne RO should attempt to have something to offer to all members, ▾"

(page 51, para 6)

- ICA's Role as a "Think Tank"   (page 54)

    - "The RO should, to a larger extent than hitherto, attempt to provide intellectual input to the member organisations (which, due to the exodus of intellectuals from the co-operative movement in a number of countries, is badly needed.) This function may include:

        (a)   An upgrading of the existing library to a ("Research and Documentation Centre."

(b)   The establishment of linkages with academic and other institutions doing research on co-operatives, or on topics of general interest for the co-operative movement.

(c)   A more intensive use of the Regional Office as a meeting place for talks and conferences by especially inited people."

"The professional staff should thus consist of, as a minimum:

- Regional Director
- Deputy Regional Director/Development Director
- Agricultural and Fisheries Officer
- Consumer Coops. Officer
- Industry and Trade Officer
- Banking and Credit Officer
- Accountant
- Librarian.   (page 55)

- The support staff should further be strengthened, in particular in regard to the important functions of assistant to the librarian, a skilled computer technician, and receptionist cum telephone operator."   (page 56)

- The Bonow House

The Bonow House, and the Library, should, in the Mission's view, remain in the hands of ICA.   (page 56)

Keeping in view the need of user Movements, scholars and individual cooperators in the Region, and wishes expressed by various user organisations, and in order to provide technical guidance on library development and human resource development in the field of dissemination of information and institutional building, it has been felt that the ICA should provide a more effective and specialised services to the Co-operative Movement in the Region by developing an Information and Documentation Centre for Asia.

The development of such an institution or a service has been foreseen by various authorities, committees, evaluation missions, etc. Hence, it is being felt that Library should be computerized.

TARGET GROUPS

- ICA RU Projects
- ICA Head Office and Regional Offices
- ICA Member organisations
- Governments of member countries
- Co-operative training, education and research organizations
- Indivisual co-operative members and potential cooperative members
- Universities
- Various institutions engaged in social-research
- NGOs and UN organisations.

WHY COMPUTERISATION

1   Greater serviceability of the Library & Documentation Centre by providing quick and comprehensive reference and information serivces to the target groups.

2.   Adopt more scientific and systematic approach for accessioning, cataloguing, indexing, asbstracting, contents, keyworkds, cross-references, etc., thereby combining many works in one sheet.

3   Greater diversification of information.

4   Quick dissemination of information.

5   To enhance the image of ICA.

WHAT MATERIAL TO BE COMPUTERISED

1   Books,

2.   Annual Reports

3.   Statistical material

4.   Conferences/Seminars/Workshops Documents conducted by ICA

5.   Grey literature - unpublished thesis, articles, films, video cassets, directories, yearbooks, calender of course, dictioneries, bibliographies

(Note: There should be separate file for books and articles)
- sample data sheet is enclosed.

STAGES FOR COMPUTERIZATION

A/1.   Acquiring needed pre-adoption know-how and knowledge from UNICEF, USIS, British Council, IDRC, NCEAR, CENDIT, ESCAP.

2.   Learn handling operation of the computer

3.   To prepare a thesaurus for computer feeding

4   To develop programming.

B.   Within the Library

    1.   Weeding-out library documents and storing them in archive room.

    2.   Re-classifying library documents (books and booklets)

    3.   Selection, classification, annotation/abstracting/indexing of articles (with retrospective effect of 5-10 years)

EQUIPMENTS REQUIRED   (See enclosed statement)

1.	Typewriters	Two
2.	Computer	One
3.	Micro Filming	
4.	Photo copier	One

SPACE, FURTITURE AND FICTURES

1.   Library is a growing organisation, hence additional space is required to keep new/additional documents.

2.   Library should be fully air-conditioned as was in the past.

3.   A few more minor changes.

STAFF

1.	Librarian & Documentation Officer	With the knowledge of library Science and computer handling,
2.	Professional Senior	typing, etc. The professional shall be the feeder to the computer .
3.	Professional Junior	Certificate in Library Science and good speed in typing and subsequently knowledge of computer operation.
4.	General Assistant-cum-peon	Matraculate, preferably with the knowledge of typing. (Shall be responsible for up-keeping of library and attend other jobs, clipping, circulation, binding material.

FINANCIAL REQUIREMENTS   (See enclosed statement)

1. Staff salaries

2. Cost of Computer

3. Fee to Computer Consultant

4. Cost of Typewriters

5. Cost of Air Conditioners

6. Documents (Books, journals, news papers, binding, stationery, etc.)

COMPUTERISATION WILL TAKE THREE YEARS TIME

STEPS TO BE TAKEN

FIRST YEAR
    i.   Learning computer

    ii   Weeding-out Library documents

    iii   Developing thesaurus

    iv   Developing programming

(Note: Routine work, such as book-selection, reference and
information services, etc., will continue.)

SECOND YEAR

    i   Classification and reclassification of documents

        (books, booklets, annual reports, etc.)

    ii   Typing the accession, classified and catalogued form

    iii Feeding Accessioned, Classified and Catalogued Form
        in the computer

    (Note: Routine work, book-selection, reference and
          information services will be continued)

THIRD YEAR

    i   First and Second years work will continue

    ii   Selection (retrospective period 5-10 years)
        classification, indexing/annotation and abstracting of articles.

    (Note: Routine work of books- selection, reference and information
        services will continue.)

PROMOTIONAL AND DEVELOPMENTAL WORK

1.   Participation in the meetings/courses/work-shops/seminars/conferences
      of professional bodies in India and abroad.

2.   In the past ICA Library used to provide services to s member
      organisation to promote, develop their library documentation and
      information services and systems. If this service has been rendered
      to some organisation on request, the above work will be delayed
      accordingly. Morevere, it may be noted that in the past the
      developmental work has been well received and appreciated. Hence,
      the request for it must be entertained. At the time we should
      initiat and motivate the member organisation for this work.

EVALUATION

<u>LIBRARY & DOCUMENTATION CENTRE</u> - <u>BUDGET</u> 1985-87- 9c-91

1.   <u>STAFF</u>   Rs.

   i   Librarian & Documentation Officer

   ii   Professional Senior

   iii   Professional Junior

   iv   Peon

2   <u>DOCUMENTS & STATIONERY</u>   Rs.

   i   Books

   ii   Journals & Newspapers

   iii   Binding

   iv   Stationery, etc.

3.   <u>EQUIPMENTS</u>

   IB PC AT   One   Rs. 60,000.00

   ii   Electric Typewriter   One

   iii   Electronic Typewriter One

   iv   Photo Copier

   v   Micro Filming

4.   <u>FICTURES</u>   Rs.

   i   Moving bookselves

   ii   Air Conditioners   Three

5   <u>DEVELOPMENTAL ACTIVITIES</u>   Rs.

   I Professional expuser for self
   II development and promotional activities.

   _____

      TOTAL   RS.
   _____

ACCESSION FORM

1. Date: _____   2. Call No. _____

3. Accession Nos. _____ _____ _____

4. Author 1. _____

            2. _____

            3. _____

5. Title : _____

_____

6. Series/Report, and No. _____

7. Name of Journal: _____

8. Edition: _____   9. Vol. _____   10. No. _____

11. Date _____   Month _____   Year _____

12. Place of Publisher: _____

13. Publisher: _____

14. Pages : _____   15. Price: _____

16. ISBN No. _____

17. Key Words _____

_____

18. Contents: _____

_____

_____

_____

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_____

_____

_____

19. Remarks _____

20. Form _____

Library computerisation: some thoughts on problems and prospects.

G.Y.Wesley
UNICEF, New Delhi

Information output and users needs

Libraries are social institutions with the express purpose of creating and maintaining the relationship between records and their users. It is imperative that all kinds of materials, in any form, should be available in libraries. The growth of publications particularly in the areas of science, technology, social sciences and other fast developing areas, such as periodical articles, seminar reports, conference papers, theses, survey and project reports, patents, standards and specifications, graphic records, state of the art reports etc. is so enormous that they no longer lend themselves for manual control. A look at the statistics of literature output would convince us of the vastness of its production. Each year more than three million documents of various kinds are being published in the area of science and technology alone, and it is estimated that the rate of growth will be doubled in a period of 7-8 years. More than 70,000 periodicals are being published in science and technology area. The annual rate of publication of the patents is 5,00,000 and that of technical reports is 1,50,000. This proliferation calls for innovative methods of handling information in the libraries.

Side by side with the growth of information, new dimensions are being added to the users needs both for intensive and extensive requirements. The categories of users are increasing and the functional responsibilites of users are compelling them to find information in built-in capabilities. This situation requires analysis and processing, generation and collection of such information and organising it, and the conventional and traditional library methods cannot cope with such a task. The interdisciplinary and multidisciplinary approaches of users, the project-oriented and mission-oriented searches have been transforming the functional nature of the traditional services in the libraries.

Role of professional librarians and information scientists

Librarians, on one hand, are required to perform the conventional library routine jobs for the conventional library materials, audiovisual and media materials, and on the other, they have to play the role of information scientists. As information scientists they have to study the characteristics of information and to know how it is handled and tranferred. They are expected to help the decision-makers with background documentation of information and material for making policy decisions. To identify, collect, organise, analyse and prepare information for this purpose, the librarians are now in need of new methods of information processing, which can help them perform these tasks speedily and accurately. Such a situation emphasises the application of modern technology, the inter-linking of systems, procedures, and professional human resources to achieve optimal benefit.

The quantity and nature of documents, and the characteristics of information and its handling, render information management by manual methods difficult, if not impossible. During the last three decades developments have been made in the field of computerising the library, and in India too significant advances have been made during the last decade in application of computers for information management. In this context how are we adopting to the changing situation? Sometime last year, the British Council had held a panel discussion, under the chairmanship of Dr Dennis Lewis, Director, ASLIB, London, on the changing role of librarians in the face of the challenges offered by computerisation. The discussion brought out a number of important points as to how they could cope up with the situation, and how they could adopt themselves to the new technology, while yet maintain their professional character, perhaps under new titles such as Information managers, data bank managers, library technologists (?), etc. The demarcation line between conventional librarians and information scientists is disappearing gradually, and rightly so. The discussion emphasized the need for library personnel to be trained as information managers with special attention to computerisation techniques, and regular participation in continuing education programmes to keep themselves abreast with the latest developments in computerisation and its applications for library use.

How computerisation can help

The need for automation in libraries is felt because of the work load in all spheres of library activities. It is essential to make day to day work updated and to clear the arrear work and backlog. This can be achieved better and rapidly by using a computer. It can offer new and improved services to users. It can help in housekeeping activities necessary for library organization and administration. Additionally, a well-designed computer system can render many more useful services. In information retrieval, the computer can produce indexes and file them. These can be printed when required. The computer can also be used for current awareness searches, as well as retrospective searches. The computer-based information retrieval system has been very effective, because of the availability of large files bibliographic records.

The application of the computer to library situations has two aspects- a) housekeeping routines, which any library could take away as much as fifty percent of the staff work time; and b) information services. The housekeeping routines include ordering, acquisition cataloguing, circulation control, serials control, membership records, statistics and record keeping for management purposes etc.. Uptodate Housekeeping routines is a prerequisite to efficient library services. The application of the computer to information services comprises generation and collection of information, information retrieval, current awareness service, selective dissemination of information; computerised data bases, and so on. During the last two decades, application of computer to libraries and information centres has achieved greater standardisation, more efficiency, smooth organization and better control over the collection, close cooperation and coordination.

While libraries with a large collection have achieved marked improvement in their services, special libraries and information centres, such as cooperative libraries, having a highly sophisticated information requirement, could find computerisation particularly useful for in-depth information search, documentation, generation of bibliographies at very short notice; more importantly for housekeeping operations, because of the oft-heard restriction on staff time.

Through the computerisation programmes, it is possible to have access to external data which can be exploited to greater effect by a computer-based system. In resource-sharing, all or a part of the library activities, such as acquisition, processing, storage and users services are shared. The centralised storage of data and its availability to each of the end users are significant factors in the computerised cataloguing system. Bibliographic access to the holdings of so many libraries, bibliographic control on specialised subject areas, preparation of union catalogues, speedy availability of information can be obtained by the computerised system. The advantages of computerisation are ready availibility of information, access to more documents, management control facilities. All this can be achieved at relatively less cost as compared to its speed, service, comprehensiveness, access to information etc..

Housekeeping operations

Computers are used for housekeeping routines which are directed for control of various functions in the library. These routine jobs may include selection, ordering, acquisitions, technical work etc.. Two essential types of controls can be managed effectively by computerisation; a)control of the stock of the library, and b)circulation control. The computer acts primarily as an information source to reveal the present position of the stock and to keep records describing the state of the stock and its whereabouts. In circulation control, the computer can hold records showing whether a particular book has been issued or not, if issued, to whom it has been issued and what is the date of return. If the book is overdue, reminders can be generated automatically. It can hold all the information about the user.

In serials control, computer can hold records of the various particulars, such as periodicity, frequency of arrival, whether the current issue has been received or not, whether subscription have been paid or not etc.. If the integrated computerised system is adopted in a library, all the files may be interlinked so that deletions, additions etc. in the files are made automatically to activate changes in related files. While the job routines and operations are repetitive in nature, computerisation can help in achieving it with maximum efficiency and speed.

In acquisition, the computer can receive recommendations, and check that the items recommended are not on order. It can order the items and chase the bookseller if no action appears to have been taken. When books are received , it can make accessions and keep statistics. It can maintain the records of items on order or in process, and maintain accounts.

The computer can keep the catalogue records of a library. The details of the entries may be amended. The entries may be sorted and arranged in order. The entries may be printed on cards, or on running stationery, as required. The computer can link the book, the borrower and the date-information rapidly and accurately, it can also consult issue files, deal with return of reserved books, prepare overdue notices, maintain statistics and perform related jobs. The ordering and accessioning of serials may be made by the computer. It can check-in new issues ,detect and chase issued not received, give notices of subscription and for binding volumes that that complete.

User services

The main advantages of library automation are speedy work, thorough administrative control of documents with relatively limited manpower, and saving of space in library accomodation. Computerised cataloguing has opened up a new vista in library services. Users can have access to a greater volume and variety of information by this than by any manually operated system. Computer-based information system offers facilities for rearranging information in any way desired, and users can be served with new library programmes. The bibliographic, reference and indexing services, together with services for mission-oriented and project-oriented researches, can be undertaken. Current awareness services and SDI services can be done with greater efficiency, and speed.

Planning decisions for library computerisation

In deciding and planning for library computerisation, the human factor is as important as selection of a particular system for a specific purpose, utilization of the computer capability, service to end-users etc.. cost effectiveness is also a prime determining factor in computerisation.

Computerisation requires certain preconditions or what can be called the computer environment- a set of situations, a trained personnel, a long term planning, properly trained end-users. Unless the computer environment is created, the desired results cannot be expected. The computer configuration and computer jargon can create some sort of psychological feeling of uncertainity to the work environment.The human factor including the library personnel and the users should possess adequate computer literacy. Once the staff are conversant with the computer literacy, capabilities of the computer and the convenience with which the services can be organised, this kind of feeling vanishes, and gives place to a new motivation to learn and participate in the computer environment.

Planning should be proceeded with an eye for every detail, and vision to adopt to new procedures, using latest management principles. The librarian should ask himself the following primary questions.

1. Is the computer necessary at all?
2. If so, what kind of computer is necessary?
3. How will the computer capability be utilised in future?
4. What are the jobs to be performed initially by the computer?
5. Will the changeover be cost-effective?

After considering these aspects, if the librarian feels that the change in the present situation of library is advisable, then he should make himself aware of the following prerequisites for the change:

Awareness: The capability and uses of the computer, as a product, in the particular library situation; the skill to develop innovative practices.

Commitment: The library staff should develop interest in computer environment, and acclamatise themselves to changing working conditions in order to achieve the set goals.

Leadership: The vision, determination, persistence and authority to create the essential conditions for the changeover.

Time-bound programme: Time should be considered as a resource as far as service is considered. Job specifications should clearly be allocated for all jobs and services during the period of transition. Steps for executing the jobs according to a schedule must clearly be laid down, and adhered to strictly.

Appraisal and adoption: During the change over period, the products and the procedures must be assessed to get results in specific applications. This means that a trial and error method be adopted in case of the library, before final decision is taken for adoption and rejection of different procedural methods.

Computerisation should be planned as a phased programme. After selection of a suitable system, the software, the computer language to be used should be chosen carefully. For this purpose it is imperative that the librarian makes himself comfortable with the basic computer technology and applications, by visiting computerised library systems in operation and discussing with the staff there, and by reading about the computer hardware and software available in the market.

Since computerisation is an ongoing process, the librarian must examine whether the library will install its own system or whether it will be a member of a computer network; whether the library will use a mainframe; whether the general or special application software is to be developed; whether the library automation be made as an integrated total system or partially; what will be the relation between routine jobs like acquisition, cataloguing, circulation,serials control etc. and storage and retrieval or bibliographic system. These points should be discussed and a decision taken on a particular system design. A preliminary assessment should be made on the working of the system designs available in the market. On the basis of the assessment report, a suitable system, answering all your expectations should be chosen.

Experiences with library information system software developed locally

I would like share with you some of the experiences that I have had with the planning, development and implementation of a library information system software developed using dBase III database, to be compatible with Wang Computer System hardware, already in operation within the organization.

The decision to computerise was taken after prolonged discussion with the in-house computer experts, and visitation to a number of libraries having computerised systems in operation. Commercially available softwares were reviewed, but the choice depended mainly on its compatibility with the in-house computer system.

Keeping in view the present size and nature of the library, its services, anticipated growth, and other responsibilities handled by the library unit, the choice finally fell on a stand-alone PC-based system (30 megabyte capacity), on dBase III. The system was intended as a simple, user friendly device with easy to follow instructions, for operation even by those who are not professional librarians. We have six country office in South-central Asia (Kathmandu, Colombo, Kabul, Male, Thimpu and New Delhi) and six zonal offices within India where satellite library systems are in operation, and are looked after by non-professionals, in addition to other duties.

Feasibility study

Each item of information sought by the consultants was thoroughly examined and discussed with the consultants and our own EDP experts. After an analysis of the expected requirements, a feasibility study was conducted by the consultants and a report submitted for review and approval. With continuous interaction during the developmental phase and periodic check of the progress made in accordance with the development schedule, the product was tried out with a controlled data. Though the programme generally answered our requirements, some programming faults were observed. These had occurred mostly due to gaps in communication at the time of discussions with the consultants, or due to our own over-confidence that everything had been conveyed, or just taken for granted as understood. System professionals analyse that which is conveyed to them in clear understanding, and they will programme accordingly. As library professionals operating on manual systems, we often tend to make assumptions, without the need to explain the reason or logic as to why or how it is done. These are apparent pitfalls that we must watch out in computerisation, and take care to avoid. Each step has to be conveyed to the computer analysts in a precise and detailed manner, to enable them to analyse in logical steps and convert it into computer programme. The programmer must be made to understand thoroughly the what, how and why of the system requirements, if necessary, by continuous interaction at every stage, and checking whether what you had conveyed has been correctly interpreted. After rectification of the anomalies pointed out, a second trial was conducted with a larger control data.

The system

Access to the main menu is gained through an IBM boot diskette, which when inserted in the winchester, presents the main menu (Display 1). The data entry and maintenance is done by authorised library staff through a password. A new record is entered through ADD NEW RECORDS mode (Display 2). The accession entry is designed to answer search queries through five characteristics of a document, i.e. author/s (upto three in case of multi-authored books), title, subject and sub-subjects, keywords (upto five), and call number. The documents are input using a worksheets for convenience in entering (Display 3). Records can be edited through MODIFY RECORDS mode. (Originally, access to edit mode was provided through the call number which is not a unique number. Subsequently, during the development stage, on request, it was changed to accession number). All items except call number are modifiable. Classified lists of documents can be generated through the subject classification codes, which are hard-cored in the system, separately. Keywords provide access to documents through features which are not clearly expressed in the title, or in the subject code. One additional feature of the system is the facility for entering significant contents, or synopsis of a document. This facility enables a reader to know more about a publication, before deciding to request the hard copy.

Journal articles are entered in a similar manner, as books. The only difference being that additionally, it provides access to articles published over a period.

Official documents are entered separately and can be accessed through document numbers or key words.

The system provides for generating integrated bibliographies of books, journal articles and official documents through keywords.

Through REPORTS mode, the system allows generating classified monthly acquisition lists, classified documentation lists, subject bibliographies, expense accounts, and status reports of orders.

A withdrawn or misplaced library publication can be removed from the system using the DELETE mode.

Response to query by author, title, subject or keywords, have the additional option to print the list, if necessary.

Characteristics of the system

One general comment of the users is that the system response is slow. It takes about a minute and a half to receive a response, because the system is PC-based. But then, for a library the advantages offered by a PC-based system overweighs that of a CPU-based system. Housekeeping operations, which take away as much as 50 per cent of the staff working time, can be done speedily through a PC, without cluttering up the CPU. Response time on CPU, would be more or less comparable to that of PC, because it depends on the overall load and size of files. A PC-based system promotes use of the library by the users, because the information is accessible only through the stand-alone system.

The second apprehension is that the winchester capacity is exhaustible over a period of time. The present library stock is about 10,000 publications, collected over a period of seven years, and it occupies roughly one third of the winchester. At the present rate of growth, the winchester can be expected to accomodate collection over the next six years or so, conveniently. Additionally, the weeding out operation in special libraries is faster, compared to other types of libraries, because of the introduction of new technologies in processes and operations, and this helps in creating space for newer publications. This period also more or less coincides with the period for introduction of new generation computers, which as a matter of fact, may offer solution for en masse transfer of data to new system!

I have taken a lot of your time and wish to end here, but with a gentle caution. I am not an expert in computer applications; if you have any questions, I will try to answer them with my limited experience of the subject.

Before I close, I would like to thank the ICA authorities for giving me this opportunity to share some thoughts on our common problems in information management. Finally, I thank all of you for your patient hearing.

MAIN MENU
├─ QUERY
│   ├─ QUERY FOR BOOKS ──────── QUERY BY AUTHOR/TITLE/SUBJECT/KEYWORDS CALL NUMBER/BORROWER NAME
│   ├─ QUERY FOR DOCUMENTS ──── QUERY BY SERIES NUMBER/KEYWORDS
│   └─ QUERY FOR JOURNAL ARTICLES ── QUERY BY AUTHOR/SUBJECT/SUB-SUBJECT/KEYWORDS
│
├─ MAINTENANCE ── PASSWORD ──┐
│   ├─ ACCESSION FILE
│   ├─ DOCUMENTS FILE
│   ├─ JOURNAL ARTICLES FILE
│   ├─ REQUEST FILE
│   ├─ ORDER FILE   OPTIONS : ADD/MODIFY/DISPLAY/DELETE
│   ├─ RECEIPT FILE
│   ├─ SUBJECT FILE
│   └─ DEWEY CODE FILE
│
└─ REPORTS ── PASSWORD ──┐
        ├─ AUTHOR CATALOG
        ├─ MONTHLY ACQUISITIONS LIST
        ├─ BIBLIOGRAPHY
        ├─ LIST OF JOURNAL ARTICLES
        ├─ LIST OF PENDING ORDERS
        ├─ ORDER SUMMARY
        └─ PERIODIC EXPENSES

SYSTEM OVERVIEW

COOPERATIVE LIBRARY AND INFORMATION SERVICE : PRESENT STATUS

G Y WESLEY
B D PANDEY

1 INFORMATION AND INDIAN COOPERATIVE MOVEMENT

Information has come to occupy an increasingly dominant economic and social role in our society. It is regarded as a vital resource and input in all spheres of development and growth of a country; and an effective information system is increasingly considered as an indispensable infra structural facility.

Cooperatives enjoy a pride of place in the mixed economy in India. They are regarded as powerful instruments to transform the economy of the country and secure socio-economic justice to the greatest number of people.

The cooperative movement in India has diversified its activities to a considerable extent. In terms of size it is one of the biggest in the world comprising of about three hundred thousand cooperative societies of various kinds and at various levels with membership of over one hundred million. The share capital is of the order of Rs 10,000 million rupees and the working capital is about Rs 100 million. The activity covers various sectors of socio-economic interests of the serving masses, the main thrust being in the field of agricultural credit, marketing, processing, storage and distribution of agricultural inputs and other requisites. The extent of involvement of the cooperative sector in the national developmental activities demands that adequate infra-structure for information and documentation services be provided for speedy and successful achievement of the cooperative's aims and objectives. This paper aims to identify the different types of information requirements of the cooperatives and pleads for the setting up of adequate library, documentation and information services.

2 WHY INFORMATION SERVICE FOR COOPERATIVES?

2.1 COOPERATION IS A DISCIPLINE

'Cooperation' satisfies all the criteria that mark a discipline and has now come to be regarded as a discipline in its own right. A quick glance at the structure and growth of cooperative activity shows that it has undergone a systematic pattern of development that characterises a discipline. It has established :

(i) normative principles and laws;

(ii) extensive education, training research and extension programmes and institutions for the same;

(iii) forums of exression through congresses, symposia, seminars, workshops etc. for exchange of information;

(iv) wide ranging industrial activity based on cooperative philosophy and hence commercially viable for the benefit of a large section of the society;

(v) a national cooperative policy;

(vi) Cooperative figures as a major sphere of activity in national and international development and gets regular resource allocation;

(vii) professional associations for advancement of the discipline and continuing education; and

(viii) generates considerable amount of information and literature.

Cooperation has gained due attention in almost all fields of activity and extensive action programmes have been launched at various levels, except perhaps, in one latent but nevertheless very important field i.e., library, documentation, information services—corresponding to the last of the above mentioned criteria for recognition of the subject as a discipline. The role of information services appears to.have been pushed to obscurity or grossly neglected.

Cooperation is an applied and growing discipline and as such the role of information is crucial to its development and advancement. Lack of adequate infra-structural facilities for .bibliographical control of the cooperative literature would leave the cooperative officials groping in the dark for information. Information not harnessed and organised is information lost. It is perhaps time to appreciate the situation in the right perspective and initiate action to develop organized information services and alleviate long term effects of information bankruptcy.

2.2 NEED FOR INFORMATION SERVICES

One may well ask about the need for organised information services involv-

ing investment of money, time and effort, while the cooperatives have been functioning without strongly feeling the need for organised information services. The need has always been there but not felt because the quantum of information available was small and easily manageable. Relatively the size of the cooperative organisations was also small. Cooperative executives have been somehow able to muster necessary information from one source or other or from wherever it had been generated and use it in their work. The fourth law of library Science says 'Save the time of the Reader'. The Cooperatives executive must be saved from the botheration and burden of information search so as to allow him more time to concentrate on the important task of managing and decision making. Today information is produced in vast quantities and by a variety of agencies. Cooperatives too have grown multifold leaving little or no time for the busy executives to dig out their information. Information is required to be handled, managed and monitored by specially trained library/ information professionals. Even in sophisticated fields such as scientific research and development which are totally information-oriented the situation has not been different. Organized information services were developed only when the accumulated data and information generation assumed enormous proportions and became unmanageable. This resulted in chaos and confusion and the workers were unable to keep abreast of situation of the developments in their field of work.

It is estimated that the world's output of new books is around 1,000 titles per day or about six million pages a year. The number of periodical publications brought out are estimated to be about 50,000 or about three million articles. These figures do not include reports, theses, proceedings, unpublished documents, etc., which also constitute a sizeable quantity. The latter category includes mostly nascent information which must be made use of before it becomes obsolete. In this sense information must be deemed as a perishable commodity, which fact contributes to the urgency of its handling.

If volume of literature is one obstacle confronting the prospective information users, access to it is still another. It is here that information services come to the help of information seekers.

Recorded knowledge is a vast inexhaustive resource having immense potential for utilization. It has been now recognised that information has value in terms of money. An information facility planned and run efficiently can be a source of profit because it can help executives, decision makers, managers, technocrats, engineers etc. to improve their competitive position.

2.3 INFORMATION GENERATION AND COOPERATIVE LITERATURE

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

(i) Cooperatives;
(ii) Cooperative educational research and training institutions and colleges etc;
(iii) Government departments, institutes, Inter-Governmental organisations, Ministeries, registrars of cooperative societies, commissions, special committees, etc;
(iv) universities and university institutes;
(v) Other research and educational institutes;
(vi) International cooperative organisations;
(vii) National cooperative unions, state cooperative unions;
(viii) Individual authors, and researchers; professional cooperators,
(ix) Conferences, congresses, seminars, symposia workshops, etc.

The literature of cooperation is, perforce scattered. It appears mostly in the form of books, booklets, articles, surveys, reports, proceedings, charts, dissertations, theses, unpublished reports and the like. Comprehensive and organised abstracting and indexing services are lacking. A few organisations like ILO, ICA, Plunkett Foundation, FAO, ICTC, CCT, VMNICM do make efforts for bibliographic listing of cooprative literature. However, because of inadequate coverage a good amount of cooperative literature is bound to go unnoticed, and hence unused.

The importance of the subject of cooperation can be guauged by the fact that a considerable amount of news space in the daily newspapers is devoted to activities and developments in this field. This dynamic factor renders the subject of cooperation to what can be termed as 'Action discipline' or 'Action subject'.

It is also necessary to take into account the volume of literature produced in the subject with which the subject of cooperation has close inter-disciplinary affinity and to which the subject of cooperation is applicable. A few of the more important among the former are management, economics, statistics, law sociology, education and training, commerce and agriculture. In the latter category cooperation is seen to have wide ranging ramifications into technology; the specific areas of activity include marketing, processing, storage, agricultural credit, economics and supply of inputs, housing, tribal cooperatives, industrial cooperatives, multi-purpose cooperatives, manufacture and supply of chemical fertilisers, pesticides, sugar, etc.

In a survey conducted by the ICA in 1973 it was found that a total number of 236 cooperative organisations all over the world were engaged in generating information out of which 117 organisations produced information in English language and 119 in languages other than English. The organisations producing literature in English language were also generating sizeable amount of co-operative information in their respective national languages. Like-wise, the

organisations producing cooperative literature mainly in languages other than English were also contributed considerably in English language also.

ILO made an attempt to list the World Cooperative literature during 1965-75. Although it does not claim full coverage the findings of this study give some insight into the literature output in the subject. On the average, it was reported that a total number of about 200 books were published per year, out of which 90 were in English language. India produced about 12 books per year. A good amount of literature was brought out in regional language. Plunkett Foundation (UK) reported that a total of 594 titles only were published during the period 1971-74, out of which 75% was in English. The ICA research Register of Studies on cooperatives in developing countries (1975) listed about 1,790 documents as published during the period 1968-72, which consisted of reference works, conferences/seminar reports, books, booklets and articles.

As far as periodicals are concerned ICA reported (1969) a total number of 456 journal out of which 179 were in English and 286 were in other national languages. India had been publishing about 31 Journals in English language and this accounted for nearly 75% of the Journals published in Asia in English. A total number of about 6,000 articles were included in the 179 English language journals, out of which about 4,300 dealt with the Asian cooperative movement. Of this number, about 3,000 articles were on the Indian Cooperative movement.

As a result of the increased and multi-pronged activity seen in the field of cooperation, we may assume a three fold increase in the production of cooperative literature.

2.4 INFORMATION TRANSFER IS PROCESS IN THE COOPERATIVE SECTOR

Excutives and professional cooperators tend to keep contact with developments and advancements in their field through personal contact, correspondence and participation in symposia, seminars, and congresses. Information from colleagues seem to be supplemented by contacts in other cooperatives through visits, meetings and letters. Heads of cooperative organisations tend to have contacts with their counterparts and others in other parts of the world through attendance at international conference for exchange of new information. Personal contacts at meetings, conferences, etc. and exchange of information through correspondence are particularly vulnerable in the field of cooperation where the rate of publication of information is rather low and, where organised information and bibliographical services are inadequate or non-existent. Cooperative workers also seem to depend for their latest information on project annual reports, progress reports, etc., which are brought out either regularly or on ad-hoc basis.

It is estimated that about 40 percent of information is obtained form reports

of various kinds, about 30 percent from verbal and person to person exchange, 20 percent from memos, 5 percent from the conferences and another 5% from mass media.

3 INFORMATION REQUIREMENTS OF THE COOPERATIVES

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

The information requirement of cooperative organisations are of varied nature—economic, legal, personnel management, public relations, technological, statistical, industrial and the type mostly concerned with decision-making and management functions like—planning, organising, 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. Other types of information generally required pertain to :

(i) national and cooperative programmes and development plans;
(ii) cooperaiive movement history, structure and position;
(iii) bibliographics;
(iv) case studies;
(v) model documents;
(vi) training programmes and;
(vii) means of cooperative training and education.

The examples indicate the broad range of information which modern cooperatives need and must be able to retrieve, communicate and organize for decision making.

In the field of education training and research, a concerted effort is being made in India in a three-tier programme. The Vaikunth Mehta National Institute of Cooprative Management imparts training for senior level personnel and is also engaged in conduct of research. A net-work of sixteen cooperative colleges caters to the training needs of intermediate personnel at the second level. At the junior level, seventy five cooperative training centres take care of training of junior level personnel.

Let us now examine the information requirements of the cooperatives in relation to their functions of decision making, management, training and education because these constitute the core areas of the movement itself.

3.1 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 diverse. The need for professional management techniques are increasingly and continuously being felt and stressed for 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 India. Professional management pre-supposes a well organised management information system which provides an organised means for providing past, present and projection information relating to internal operations and external intelligence. It supports the planning, control and operational functions of an organisation by providing uniform information in the proper time-frame to assist the decision making process. The information to be provided comprises of :

(i) information for strategic planning (Policy making) to top level management;

(ii) information for management control (scheduling) to middle level management;

(iii) information for operation control (operations) to lower level management.

For policy making and planning the information required is mostly exogenous i.e., information about the industry, competitors, social, economic and political factors of interest to the organisation.

Control information focusses on internally generated information such as financial, production, etc. A good information system can avoid or correct any oberrations in the planning process. The right type of information input to the right person at the right time can minimize the chances of making wrong decision, or mis interpretation of decisions.

3.2 INFORMATION FOR COOPERATIVE DECISION MAKING

The nature of managerial decision making in the present day cooperative cannot be determined by the way it was done in the past. The modern managers and executives are known to depend on hitherto less known sources for their information requirement for decision making.

The question is, however, not one of making faster decision—it involves making the right long term resource mobilization and allocation for the organization as a whole within current regulatory and other constraints.

Decision making can be enhanced by improved capability to communicate information quickly and correctly to cooperative constituents at all levels. This is made possible by using sophisticated information handling and documentation techniques.

Decision making involves management functions such as planning, organizing, directing, coordinating, reporting, budgeting, etc. and therefore, the information requirement for these fuctions perforce overlap. Decision making is a complex process and correct decision depend to a large extent on the information available to it at the time of making the decision. This presupposes that accurate and timely information must be made available in a convenient form that can be used directly. Information for cooperative decision making are available from a vide variety of sources—documentary, human and institutional. The information could be available from external or internal sources.

Since the decision taken ultimately affects the vital and important activity of the cooperative organisation at various levels, information service for this purpose must be handled by trained and experienced information scientists.

3.3 INFORMATION FOR COOPERATIVF 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 :

   (i) In membership meetings;
   (ii) In legal matters;
   (iii) In financial affairs;
   (iv) In a marketing society;
   (v) In societies for consumer goods and supplies;
   (vi) In savings and credit societies;
   (vii) General.

Cooperative education in India relates to education of members, Office bearers and managing committee members especially of primary cooperatives. It also covers training of secretaries/managers and other employees of the societies in a restricted manner. Leadership development courses of the office bearers and directors of secondary cooperative organisations and special types of primary cooperatives are also undertaken.

During the year 1979-80, the number of senior personnel trained was 943. 6,461 persons were trained at intermediate level in the regular and short term courses.

Library and information services are the very sinews of any educational effort. Therefore, the important and formidable task of cooperative education requires a well coordinated and integrated information service for planning, coordination, formulation and implementation of the courses, as well as for the

benefit of the students and trainees at different levels. These comprise of books and publications, reports, monographs, journals, serials, other education material and information and audiovisual material etc. Training of the trainers is another area of considerable importance. Since education in relation to cooperatives is of applied nature the latest educational and training techniques must be used to impart instructions for which an effective information service in indispensable.

4 COOPERATIVE LIBRARY, DOCUMENTATION AND INFORMATION SERVICES

At present the information, documentation and library services in the different types of cooperatives in India are woefully inadequate to meet the above information requirements, and in many organisations these are just vestiges or are altogether non-existant. The organizations which have recognized the need for such facilities are but few. This sorry state of affairs is perhaps owing to the apathy and lack of appreciation on the part of the authorities. They seem to be bound and dictated by the traditional delusion that librarians are custodians of books and nothing more. Today, the advances made in the field of library, documentation and information science have virtually revolutionised the concept of conventional library service. They have become highly service-oriented units catering to the information needs of the readers, using advanced techniques in information handling, storage and retrieval. They are in fact, veritable fountains of knowledge.

The few organisations which have a semblance of the services do not meet even the minimal requirements of standards as regards space, equipment, manpower and funds for purchase of required books, journals, and other information material. Efficient library and information service depends on the competence of the professional staff and the range of the library/information resources. The remuneration of professionally qualified and trained staff are so low that it cannot attract competent and qualified professional personnel. Barring a few cooperative organisations the library services in other countries also leave much to be desired. However, this situation must not form a basis for complacency. Adequate facilities must be set up and developed. Indian cooperative movement being one of the largest in the world, perhaps can give a lead in this direction. For a large and important area of activity such as cooperation, in the national developmental programmes, and its status as a subject in its own right, a well coordinated and integrated information service is a prerequisite.

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TWENTY EIGHTH ALL INDIA LIBRARY CONFERENCE

LUCKNOW : OCTOBER 20-23, 1982

Seminar Papers

1 Public Libraries in a Developing Society
2 Planning for National Information System

Edited by

J L Sardana
Mohinder Singh
O P Trikha
N N Mohanty
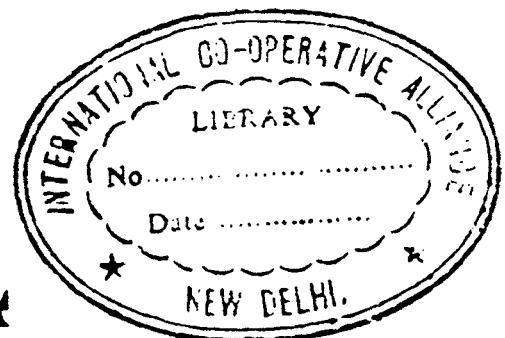
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MAINTENANCE FOR DOCUMENTS

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LIBRARY INFORMATION SYSTEM

QUERY BY AUTHOR FOR BOOKS
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QUERY BY SUBJECT
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LIBRARY :   UNICEF, DELHI

AUTHOR CATALOG

AUTHOR(S) : RAO (M.S.A.), ED.
TITLE   : STUDIES IN MIGRATION

EDITION   :   0
PAGES   :   400   PRICE :   200.00
SUPPLIER   : MANOHAR PUBLICATIONS,ND
CALL NUMBER : BAI.MIRG/RAO
ACCESSION NOS. :   11   0   0
PUBLISHER   :

AUTHOR(S) : ROSSI (PETER)   WILLIAMS (WALTER), EDS.
TITLE   : EVALUATING SOCIAL PROGRAMMES THEORY, PRACTICE AND POLITICS

EDITION   :   0
PAGES   :   326   PRICE :   0.00
SUPPLIER   : NYHQ LIBRARY
CALL NUMBER : B/ROS
ACCESSION NOS. :   40   0   0
PUBLISHER   : SEMINAR PRESS, NEW YORK

AUTHOR(S) : SAFA (HELEN I) ED.
TITLE   : TOWARDS A POLITICAL ECONOMY OF URBANIZATION IN THIRD WORLD

EDITION   :   0
PAGES   :   315   PRICE :   0.00
SUPPLIER   : OUP, NEW DELHI
CALL NUMBER : BB.1/SAF
ACCESSION NOS. :   39   0   0
PUBLISHER   : OXFORD UNIVERSITY PRESS, OXFORD

AUTHOR(S) : SHAH (P.M.), ED.   CANTWELL (NIGEL), ED.
TITLE   : CHILD LABOUR:A THREAT TO HEALTH AND DEVELOPMENT

EDITION   :   2
PAGES   :   110   PRICE :   0.00
SUPPLIER   :
CALL NUMBER : D9/SHA
ACCESSION NOS. :   46   0   0
PUBLISHER   : DEFENCE FOR CHILDREN INTERNATIONAL,SWZ

SUBJECT :   CHILDREN

SUB_SUBJECT :   BLIND

AUTHOR(S) : NARASIMHAN (M.C.)   MUKHERJEE (A.K.)
TITLE   : DISABILITY - A CONTINUING CHALLENGE
VOLUME   : 0   EDITION :   0
PRICE   :   80.00
CALL NO. : DA/NAR
PUBLISHER :

SUBJECT :   EDUCATION

SUB_SUBJECT :   EDUCATIONAL AIDS

AUTHOR(S) : UNESCO
TITLE   : PREPARING MULTI-MEDIA TEACHING MATERIALS
VOLUME   : 0   EDITION :   0
PRICE   :   0.00
CALL NO. : E9.1/UNESCO
PUBLISHER :

SUBJECT :   EMERGENCIES

SUB_SUBJECT :   RELIEF

AUTHOR(S) : ADISESHIAH (MALCOLM.S)
TITLE   : SEVENTH PLAN PERSPECTIVES
VOLUME   : 0   EDITION :   0
PRICE   :   140.00
CALL NO. : B3/ADI
PUBLISHER :

JOURNAL - ARTICLES FORM

SERIAL NO : _____   CLASS NO. : _____

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UNICEF, DELHI
LIST OF JOURNAL ARTICLES

SUBJECT : HEALTH

SUB_SUBJECT : DIARRHOEA MANAGEMENT

SERIAL NUMBER : 5
JOURNAL NAME   : BULL.WORLD HEALTH ORGANIZATION
TITLE   : INTERVENTIONS FOR THE CONTROL OF DIARRHOEAL
                 DISEASE AMONG YOUNG CHILDREN:WEANING EDUCATION.
DATE   : / /   PAGES : 1115-1127
ABSTRACT   : REVIEWS DATA FROM 12 DEVELOPING COUNTRIES WHICH
                 SUGGESTED THAT IT IS POSSIBLE EVEN IN POOR
                 COMMUNITIES, TO IMPROVE SUBSTANTIALLYH THE
                 NUTRITIONAL STATUS OF INFANTS AND YOUNG CHILDREN
                 BY WEANING EDUCATION.
KEYWORDS   : DIARRHOEA CHILDREN INTERVENTION WEANING EDUCATION

SUB_SUBJECT : HEALTH CARE PLANNING

SERIAL NUMBER : 40
JOURNAL NAME   : WORLD HEALTH STATISTICS
TITLE   : HEALTH SECTOR EXPENDITURE FLOWS IN SRI LANKA.
DATE   : / /   PAGES : 403-420
ABSTRACT   : ADDRESSES VARIOUS ISSUES CONCERNING PUBLIC HEALTH
                 SERVICES IN
                 SRI LANKA, THROUGH AN EXAMINATION OF THE RESOURCE
                 FLOWS
                 ASSOCIATED WITH DIFFERENT HEALTH CARE DELIVERY
                 MECHANISMS.
                 THE INPUT-OUTPUT METHOD OF ANALYSIS IS USED TO
                 IDENTIFY REQUIREMENTS FOR PRODUCTION, IMPORTS,
                 MANPOWER AND OTHER RESOURCES OF THE TECHNOLOGIES
                 USED IN THE MAJOR HEALTH SERVICES. THE RESULTS
                 OFFER INFORMATION OF POTENTIAL SIGNIFICANCE FOR
                 PLANNING, PROGRAMME OPERATIONS AND RESEARCH.
KEYWORDS   : HEALTH CARE PLANNING COST

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DATE : 02/14/87   BIBLIOGRAPHY OF BOOKS

CHILDREN

AUTHOR(S)   : WHO
TITLE   : BASIC PRINCIPLES FOR CONTROL OF ACUTE RESPIRATORY INFECTIC

YEAR   : 1986
CALL NUMBER : G8.ARI/WHO
ACCESSION NO: 17   O   O
PUBLISHER   :

AUTHOR(S)   : BOSE (A.B.), ED.
TITLE   : MONITORING SURVIVAL AND DEVELOPMENT OF THE YOUNG CHILD

YEAR   : 1986
CALL NUMBER : D6.CSDR/BOS
ACCESSION NO: 23   O   O
PUBLISHER   :

AUTHOR(S)   : STEIN (HERMAN D), ED.
TITLE   : PLANNING FOR THE NEEDS OF CHILDREN IN DEVELOPING COUNTRIE!

YEAR   : 1965
CALL NUMBER : D3/STE
ACCESSION NO: 47   O   O
PUBLISHER   : UNICEF, NEW YORK

AUTHOR(S)   : GROSS (BEATRICE)
               GROSS (RONALD)
TITLE   : CHILDREN'S RIGHTS MOVEMENT

YEAR   : 1977
CALL NUMBER : A4/GRO
ACCESSION NO: 50   O   O
PUBLISHER   : ANCHOR PRESS, NEW DELHI

BIBLIOGRAPHY OF JOURNAL ARTICLES

DATE : 02/14/87

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CHILDREN

SERIAL NUMBER : 5
AUTHOR(S)   : ASHWORTH (A)
                    FEACHEM (G)
TITLE   : INTERVENTIONS FOR THE CONTROL OF DIARRHOEAL
                    DISEASE AMONG YOUNG CHILDREN:WEANING EDUCATION.
JOURNAL NAME   : BULL.WORLD HEALTH ORGANIZATION
DATE   :   / /

SERIAL NUMBER : 6
AUTHOR(S)   : JOSEPH (M.V.)
                    TAYLOR (S)
TITLE   : A KAMPUCHEAN STORY THAT MISSED THE HEADLINE.
JOURNAL NAME   : FUTURE
DATE   :   / /

SERIAL NUMBER : 10
AUTHOR(S)   : SRINIVASAN (PUSHPA)
TITLE   : LEADING YOUNG CHILDREN OUT OF DEAFNESS. TRAINED
                    MOTHERS TAKE UP THE CHALLENGE
JOURNAL NAME   : FUTURE
DATE   :   / /

SERIAL NUMBER : 28
AUTHOR(S)   : JOSHI (P.C.)
TITLE   : EDUCATING RURAL CHILDREN THROUGH TELEVISION.
JOURNAL NAME   : YOJANA
DATE   : 06/16/86

SERIAL NUMBER : 42
AUTHOR(S)   : ROY (S.K.)
TITLE   : ORAL REHYDRATION SOLUTION SAFELY USED IN BREASTFED
                    CHILDREN WITHOUT ADDITIONAL WATER.
JOURNAL NAME   : JOURNAL OF TROPICAL MEDICINE & HYGIENE
DATE   :   / /

SERIAL NUMBER : 48
AUTHOR(S)   : HAXTON (D.P)
TITLE   : ELEMENTS OF A NEW THIC FOR CHILDREN. STATEMENT ON
                    THE RAJASTHAN CHAPTER OF SIX, JAIPU, 6 SEPTEMBER
                    1986. STATEMENT NO.109.
JOURNAL NAME   :
DATE   : 09/06/86

CHILDREN

SERIES NUMBER   : E/ICEF/1986/L.6
YEAR   : 1986
TITLE   : OVERVIEW: CHILDREN IN ESPECIALLY DIFFICULT
                   CIRCUMSTANCES, 27PP.

SERIES NUMBER   : E/ICEF/1986/CRP.7
YEAR   : 1986
TITLE   : PREPARATIONS FOR THE DRAFT CONVENTION OF
                   CHILDREN'S RIGHTS - CURRENT STATUS

DATE : 02/14/87 BIBLIOGRAPHY : BOOKS AND JOURNAL ARTICLES

CHILDREN

SERIAL NUMBER : 28
AUTHOR(S)   : JOSHI (P.C.)
JOURNAL NAME : YOJANA
JOURNAL DATE : 06/16/86
TITLE   : EDUCATING RURAL CHILDREN THROUGH TELEVISION.

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AUTHOR(S)   : ROY (S.K.)
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JOURNAL DATE : / /
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                CHILDREN WITHOUT ADDITIONAL WATER.

SERIAL NUMBER : 10
AUTHOR(S)   : SRINIVASAN (PUSHPA)
JOURNAL NAME : FUTURE
JOURNAL DATE : / /
TITLE   : LEADING YOUNG CHILDREN OUT OF DEAFNESS. TRAINED
                MOTHERS TAKE UP THE CHALLENGE

CALL NUMBER   : D3/STE
AUTHOR(S)   : STEIN (HERMAN D), ED.
TITLE   : PLANNING FOR THE NEEDS OF CHILDREN IN DEVELOPING COUNTRIES

PUBLISHER   : UNICEF, NEW YORK
PUBLICATION   : 1965

CALL NUMBER   : G8.ARI/WHO
AUTHOR(S)   : WHO
TITLE   : BASIC PRINCIPLES FOR CONTROL OF ACUTE RESPIRATORY INFECTIONS

PUBLISHER   :
PUBLICATION   : 1986

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DATA ENTRY FOR REQUESTS
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  TITLE : RURAL DEVELOPMENT      — Third.
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AUTHOR(S) : UNICEF PAKISTAN

TITLE     : CHILD SURVIVAL AND TV CAMPAIGN IN PAKISTAN

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DATA ENTRY FOR RECEIPTS

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RECEIPT DATE (MM/DD/YY) : 03/05/87

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RECEIPT NUMBER : 75   RECEIPT DATE (MM/DD/YY): 03/05/87
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AUTHOR(S)   : EDMUNDS

TITLE   : RURAL TRANSPORT IN DEVELOPING COUNTRIES

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ATTACHMENT : MAJOR FEATURES OF RECOMMENDED SYSTEMS

	BIBLIOGRAPHIC REFERENCE SYSTEM	MICRO CDS/ISIS
PRODUCER	World Health Organisation (Uses CARDBOX plus database package sold by Business Simulations)	United Nations Educational Scientific and Cultural Organisation (Unesco)
EASE OF USE	Originally developed for PC use. Menu Driven System Extremely Easy to Use	Conversion of Mainframe bibliographic package. Not as easy to learn as WHO Package. Uses menus combined with complex commands for searching and reporting.
SEARCHING CAPABILITY	Capable of very sophisticated searches. Searches can be built step by step. Very fast even on large databases	Very powerful searching capability User must learn difficult query language however.
REPORTING CAPABILITY	Very Limited Some standard reports defined Better suited to screen Queries.	Very powerful and flexible report generator. Some standard reports predefined. Defining additional reports extremely complex.
ADHERENCE TO STANDARDS	Non-standard system although export facility could be used for sharing data	Functionally compatible with standard MINISIS Package. Supports ISO standard for Bibliographic Data exchange
COST	Varies depending on number of copies purchased. Base price approx. $550 100 copies - 70% discount, 50 copies 65% discount	Free to qualified Institutions.
DOCUMENTATION	WHO documentation adequate only. Needs to be tailored to UNICEF use. CARDBOX plus manual very good	User Manual very detailed. Somewhat difficult to follow especially for the uninitiated
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The Implication of Mechanized Information Retrieval for Librarianship in the Developing Countries

Dorothy Schmidt*

The scientific and technological gap between the advanced industrial countries (AIC) and the less developed countries (LDC) has a direct bearing on the economic disparity between them. Serious attempts to narrow this gap must include scientific and technological information (STI) transfer as well as the development of indigenous capacity in the LDCs. Because of the vastly increased amount of information generated in recent years, mechanized information storage and retrieval systems offer the most effective answer to today's scientific and technological information needs. Mechanised information storage and retrieval systems using interactive mode, on-line computer access has many advantages. The author examines the appropriateness of systems involving computer-based services in the LDC's and recent experiences in some rapidly developing countries such as Korea and concludes that the mode of the AIC can be successfully applied in the LDC. Discusses the benefits to be derived from mechanized information retrieval and their implications for librarianship in developing countries.

1 INTRODUCTION

An information storage and retrieval system, in the words of Robert M Hayes, "stores a collection of records in a file, accepts individual requests for information, searches the file for data relevant to each request, processes the data, and provides the resulting information to the requester... In meeting this objective, an ideal information system stores a large number of records and retrieves any particular record rapidly and accurately in response to a request."[1]

In the past the library, which has been traditionally the key institution for providing information storage and retrieval, has had only manual, or

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non-mechanized, methods .of storage and retrieval available to meet the information needs of its users.

The information explosion of recent years overwhelmed and made it increasingly difficult for non-mechanized libraries, technical information centres and other institutions to control and retrieve the vast amount of information being generated. A way to alleviate the problem was found in the mechanization of information storage and retrieval systems.

It was Vannever Bush[2] who, in 1945, first proposed the use of digital computers for information systems and foresaw through their use the possibilities of mechanized information networks. In his words, "As a substitute for the concept of a 'system of systems', some observers have suggested different analogies. Some have used the concept of an 'information network'. It would consist of a series of 'stations', each of which would serve a particular audience, but which would transmit over the equivalent of 'coaxial lines' or 'microwave', the best of centrally prepared material as well."[2]

In 1945 at the end of the World War II People throughout the world were conscious of the relationship of science to the survival and well being of peoples and nations which World War II had dramatically demonstrated. Scientific activity continued to accelerate and led to the spectacular achievements in nuclear energy and space travel which have characterized the post war era. We are living in an age of science, yet there is a wide technological gap between the advanced industrialised countries and the less developed countries.

C P Snow[3] underlined the relationship of the scientific and technological gap between the developed and the developing nations to the economic disparity which exists between them. As he points out, as long as a wide gap separates the rich and the poor nations a just world order and harmony among nations cannot fail to be elusive and peace precarious. Serious attempts to narrow this gap must include the development of efficient systems of scientific and technological information, transfer and the development of indigenous R. & D. capacity.

Industrialization and economic development have become so closely linked as to be almost synonymous in developing countries. Asians, Africans, and Latin Americans have seen what has occurred in Russia and China in a relatively short span of years in respect of industrialization. They are determined to accelerate this development in their own countries. Recognizing this, C P Snow wrote, "For the task of totally industrializing a major country, as in China today, it only takes will to train enough scientists and engineers and technicians. Will, and quite a small number of years. There is no evidence that any country or race is better than any other in scientific

teachability: there is a good deal of evidence that all are much alike. Tradition and technical background seem to count for surprisingly little."[3]

The need for improved technology, not only in industry but in agriculture as well, has been brought home forcibly to the less developed countries in recent years by the inability of a great number of them to produce enough food for their populations.

In order to improve technology in the LDC's technological transfer is necessary. As there can equally be no technological transfer without technological information transfer, this can only come about through access to the worldwide pool of scientific and technological information.

The scientific culture, being an international culture, early sparked interest in the development of world-wide systems for handling scientific and technical information (STI). Information organisations such as the International Federation of Documentation (FID), the International Council of Scientific Unions (ICSU), the Organization of Economic and Cultural Development (OECD), and the United Nations Educational, Scientific and Cultural Organization (UNESCO) seized the opportunities offered by the improved scientific inter- communication among nations after World War II to improve international relations and accelerate international progress in science and technology.

Despite some political constraints on the flow of technological information across national boundaries, STI enjoys a relatively free flow throughout the industrialized countries because of their advanced information processing and retrieval systems. This rapid access to STI has facilitated the generation of new technology in the AIE's while lack of advanced information processing and retrieval systems in the LDC's has correspondingly increased the technology gap.

In the advanced industrialized countries the impetus toward information net working has arisen from:

(i) Economic and time pressures which are forcing organisations to share rather than duplicate information and other resources;

(ii) Advances in communication technology which make it possible to integrate multimedia information into a communications channel and to distribute it as early as one distributes voice communication; and

(iii) A rapidly increasing stockpile of machine-readable information.[4]

The same forces are applicable to the developing countries. Alexander King, Director for Scientific Affairs of the OECD, said of world information systems in 1965, "The interdependence of nations and the increasing sense

of the importance of being aware of significant development, wherever they may be generated, means that the documentation systems of the future must be smoothly workable on a world basis. The development of electronic and other complex and usually expensive techniques will have to be undertaken with this in mind so that information is automatically transferable across frontiers, either political or linguistic. This requires not only common or at least linkable equipment, but also agreement on coding and classification. It is clearly desirable that there should exist for the communication, storage, retrieval and transmission of ideas, a world network linking national networks corresponding to those for posts and telecommunications."[5]

As long as a wide gap separates the rich and poor countries a just world order and harmony among nations can not fail to be precarious. Linkage of the developing countries in international information networks can both reduce the technology gap and increase international understanding.

As Andrew Aines ones said, " In a world that Marshall McLuhan believes will before long become a "global village", the importance of improved communications as a binding force can hardly be over-estimated, especially as populations increase, science and technology expand, education increases, and national efforts to develop and improve information systems draw more support and resources."[6]

2 PROGRESS AND CONSTRAINTS

Although it has been concluded by some experts that systems involving computer-based services are inappropriate in the less developed countries principally because of: (a) lack of sufficient trained manpower; (b) inconsistent communications mechanisms and other infrastructural inadequacies, e g, fluctuations in power supply; and (c) lack of foreign exchange for purchasing hardware, recent experiences in some Asian countries (notably Korea where computer–based information retrieval has progressed to the stage of the ELIPA Project,[7] an on-line data base of librarians and information workers in the developing countries of Asia and Oceana set up with funding by IDRC, IFLA, FID/CAO, and KAIST at the Korea Advanced Institute of Science and technology), inspire confidence that the mode of the advanced industrial countries can be successfully applied by the less developed countries and that the use of electronic techniques for transferring information across political and linguistic barriers is not only feasible but also inevitable as such countries industrialize.

The advantages accruing to a developing country from an operational on-line, i nteractive mode, computer–based information storage and retrieval system include:

(i) Increased speed of access to both retrospective and current scientific and technological data through ability to interact with the computer to derive answers for international data-bases in real-time.

(ii) Increased efficiency in retrieval and accuracy of information;

(iii) Decreased cost of obtaining information as on-line computer facilities become cheaper than assembling vast libraries from the beginning;

(iv) Opportunity to provide input into international information systems.

The Inter-governmental Conference on Scientific and Technological Information for Development, 1979 (UNISIST II) noted in its final recommendations that :

"National information systems and networks need for their development trained specialized manpower; infrastructures including communication facilities, data banks, libraries, documentation centres, archives, back-up literature, hardware and software; and the necessary information-handling procedures and techniques, tools, methods, norms and standards; national information systems and networks should aim to ensure access to, and facilitate utilization of, scientific and technological information from national and international sources. . ."[8]

Unesco has for the past decade through its UNISIST Programme successfully pursued the goal of developing awareness and acceptance on the part of the governments of developing countries that (a) national policy for information is essential and (b) funding for sciences and technology must include funding for information systems. In so doing it has worked through its National Information Systems (NATIS) programme which is a direct effort to raise to a high governmental level in each country provision of STI together with provision of libraries and archives and by a series of international conferences.

Between 1971 when Unesco launched its Intergovernmental Programme for Cooperation in the Field of Scientific and Technological Information (UNISIST) to further the establishment of a world-wide scientific and technological information network, and 1979 when the second Inter-governmental Conference on Scientific and Technological Development (Unisist II) took place, Unesco sponsored a number of regional conferences, seminars and meetings which looked into the planning of world-wide information network. Regional Meetings on information policy and planning were held in Colombo (1974), Tunis (1976), New Delhi (1976), Bali (1977), Accra (1978), and Lima, Peru (1979).

It is not an accident that the need for trained information personnel has been an ever recurrent theme at all of these meetings.

Dr Nat Adeyemi, a Nigerian librarian/documentalist, now Chief Librarian, National Institute for Policy and Strategic Studies, Bukuru, Jos, stressed the seriousness of lack of such manpower in a lecture in 1976 to the Lagos Division of the Nigerian Library Association:

> "To my mind the most important problem for library automation in developing environments is the *lack of the human resources*. The significance of the human element in automation projects lies in the fact that it is the man who initiates, develops, operates, and uses computer-based systems. Therefore, any successful automation project must ensure that there is effective bilateral communication between computer men and libraries. . ."[9]

In 1981 he still found the lack of skilled human resources to be the primary factor mitigating against the introduction of automated information systems. In his words, "It is my considered opinion that this issue is the very foundation of *our present circumstances*. I venture this assertion in recognition of the fact that out of the major resources which underlie the success of any automation project - namely the equipment, material, human and spatial resources - the most significant and by far the most difficult to procure is the human resource in terms of skilled manpower for planning, designing, programming, and project implementation."[10]

In addition to the lack of sufficient trained specialized manpower to plan and operate automated information systems, developing countries in general lack R & D environment capable of utilizing their output. The R & D capacity of the less developed countries requires considerable improvement if STI is to be well utilized. Keren and Harmon in their 1980 survey article, "Information Service Issues in the Less Developed Countries" conclude that as long as R & D performance statistics indicate that more than 75% of the world's scientific research is performed by six advanced industrial nations (the United States, USSR, Germany, France, Great Britain and Japan) and more than 90% is produced in 15 countries, it is obvious that these countries have a clear advantage in developed information systems which after all form support systems for R & D[11] They also conclude that where successful indigenous development of R & D occurs in developing countries it is nearly always related to specific areas of high national priority. The nuclear energy information system in India is one example, industrial information services in Mexico is another, and the International Rice Research Information Centre (IRRIC) in the Philippines is a third.[12]

In Nigeria the National Institute of Policy and Strategic Studies (NIPSS) at Bukuru near Jos falls into this category. It is funded at the priority level and the necessary infrastructure exists for the implementation in the near future of automated information processing as an integral tool of the research and development undertaken at NIPSS.

The hardware and software components of mechanized information retrieval systems are fortunately decreasing in cost while at the same time becoming easier to operate. The computer revolution continues unabatted. During the past decade relatively cheap microprocessors such as mini-computers have come into widespread use in the industrially advanced countries. Very small but powerful computers are now commercially available and are within the means of many of the universities and research institutes in developing countries. Not only has the hardware become less expensive but also the software for their use is becoming more 'user-friendly', less difficult for people without prior experience to operate.

The final report of the Unseco Consultative Meeting held at Toledo during 11-15 May, 1981 predicted that for the period of Unesco's second Medium Term Plan, 1984-1989 :

"The proliferation of small data bases is expected, using microprocessor technology that can be operated without the support of specialized and skilled hardware and software personnel. Systems costs in the range of $20,000-50,000 provide powerful software capabilities, such as text processing and type-setting, which allow easy creation and maintenance of bibliographical, textual and numerical data bases while telecommunication facilities will provide electronic mail, computer conferencing, etc. The cost of these systems depends on the number of simultaneous users. The microprocessor technology is pushed through by a new industry consisting mostly of smaller information engineering firms, and not by manufacturers of large machines. Users need little training in the effective use of these systems... Video discs may be round the corner and a choice may have to be made between facsimile transmission and mass storage on video discs.

What are the implications? Soon we may need data bases on data bases, and may develop services such as expert systems. Developing countries should not be advised to duplicate large data bases at this time, although some duplication may exist for political reasons. Familiarization with information processing, using microprocessing technology is recommended; it can accomplish the management of national data-bibliographic and other types."[13]

The International Development Research Centre, Ottawa (IDRC) offers an integrated-hardware/software· package tailored for the developing countries which not ʝnly includes an integrated low-cost mini-computer (Hewlett packaged 3000 series) but also a software package for permitting on-line data entry and interactive retrieval as well as maintenance of the system and updating by addition of new features. This package known as MINISIS was developed primarily for use in bibliographic information systems. MINISIS combines data-base creation, management facilities and information retrieval in one package. It is fully compatible with the widely used ISIS (Integrated Set of Information Systems) software package developed by the ILO, and accepts and produces data bases on magnetic tapes that conform to ISO Standard 2709. Users automatically become members of the MINISIS Users Group which pools information on new applications and common problems and advises IDRC on future developments.[14]

A major constraint to transferring this technology appears to be the unreliability of communications facilities and the lack of the dependable electric power supply necessary to operate delicate electronic equipment. With these areas of basic infrastructure being given priority attention by the authorities in the less developed countries the introduction of automated information systems will become much easier.

Last, but not least is the constraint imposed by the foreign exchange component. It is to be noted that the introduction of an automated information system depends on technological transfer and that three elements of the system — personnel, hardware and software, all involve foreign exchange since they must be either trained (in the case of personnel) or acquired (in the case of hardware and software) outside of the developing country.

3 IMPLICATION FOR LIBRARIANSHIP

It would be difficult to avoid the conclusion that the benefits of automated information retrieval coupled with the advances in computer technology which have brought mini-computers within the financial reach of many institutions in developing countries carry important implications for the information profession in general and for librarians in particular.

The absence of many of the preconditions for successful automated systems constitutes a serious handicap for the information professional in the developing country as he or she strives to live up to the ethics of the profession which call on all librarians to provide accurate, up-to-date and complete information to meet the needs of those they serve.

In developing nations where skilled manpower is in short supply logic dictates that the information management profession - librarians, documentalists, and archivists - should unite its efforts. Participants at The Consultation Meeting on the Transfer and Utilization of Information for Development in the 1980's convened by the Director-General of Unesco in Toledo, from 11 to 15 May 1981 concluded:

> "Given that in some developing countries the sources of government funding are limited and the cost of establishing viable and effective information services is high, libraries - in the absence of other information service - have sometimes to play multiple roles. The library professional must have training in different areas - librarianship, documentation and archives management. It would be more appropriate to designate these professionals as information managers. The image and status of the profession should be improved. Unesco should give further attention to the revision of library science curricula and establish new regional schools with integrated courses."[15]

The concept of a unified profession includes unified professional training emphasizing this interlink while permitting specialization in one of the three branches, and the broadening in name of the library schools to Schools of Library, Archive and Information/ Documentation Studies. It also implies a unified professional association at the local and national level.

Rapid advances in technology necessitate continuing education in all professions. Continuing education is particularly necessary for the information profession as rapid advances in the technology of information storage and retrieval increasingly render earlier procedures and methods obsolete. Failure to understand the new technology may lead to ineffectiveness of the profession, and to retrieval of inaccurate, incomplete and misleading information for its users which may further delay the creation of effective S & T infrastructure.

The participants at the 1981 Consultation Meeting held in Toledo, Spain, 11-15 May, 1981 noted that despite an abundance of information and information-providing mechanisms as well as increasing development activities in most countries that need information support, there was relatively less use of information sources in many developing countries. The participants concluded:

> "The underutilization of information sources, services and libraries may result from the interplay of several factors: (a) information and library systems are often designed by information professionals without

identification of the user clientele and specific user needs; (b) the non-availability of the needed documents in the system; and (c) computerized systems appear unfriendly to users because of their large data bases, command languages, which have to be understood in order to make effective use of a system. "[16]

The Information Management profession in developing countries has a clear responsibility to master the new technology for information processing and to acquire the expertise necessary to utilize computer facilities and mass storage devices. Professionals must design information systems which are both adapted to the local country and at the same time compatible with international systems.

The profession has an ethical responsibility to the developing world to be an effective instrument for narrowing the technology gap. It must assume the cloak of an active and articulate pressure group to enlist the support of the policy makers for adequate financing of information systems. When this support is available the profession must not be found wanting in technical expertise to meet the challenge.

Librarians in developing countries can profit by associating themselves with the major areas of thrust of Unesco's General Information Programme. During the upcoming period, 1984-89 Unesco will launch its second medium-Term Plan for which the following major areas of thrust have been suggested:

(i) Improvement of the national capacity of Member States for the production of primary information sources. Examples of activity areas :

   (a) Improvement in the collection and analysis of statistical and numerical data,

   (b) Improvement of the quality of primary sources of information, and

   (c) Promotion of the protection of intellectual property and access to copy-righted works.

(ii) Promotion of national information policy, planning and development of national information systems and services in Member States. Examples of activity areas :

   (a) Promotion and formulation of national information, policies and plans,

(b) Promotion of and assistance in, the establishment of information systems and services for all sectors of society, and

(c) Promotion of measures to achieve the optimal utilization of information, information sources, systems and services.

(iii) Improvement of the national capacity of Member States to apply modern information, telecommunication and other technologies in information handling.

'(iv) Promotion and dissemination of methods, norms and standards for information handling.

(v) Promotion of measures to facilitate the effective utilization by Member States of international and regional information systems and services.[17]

Librarians can take the lead in arousing national awareness of information as a prerequisite to technology transfer, in designing systems and services that can provide the needed information for national development, and in convincing the national policy makers to mobilize adequate support for the establishment, development, management and operation of these systems and services.

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17 *Ibid.* Annex II.

The JOCLAI (Joint Council of Library Associations of India) in its meeting held on December 19, 1988 at Calcutta discussed the draft Code of Professional Ethics and resolved to widely circulate it among members through the instruments of *newsletters* of various professional associations. The members are requested to kindly go through the 'draft' and communicate their comments if any to ILA office by 15 June, 1989.

Text of the *Code of Professional Ethics*

"A Code of Ethics For Library & Information Professionals"

Preamble : We the librarians and information professionals of India

Convinced of the fact that a library is meant to fulfil certain definite educational, cultural and socio-economic objectives of the contemporary society;

Realising that we have a clearly defined effective role to play in the fulfilments of these objectives;

Aware of the fact that this role, modified from time to time with the introduction of new innovations in information techniques and the overall devlopment of our technological society, will continue in the foreseable future;

Believing that in our democratic society, following a socialistic pattern, every citizen has the right to intellectual freedom and the freedom of access to undistorted, unbiased information, irrespective of his educational, cultural level, political affiliation, caste, creed, religion, age or sex and that we are committed to foster readers rights to read as they please, only except such material which are covered by censorship regulations imposed by law;

Accepting our special responsibility of selecting reading materials and guiding lay public in their use of the library's resources, to enlarge their mental horizon and elevate their taste;

Considering that we are not simply a congery of certain related groups of technicians and managers, but a homogeneous group of educators, equipped with general education and proper training in modern techniques and technology of library management, continuously updated to keep pace

with the changing needs of our progressive society;

Conscious fully of the fact that membership in our profession carries with it special obligations to maintain the highest level of personal integrity and competencies, and;

Determined to create a healthy professional tradition for the future; create and give unto ourselves the following code of professional ethics :

The Code :

1. Library and information profession is a service profession. Library and information professionals should gather information, organise into easily accessible collections, provide mechanisms that help productive utilisation of the same by all the eligible clientele

2. Library and information professionals must be governed by the democratic principle of giving every user his/her opportunity to access to information resources and make special efforts to keep their interests growing towards further developments.

3. Library and information professionals must familiarise themselves with all available information sources that are of interests to their clientele either on demand or in anticipation They may be in the form of books, technical papers, and other non-print records and even sometimes specialist in any field of knowledge. Gathering, organising and transmitting information to the appropriate targets of use is an essential credo of librarians and information personnel efficiency and effectiveness in finding targets of use for every information available is the main focus of our profession.

4. Library and information professionals must keep service orientation in their professional work. Personal philosphies and attitudes should not interfere with those of the institutional organisations

5. Library and information professionals should avoid unlawful and unethical pecuniary interests and must serve their clientele on an equitable basis.

6. Library and informational ptofessionals should keep timeliness as a prime factor in serving information to user. A delayed response brings discredit to the service and ultimately may not be useful.

7. Library and information professionals should aim at the development of their own professional organisations and take pride in the ethos, activities and services. They should encourage younger generation of professionals with their own exemplary service.

8. Library and information professionals should cultivate their field of knowledge in a professional way. They should contribute to the field by the research, teaching and dissemination through literature."

(5)

movement

By B. D. Sharma

INTERNATIONAL Co-operative Alliance (ICA), the world body of co-operatives in its 95-year history will meet for the first time in New Delhi in October 1989. On this occasion, it will be most appropriate to briefly review the contribution of the Indian co-operative movement to ICA and vice-versa.

The Association of Indian Co-operative Movement with International Co-operative Alliance (ICA) dates back ever before the establishment of an ICA Regional Office for South-East Asia. At ICA congresses, Indian representatives had raised important issues relating to the role of ICA in strengthening and spreading co-operation in the world. Prof H. L. Kazi, representative of Indian Co-operative Movement, in his capacity as member of ICA Central Committee had the privilege of moving an official resolution on the promotion of co-operation which outlined approach to ICA entry into under-developed countries at the 17th ICA Congress at Prague in 1948. Moving the resolution, he remarked "ICA should continue its work of spreading knowledge of co-operative principles and practice of establishing and maintaining working contacts with co-operative circles in under-developed areas thereby actively promoting the expansion and development of co-operative organisations in those areas."

The 20th ICA Congress held in 1957 at Stockholm again deliberated on the subject. The Indian delegate Mr B. J. Patel, the then General Secretary of All India Co-operative Union (now National Co-operative Union of India) presented a paper at the Congress outlining the following roles of ICA in developing countries:
—strengthening national co-operative organisations;
—stimulating co-operative activity in the region in accordance with principles of co-operation;
—assisting co-operative movement in research and evaluation.

ICA regional office for Asia: ICA Regional Office for Asia came into being as a result of a report of Mr Keller and directions of the 20th Congress deliberated at ICA Conference convened in 1958 at Kuala Lampur (Malaysia). The Regional Office and Education Centre was declared open by the Late Pt. Jawaharlal Nehru, the then Indian Prime Minister on 14th November 1960 in New Delhi. Since then, Indian Co-operative Movement has been more closely associated with ICA activities to strengthen co-operative values and systems. The Indian Government has also been extending valuable support to the ICA Regional Office for its activities to promote co-operative movement. Top policy-makers in the Indian Government showed keen interest in the programmes and activities of ICA. Mrs Indira Gandhi, former Prime Minister of India, was Honorary President of ICA Regional Council from 1962-68. Besides, a number of Union Ministers in the Indian Government extended their hearty support to ICA in its task for strengthening co-operative values.

Contribution of Indian co-operative leaders: Indian Co-operative Movement has been both the contributor as well as beneficiary of International Co-operative Alliance. Eminent co-operative leaders and thinkers like Prof D. K. Karve, Dr D. R. Gadgil, Sir V.T. Krishnamachary and Mr B. Venkatappaiah gave the benefits of their thoughts and ideas to further the growth of International Co-operative Alliance. The role of Prof D. G. Karve, as the Chairman of ICA Commission which reformulated co-operative principles in 1966 and which were adopted by the entire world co-operative movement, is well known. Applause which Prof Karve received after his presentation of the report of the Commission to the 23rd Congress at Vienna stands as testimony of his contribution to co-operative ideology. At the Congress, the then President of ICA remarked "Prof Karve, Congress, by its applause has given the most convincing and appropriate expression of its sincere gratitude to you not only for serving as Chairman of this exceedingly important Commission on co-operative principles but also for the masterly way in which you have introduced the subject for the consideration of Congress. We thank you most sincerely".

Propagation of co-operative ideology: Article 3(b) of ICA Rules and Standing Orders mentions propagation of co-operative princiles and methods throughout the world as one of the principal objectives of ICA. Indian co-operative movement and ICA have worked hand in hand for the achievement of this objective. Analytical study of Indian Co-operative Laws vis-a-vis co-operative principles jointly undertaken by ICA and National Co-operative Union of India provided useful guide points for ideology-based amendments in co-operative legislation in the country. Similarly, a Regional Consultation on Role of Government in promoting Co-operative Development in Asia recently convened by ICA has proved very important to Indian co-operative movement in appraising Indian Co-operative Laws in the context of co-operative ideology and development.

ICA has also played a vital role in bringing the Indian co-operative movement in the mainstream of world co-operative movement. Association of Indian Co-operative Movement with various ICA fora viz. Congress, Central Committee, specialised meetings, conferences, etc, has provided good opportunities to it in assimilating experiences and dynamic changes that are emerging in international co-operation.

Co-operative education: Importance of education for co-operatives has been very aptly explained by Mr Alphonse Desjardins, one of the co-operative thinkers, who once remarked, "if a movement for economic regeneration, or any other movement is to have a chance of succeeding, it must arise from within the very heart of the people".

Collaboration of Indian co-operative movement and ICA in the sphere of co-operative education and training has been very close and active. It was in India that ICA succeeded in evolving a new approach to co-operative education i.e. education as an input for development. In 1971 ICA and NCUI jointly started a pilot project in the field of co-operative education to demonstrate that co-operative education should lead to development of the members and their co-operative society. Appreciating the success of the project, the then President of India, the late Mr Fakhruddin Ali Ahmed, in his speech on the occasion of 80th Anniversary of ICA in 1975 remarked, "I am glad to know that ICA, which has adopted education as one of its important activities has been provided expertise and sharing its experience in organising a pilot project on co-operative education for a selected group of primary societies in Indore District of Madhya Pradesh in collaboration with the NCUI and the Madhya Pradesh State Co-operative Union. This project, which was started in February 1971 has now completed four years. The results have been so satisfactory that the societies themselves have now started coming forward to provide additional funds for continuing the programme."

The approach evolved through the project has been replicated throughout the country and the co-operative education programme has been reshaped from theoritical enunciation of co-operative ideology and duties and responsibilities of the members and the Board into an effective catalytic change agent for development. For effective co-operative education programme, it is essential that educators should have necessary knowledge, attitude and skills in communicating with the beneficiaries. The Co-operative Education Material and Advisory Services of ICA has played a very important role in supporting co-operative education programme to develop education material and aids suiting to the needs of Indian co-operatives. Such material and aids have been properly tailored according to field needs.

Library and Documentation Centre of ICA Regional Office for Asia has created an abiding impact on co-operative academics, scholars, practitioners and executives. This Centre, apart from developing a storehouse of co-operative information and knowledge, has been instrumental in promoting co-operative library services through its live contacts with professional librarians functioning in national co-operative organisations and co-operative education and training institutions. The National Cooperative Union of India, the apex body of Indian co-operatives, has also drawn upon the expertise of ICA Library-cum-Documentation Centre for preparing a scheme on National Information and Library Services for the benefit of co-operative organisations and research scholars.

Training of employees is yet another important dimension of ICA's role for the benefit of Indian co-operative movement. ICA Regional Office for Asia has so far organised nearly 250 technical meetings and training programmes wherein nearly 1500 representatives of Indian co-operatives have participated. Principal fields of training have been agricultural co-operation, consumer co-operation, fisheries co-operatives, processing co-operatives etc. These training programmes have provided opportunities to Indian co-operators for introducing a number of new concepts and activities in the field of co-operative development programmes.

Tasks ahead: Over the years, the co-operative sector in India has diversified itself to a great extent. With its 3,15,000 co-operative societies with a membership of 150 million persons it has embraced practically all segments of the Indian economy. However, co-operation as a system can sustain itself in the modern competitive and technologically changing world only if it adapts itself with the new trends flowing around it. Therefore, first and foremost challenge before co-operative organisations is to build up their operational efficiency so as to compete effectively in the market. Further, they have also to improve the quality of their services to win over members' confidence. This calls for renewed efforts on the part of co-operatives for introducing corporate planning and modernising their management and operations. Therefore, it becomes imperative for co-operatives to go in for computerisation of their operations and for building up effective management information system.

Viewed in the above perspective, following may be the agenda for future collaboration of ICA and Indian Co-operative Movement:

i) Preparation of modules of perspective planning for institutional development in various sectors of co-operatives;

ii) Formulation of guidelines for development of professionalisation and modernisation of management of co-operatives for improving their productivity at all levels;

iii) Diversification of activities of co-operatives, particularly, in th sphere of value addition e.g. agro processing for improving rural in comes and creating employment opportunities;

iv) Formulation and implementation of the projects for technolog transfer for the benefit of co-operative sector through international assistance;

v) Promotion of international trade on co-operative to co-operative basis;

vi) Facilitation of human resource development in co-operatives;

vii) Concretising the steps for strengthening co-operative values.

COMPUTER CONCEPTS

General characteristics of computers

Today, computers are being used extensively in a variety of diverse applications. Despite this there is a mystic aura surrounding the word "computer". This is primarily due to the fact that the potential user has no definite idea about the capabilities and limitations of computers and imagines them as omnipotent blackboxes which can do anything and everything.

A computer is a fast and accurate electronic device that is designed to accept and store input data, process it and produce the output under the direction of a step by step program of instructions. It is our aim to put forth in broad and qualitative terms the general characteristics along with some special applications of computer systems.

Speed

Jobs given to the computer are done at a tremendous speed. Processing speeds (internal to the computer) range from 1000 to 1,000,000 instructions per second and a printing speed ranging from 40-45 characters per second to 2000 lines per minute. The upper limit is uncommon in small computers.

Reliability

Being a machine a computer does not suffer from the human traits of fatigue and lack of concentration. If 4 million calculations

1

are to be performed, it will perform the 4 millionth with exactly the same accuracy as the first. Due to this, it can handle large volumes of data, and repetitive and time-consuming tasks accurately over long periods of time.

Accuracy

Along with high speed and reliability a computer can be highly accurate particularly while performing arithmetical operations. Accurate handling is the result of built-in features.

Storage

The computer is equipped with external storage devices which store large volumes of data. This can be later retrieved with ease and efficiency.

Communication

Once data has been entered in the computer, it can be transmitted to other nodes on a communication network. Data could be in the form either of written information, graphics or symbols. Several computers can be linked in a network and data from different centres can be exchanged.

For example a user in a library may want to know about the books available in a particular area. If this data resides in the machine the user could easily access a bibliographic databank and receive the search results on his/her terminal.

Decision Making

A decision in computer terms refers to the ability of a computer
to follow stored program instructions, making comparisons and
following a path based on the comparison. Most of these decisions
are relatively easy especially those that have limited
exceptional cases. Once the computer receives a set of
instructions it performs all the work automatically. The program
is naturally limited to the ingenuity of the human brain.

Common Applications of Computers

The four common applications of the computer in documentation
centres and libraries are:

Word processing:

Here the computer acts more like an intelligent typewriter with
the enhanced capability of storing, retrieving and editing data
that has once been keyed in. It is commonly used for generating
reports, writing letters, proposals, memos, to name a few
applications. Multi-lingual wordprocessors are available with the
enhanced capability of transliteration from one language to
another. Languages such as Hindi, Tamil, Marathi, Assamese to
name a few can now be used intead of English for word processing.

Database Management

Data is organised in files as in a filing cabinet. Each file is composed of a number of records pertaining to a particular area of activity. This data can be retrieved in a number of ways and searches on specific sets of data can be conducted. The results of the search can be either displayed on the screen or printed out on paper.

Spreadsheet

This is mainly used for financial applications. The data is entered in rows and columns. Mathematical operations can be performed on these numbers. In certain packages the facility to draw bar charts, line charts, pie charts are also provided.

Desk Top Publishing

Besides routine word processing work, the essential part of a DTP package is the page composition software that allows the user to design a page format, control typographic specifications and perform pagination prior to output. The main advantages of an in house publishing system are the reduction in typesetting cost and increased control over the design and production processes.

COMPUTER ORGANISATION

HARDWARE

Hardware is the general name given to all the physical devices found in a computer system. The three basic functional units that constitute the hardware are:

o Central Processing Unit and Memory

o Mass Storage Devices

o Input/Output devices

These are displayed in figure 1.1
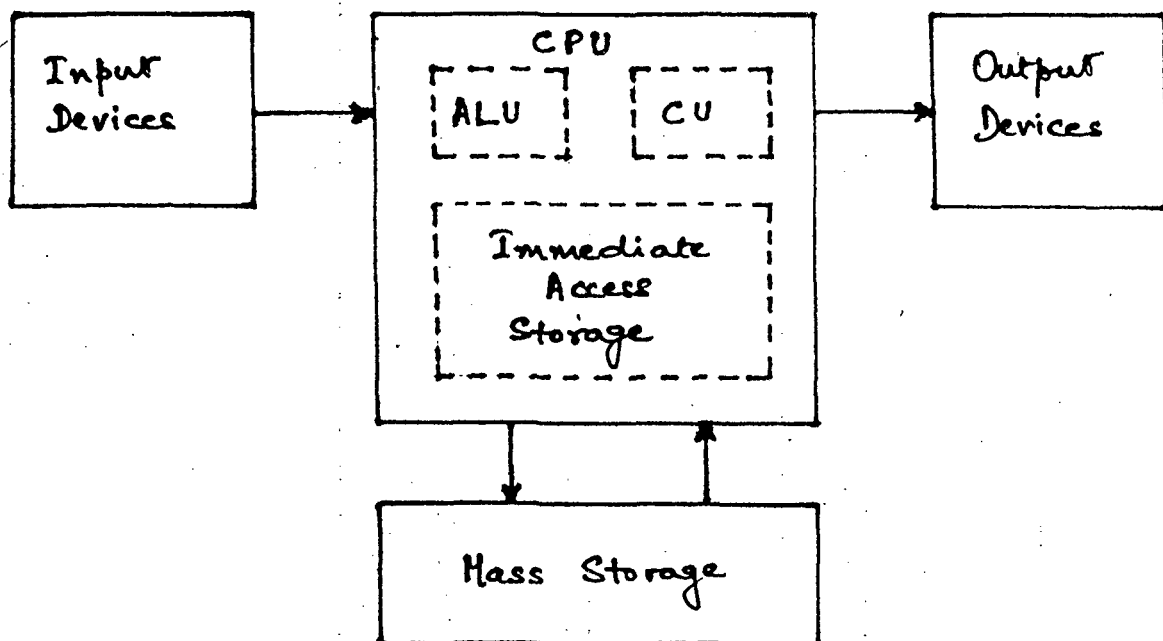
Central Processing Unit (CPU)

The main component of the CPU is the microprocessor chip. The CPU controls and supervises the functioning of the entire computer system to perform arithmetic and logic functions.

The purpose of a chip is that it packs powerful circuits in a very small space resulting in a machine, which is small in size, fast in processing, has a larger working storage, consumes little power and is relatively inexpensive. The large scale manufacture of chips has resulted in the drastic and continuing decline of computer prices today.

Standard microprocessors are now available. Some of the common 8 bit chips are Zilog's Z80, Intel 8080 and Motorola 6809. All 16 bit computers are built around a few popular chips. These are Intel 8088, Intel 8086 to list two. The 32 bit range now includes Motorola (MC)68000, Intel 80286, MC 68010, Intel 80386, MC 68020 and 68030.

There are three major components of the CPU that give it data processing capabilities. These are:

X The Control Unit

X Arithmetic and Logic Unit(ALU) and

X Memory

The control unit is the brain of the CPU. It coordinates all system activity and governs the transferring of data to and from the other parts of the CPU and the attached Input/Output devices. It passes the instructions to the ALU, which performs the mathematical and logical functions, retrieves the results and sends it to the memory. Memory is that part of the computer system where programs and data undergoing execution are stored.

The computer uses two different kinds of memory. Primary memory or Internal memory and the second as Auxillary, Secondary or External memory. The latter will be covered under Mass Storage Devices.

The primary memory comprises of the **Random Access Memory** or RAM and **Read Only Memory** or ROM.

RAM is the area from which information is directly read from and written onto during an operation. It acts as a temporary storage area for the program and data during execution.

The memory available on a computer is specified in terms of 'bytes. One byte stores one character of information. 1024 bytes form 1 kilo byte (Kb) and 1000 kilobytes are referred to as 1 mega byte. Common memory sizes are 256Kb to 1 Mb in microcomputers and above 1 Mb in larger systems.

The information fed through the input unit is stored in the primary memory. Since the RAM is not very large, data is transferred in small batches from the mass storage units. This block transfer from the external storage to the RAM is called swapping. Data stored in the RAM can be accessed at a very fast rate.

The program instructions as well as the data to be processed undergo processing and are then transferred back to the mass

storage device. One disadvantage of RAM is that it loses all its data once the machine is switched off. It is therefore also referred to as volatile memory.

ROM refers to the memory that cannot be altered during normal use of the computer. The amount of storage in ROM is very low, in the range of 8 Kb to 30 Kb. Now ROM's are available which can be erased and rewritten. These are known as EPROM or Electrically Programmable Read Only Memory. They are very expensive as compared to the relatively inexpensive RAM chips.

ROM software is an integral part of the machine and does not get erased when the machine is switched off. ROM cannot be written on or tampered with and is therefore used to store programs which are frequently used. For example the computer requires some instructions to get started. These are stored in the ROM and are executed immediately after the power is switched on. It does not form a very important selection criteria but programs that are provided in the ROM can be executed with great speed. Its importance is greater in dedicated systems, that is, those systems designed for one particular function e.g. word processing, engineering, drawing and so on.

The following factors affect CPU performance:

o The processing speed

o Size of data that can be handled at a time

o Memory addressing capacity of the CPU

The processing speed is expressed in terms of Mega Hertz (MHz). This determines the number of instructions (for example, Add 2 and 3 is one instruction) that can be executed in a given period of time. Two cycles are used during the processing of each program instruction - the instruction cycle and the execution cycle. They are synchronised by a specific number of pulses which are emitted by a built-in clock. The speed with which an instruction is executed is directly related to the clock speed of the chip. The usual clock speed available in microcomputers is between 2 to 8 MHz. The newer chips can operate at speeds upto 25 MHz.

The size of the data that can be handled at a time depends whether an 8, 16 or 32 bit chip has been used. An 8 bit chip can manipulate only 8 characters (1 byte) of data, a 16 bit can handle 2 bytes and a 32 bit chip can handle 4 bytes of data in the same period of time.

The primary storage capacity will directly depend on the number of instructions and data that need to be kept at the time of operation. The greater the primary storage the fewer are the time consuming disk operations which will need to be carried out. Each time some processing is done, the sequence of operations that occurs is:

a. The program is stored in the memory
b. Data required for the operation is then taken from the external storage and placed in the memory

c. Processing of this data according to the pre-resident program

d. The result is then written on to the external storage

Virtual Memory

Another important kind of memory is virtual memory. This allows information to be taken from disk drives and supplied automatically to the CPU without the users being aware of the process. This greatly increases the throughput of the system. This leaves the programmer free to address the total storage without concern whether it is primary or secondary memory. Initially it was available only on large systems but now this architecture is available even in minicomputers at a relatively low cost.

Mass Storage Devices

This is a particular storage which is usually of large capacity but with longer access time. Data is transferred between these devices and the main storage. It is in the form of external devices such as tapes, floppy disks to name a few.

Before processing, programs are loaded from the external storage to the memory so that the instructions are immediately accessible for execution.

Types of Mass Storage Devices

Some of the commonly used devices are:

Floppy Disk

This is a very popular storage medium. It is made up of a flexible disk where data is stored in a number of invisible circles called tracks. Each track is in turn divided into a number of sectors. A sector can store a specified number of characters. Data is read or written on the floppy by the back and forth movement of a 'head' which is similar to the movement of the stylus of a record player on the record.

Floppies come in standard sizes namely 3.5 inch, 5.25 inch, 8 inch, and so on. For example an 8 inch floppy has 77 tracks and 26 sectors per track, each sector storing 256 characters. This floppy would be able to store 77X26X256X2 = 1 Mb of data approximately.

A disk may be single sided or double sided . By the latter we mean that data is recorded on both sides of the disk thereby increasing the storage capacity. The standard storage space of a single sided 5.25 inch floppy is 180 Kb and that of a double sided is around 360 Kb.

Hard Disk

These devices also store data by recording it on magnetic media. They contain several disks (platters) arranged one over the

other. The whole assembly is sealed to prevent contamination by dust. They are available in sizes such as 3.5 inch, 5.25 inch and 8 inch. These are also referred to as Hard Disks. Microcomputers normally use 5.25 inch Winchester Disks having a capacity of upto 40 Mb i.e. 40,000,000 characters.

The Winchester disk functions in the same manner as the floppies except that they cannot be removed from the computer. Their reading/writing speed and data transfer rate is much faster than that of floppies. They are therefore useful when a higher capacity and a faster throughput is required.

Removable Hard Disks

These are similar to Winchesters except that the media are not sealed and removable from the machine as in the case of floppy disks. They are also known as disk packs. These are used where large amounts of data need to be processed frequently.

Tape Unit

Tape Units are devices where data is written on the disk in the same order as it is entered. This is referred to as sequential arrangement of information unlike magnetic disks where there is random storage of information. For example we enter a set of books in alphabetic order. In the case of sequential access a title starting with 'B' will be displayed after 'A', while in random access a book with any title can be accessed directly.

Tape Units are of two types namely: Cartridge type and open reel type. A cartridge has a storage capacity of around 60 Mb. Though the storage capacity is very large, the input/output operations are time consuming and therefore it is mainly used as a back up device for programs and data from disks.

CD ROM

The Compact Disk Read Only Memory is the latest in external storage technology. It can be used to store text, images and even colour pictures. These are optical devices as oppposed to the commonly used magnetic storage media. It can store about 540 million bytes of data i.e. approximately, the contents of 1200 standard 5.25" floppy disks. They can be attached to a micro computer with the addition of CD ROM Drive, a controller interface board and appropriate software. Large databases which are not changed too rapidly can be put on the CD ROM and sent anywhere. It can be accessed repeatedly with no extra cost. Data from a CD-ROM can only be read but not written on to, i.e the contents of the disk can't be changed by anyone.

Input/Output (I/O) devices

They are the mechanical units designed to bring raw data into the computer for example through the keyboard, magnetic ink reader, and to output the results on devices such as the Visual display Unit, Printers, plotter to name a few. Input Output (I/O) units make it possible to read, write or both, enabling the user to

communicate the computer. These devices are linked to the main computer and are therefore called peripherals. I/O devices serve to feed in data and instructions and output the data that has been processed.

INPUT DEVICES

Terminal

A typewriter type keyboard is used for entering data. Most keyboards have a separate numeric keypad and additional special function keys. These are meant for the user, who can allocate certain operations to specific keys according to his special requirement. As data is keyed in, it is displayed on the screen. It is stored in a small buffer memory in the terminal itself. From time to time this data can be edited and stored in the memory itself or the external storage devices.

The keyboard should have the keys arranged in the way you are used to on your typewriter. For certain applications an extra numerical pad is of invaluable help. If the keyboard is not attached to the terminal and is just loosely connected by wire, it gives the user freedom to arrange and adjust the keyboard to his liking.

The characters on the monitor are formed by an illuminated matrix of dots. The clarity of the characters depends on how close the dots are to each other. The image quality is represented by the resolution which is the number of distinct dots that can be seen

-along the X and Y axis. The typical resolution of a monochrome monitor is 640 by 400 dots. The higher the resolution the better is the quality of the image. Graphic displays have a resolution of upto 1024 X 1024 dots. The monitor is an important consideration in the selection process. It should be non glare, flicker free, tilting and swivelling options should be provided for the ease of the user.

Mouse

A mouse is the device which helps to move the cursor along a flat paper or table surface. It is predominantly used in a graphics system.

Magnetic Ink Character Recognition (MICR)

It pertains to input devices that can read card and paper documents imprinted with a magnetic ink. They are being mainly used in banks. Substantial benefits have been achieved by using this technology.

OUTPUT DEVICES

The output of the processed data could be either displayed on the terminal or printed on paper.

Printers

These devices are used to obtain a hardcopy of the output.

Types of Printers

Printers can be classified as impact and non-impact printers. Impact printers are those where the character is formed by striking the ribbon, which in turn leaves an impression on the paper. Daisy wheel printers, dot matrix printers and line printers come into this category of printers.

In non-impact printers the character formation takes place without any direct striking. These include thermal printers, ink-jet and laser printers. All have a very high speed of operation and high print resolution. Their output can be directly used as camera ready copy for publishing books, journals, newspapers etc.

Impact printers can be further classified as:

Dot matrix printer (DMP)

Their speed is measured in characters per second (cps). They are normally available in speeds ranging from 120 to 400 characters per second.

DMP's are used in small sized installations requiring a relatively low volume of printing.

Letter Quality Printer

These are much slower than dot matrix printers, but the quality of the output is very good. The style or the size of the

characters cannot be altered unless the wheel is changed. Print speed ranges from 16 cps to 40 cps.

Letter quality printers are used where high resolution print quality is required, as in correspondence.

Line Printer

As the name specifies one line of text is written at a time. The print quality is nearly the same as for dot matrix printers but they print at speeds of 300 lpm to 2400 lpm (lines per minute).

They are used where there is a large volume of printing to be done.

Laser Printer

These are similar to photocopying machines.

Laser printers are used for very high quality printing. Its application is mainly for preparing camera ready copies for large scale printing purposes. They are now gaining popularity in the field of Desk Top Publishing. Due to their high cost their use is still limited in developing countries,

S O F T W A R E

For the computer to read, calculate, make decisions and write in
a proper sequence, it must have access to prewritten stored
programs designed for that purpose. Software refers to such
programs that extend the capabilities of the computer system. In
other words it is a collection of programs or data used to
perform certain tasks.

The two categories of software are:

'SYSTEM SOFTWARE

It refers to a set of pre-packaged programs available to the user
and designed to control the operations within a computer system.
They are written to assist the users by performing tasks such as
controlling operations to move data into and out of the system,
steps in executing an application program and so on. They are not
designed to solve specific problems.

It can be further classified into:

Operating System

It assists in the construction and execution of user programs. It
facilitates the efficient use of computing resources (main
storage, input/output devices, CPU and so on). Operating systems
can also provide advanced facilities like multi programming and
multi-tasking. Multi-programming is the technique for handling
different programs simultaneously. Multi-tasking refers to the
simultaneous execution of a number of tasks, each task being a
part of the same program.

Some of the other functions conducted by it include:

o   transferring data to and from the disk into the memory.

o   the text editor: It allows the user to correct or amend any

       information stored on disk, adding, deleting or updating of

       the existing data.

Some popular operating systems are CP/M, UNIX, MS-DOS etc. CP/M

is an acronym for Control Program for Microprocessors. It is the

defacto standard for 8 bit micro-computers. MS-DOS and UNIX are

more popular on 16 bit and 32 bit computers respectively.

Larger computers have their own specifically designed operating
systems.

Programming languages

This refers to the languages through which the user communicates

with the system. Programs or user given sets of instructions for

conducting specific tasks have to adhere to a syntax of commands.

These are then translated by the computer into the machine

language.

The most primitive and lowest level of giving commands is in

binary language of 1's and 0's. This is refered to as machine

(m/c) language and programs written in it are the fastest to

execute.

With the advent of high level languages (HLL) instructions could

be given to the computer in English-like words instead of coding

in complex and time consuming m/c language code. The program in

the HLL is called the source code. This is later translated into

the m/c code or object code by a compiler. The object program can then be stored and executed directly.

Some common HLL's are FORTRAN, COBOL, BASIC, PASCAL, PL/1 etc. FORTRAN and PASCAL are mainly used for scientific operations. COBOL is oriented towards commercial operations and BASIC is initially used by beginners to get familiar with programming.

Utilities

These are small programs which could be independent or part of the operating system. They are used for housekeeping functions in a computer.

For example utilities are provided for the following applications:

a. Sort/Merge programs to arrange data in user required order

b. Copy programs or data from one file to another or from disk to tape

c. Programs to handle errors of the system and print out appropriate messages for the user to rectify the errors

d. Programs to handle the disk file system for eg deleting or renaming files

APPLICATION SOFTWARE

These are programs written for specific applications of the user. Ready made packages are available for standardized functions like financial accounting, statistical analysis, library services or they can be custom built to a users requirement.

THINGS TO DO WITH DATA

- PUTTING DATA INTO MACHINE READABLE FORM

- MAKE CHANGES TO EXISTING DATA

- RETRIEVE SUBSETS BASED ON SELECTION CRITERIA

- SORT DATA IN ALPHABETICAL (ASCII) SEQUENCE

- PERFORM SIMPLE ARITHMETIC OPERATIONS ON DATA

- PRINT DATA IN SPECIFIC FORMAT

- EXCHANGE DATA WITH OTHER INSTITUTIONS

DATE BASE MANAGER AND END USERS

THE END USERS

- SOMEONE WHO WANTS TO MANIPULATE DATA

- END USER WANTS TO ENTER DATA, CHANGE IT, DISPLAY I
  IN DIFFERENT WAYS, SEARCH FOR SPECIFIC PIECES OF
  INFORMATION

THE DATA BASE MANAGER

- CREATES A FRAMEWORK IN WHICH END USERS CAN MANIPUL
  DATA

THREE LEVELS OF DATA

EXTERNAL LEVEL

-- END USERS

- "DATA BASE" CONSISTS ONLY OF INFORMATION OF INTEREST TO USERS

CONCEPTUAL LEVEL

- DATA BASE MANAGER

- DEFINES RELATIONSHIPS BETWEEN PHYSICAL AND LOGICAL DATA BASES

INTERNAL LEVEL

-- PHYSICAL DESCRIPTION OF DATA

FUNCTIONS OF THE DATA BASE MANAGER

- DEFINES RELATIONSHIPS BETWEEN EXTERNAL AND INTERNAL LEVELS OF DATA

- EXAMINES END USERS REQUIREMENTS AND DETERMINES HOW TO ACCOMODATE THEM

- CONTROLS ACCESS TO USER VIEWS

- LOADS EXTERNAL DATA BASES AND CREATES DATA BASES IN THE EXCHANGE FORMAT

- RESPONSIBLE FOR MAINTENANCE OF DATA INTEGRITY

- PERFORMS MAINTENANCE FUNCTIONS ON DATA BASE, INVERTED FILES AND AUXILLARY FILES

DEFINITION OF TERMS

- USER WANTS TO STORE INFORMATION ABOUT SOMETHING

- USER CAN DEFINE ENTITY SUCH AS A :

  PERSON
  PLACE
  THING OR
  CONCEPT

- EACH ENTITY MAY BE DESCRIBED IN TERMS OF PIECES OF INFORMATION

  NAME
  AGE
  ADDRESS

- THESE PIECES OF INFORMATION ARE FIELDS

- COLLECTION OF RELATED FIELDS FORM A RECORD

- LENGTH OF A FIELD, TYPE (ALPHANUMERIC OR NUMERIC), REPEATABILITY ARE SOME ATTRIBUTES OF THE FIELD

- COLLECTION OF RELATED RECORDS CONSTITUTE A DATA FILE

      DATA FILE
          ¦
          ¦
      RECORD
          ¦
          ¦
      ¦ FIELD

- EACH RECORD HAS A UNIQUE IDENIFIER OR RECORD NUMBER

- COLLECTION OF RELATED DATA ABOUT AN ENTERPRISE WITH MULTIPLE USERS CONSTITUTES A DATA BASE

DATA BASE MANAGEMENT SYSTEMS

- INTEGRATES DATA FILES INTO A DATA BASE

- PROVIDES DIFFERENT VIEWS OF DATA TO DIFFERENT USERS

- MAKES IT POSSIBLE TO ACCESS INTEGRATED DATA THAT
  CROSSES OPERATIONAL, FUNCTIONAL OR ORGANIZATIONAL
  BOUNDARIES WITHIN AN ENTERPRISE

- THE SOFTWARE, THE HARDWARE, THE FIRM WARE AND THE
  PROCEDURES THAT MANAGE A DATA BASE CONSTITUTE A DATA
  BASE MANAGEMENT SYSTEM

↯CDS/ISIS FEATURES

- COMPUTERISED DOCUMENTATION SERVICE/INTEGRATED SET OF INFORMATION SYSTEMS

- GENERALISED INFORMATION STORAGE AND RETRIEVAL SYSTEM

- RUNS ON IBM PC/XT AND COMPATIBLE COMPUTERS

- FUNCTIONALLY COMPATIBLE WITH THE ISIS FAMILY OF INFORMATION SYSTEMS

- FUNCTIONS IN THE SAME WAY WITH DIFFERENT DATA

- DIFFERENT PROGRAMS WHICH PERFORM DIFFERENT OPERATIONS ON DATA

- MENUS ARE FULLY INTERACTIVE AND MULTILINGUAL

- ALLOWS INTERACTIVE CREATION, MAINTENANCE AND MANAGEMENT OF DATABASES WITHOUT PROGRAMMING

⁑ SYSTEM FUNCTIONS

- DEFINE DATA BASES CONTAINING THE REQUIRED DATA ELEMENTS

- CREATE DIFFERENT USER VIEWS BY USING DIFFERENT WORKSHEETS AND DISPLAY FORMATS

- ENTER NEW RECORDS INTO A GIVEN DATA BASE

- MODIFY, EDIT AND DELETE EXISTING RECORDS

- AUTOMATICALLY BUILD AND MAINTAIN FAST ACCESS FILES

- RETRIEVE RECORDS BY THEIR CONTENTS, THROUGH A SOPHISTICATED SEARCH LANGUAGE

- SORT THE RECORDS IN ANY SEQUENCE REQUIRED

- DISPLAY THE RECORDS OR PORTION THEREOF ACCORDING TO YOUR REQUIREMENTS

- PRINT PARTIAL OR FULL CATALOGUES AND/OR INDEXES FROM ANY GIVEN DATA BASE

- EXCHANGE DATA WITH OTHER SYSTEMS THROUGH THE ISO 2709 FORMAT

ICA/ROA LIBRARY   (FOR BOOKS)   DATA ENTRY SHEET   No. _____

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20. Accession Nos. _____ _____ _____ _____

30. Date: _____

40. Authors: _____

        _____

50. Title: _____

        _____

        _____

52. Series: _____

53. Edition: _____

60. Place of Publisher: _____

61. Publisher: _____

62. Year: _____   63. Pages: _____

64. Price: _____   80. ISBN No.: _____

17. Key Words: _____

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71.   Volume/Number: _____

72.   Month/Year/Pages_____

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100. Contents: _____

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110. Remarks   _____

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80.   Keywords: _____

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REPORTS

ARTICLES

SEMINAR
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UNPUBLISHED
MATERIAL

WORKSHEET

AUTHOR
TITLE
DATE OF PUBLISHING
NAME OF JOURNAL
VOLUME
LANG. OF TEXT
DESCRIPTORS

ABSTRACT _ _ _ _
_ _ _ _ _ _ _

Feed to

computer

CDS / ISIS
DATABASE

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ACQUISITION
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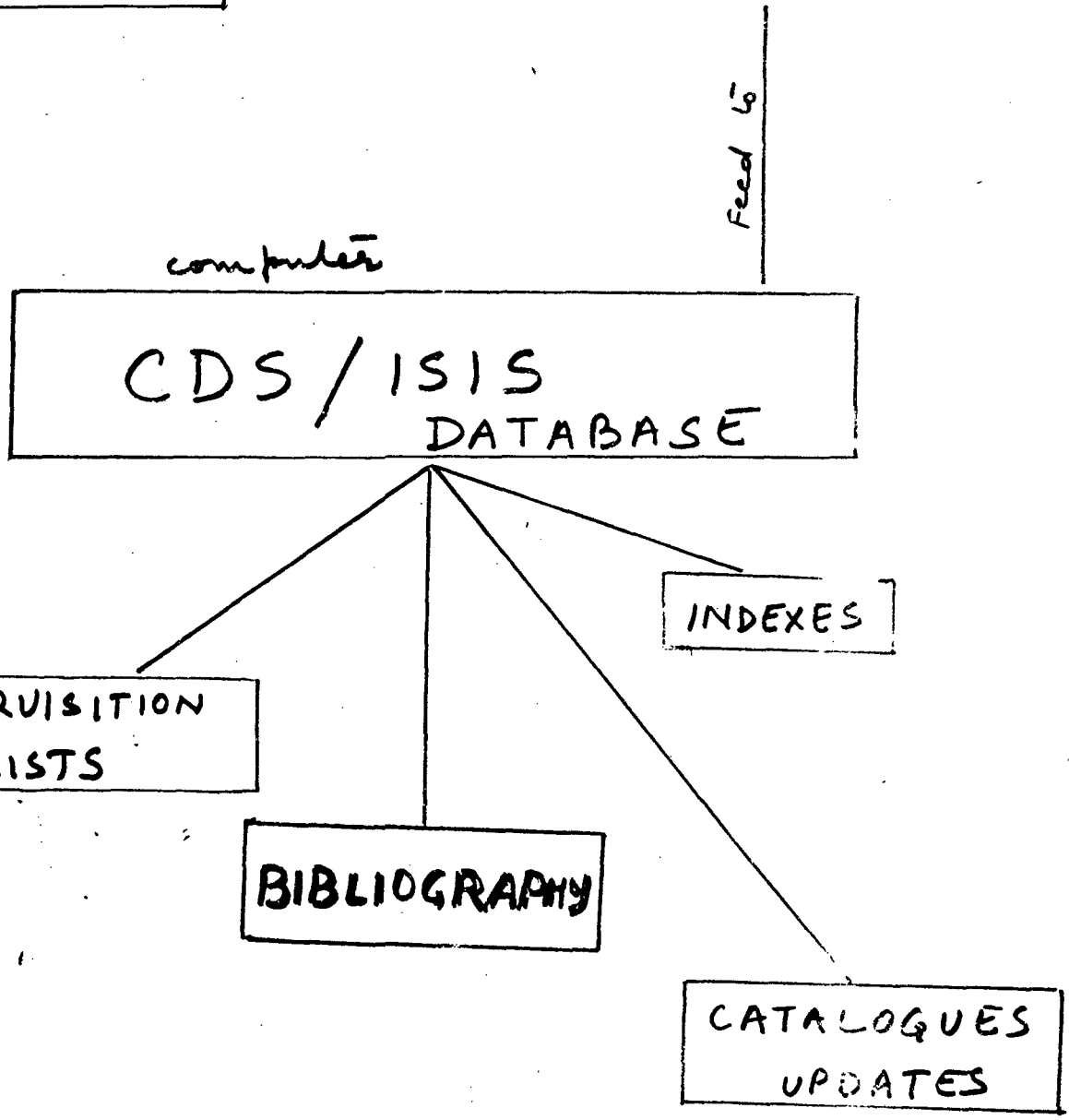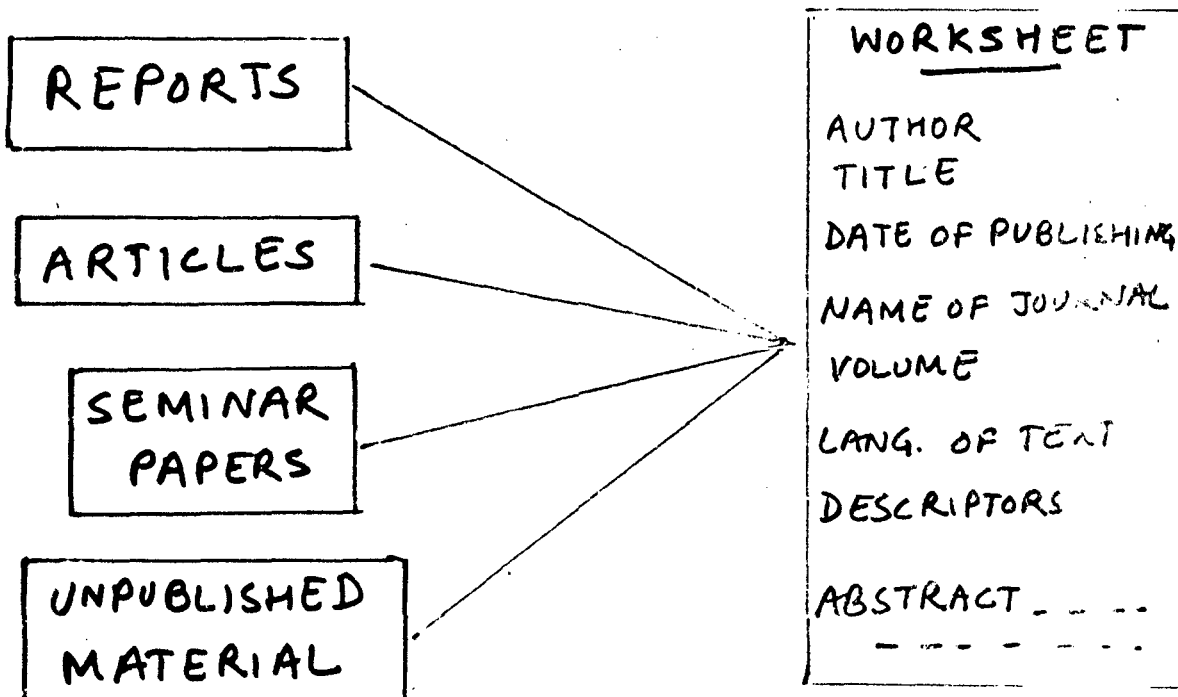
Field Definition Table

Tag	Name	Len	Type	Rep	Delimiters
10	S.No	10	X		
11	Tilte	300	X		
15	Year	10	X		
16	Lang	10	X	R	
21	Format	100	X	R	abc

DEFINITION OF A DATABASE

Some important terms and their meanings:

a. **AN ENTITY:**

It is recorded information about a

- person

- place

- thing

- or concept

Information about each entity eg. a name, age, address etc. are _fields_ of that entity.

Values taken by fields are referred to as _data._

i. a collection of related fields is a _record._

ii. a collection of related records is a _file._

iii. a collection of related files containing information about an organisation is a _database_

ENTITY	ATTRIBUTE / FIELD	DATA VALUE
BOOK	TITLE ISBN AUTHOR PUBLISHER	COMPUTER SELECTION MANUAL 2701-96-0 XYZ ABC
JOURNAL	TITLE ISBN AUTHOR PUBLISHER	EPW 321-84-3 JOHN D'SOUZA SAMEEKSHA

DATABASE MANAGEMENT SYSTEM:

A system that integrates datafiles into a database and provides different views of data to different users

FEATURES OF CDS/ISIS SOFTWARE

1. Computerised Documentation Service/ Integrated Set of Information Systems

2. An information storage and retrieval system.

3. Runs on IBM PC/XT & compatible computers.

4. Functionally compatible with the ISIS family of Information Systems

5. Different programmes which perform different operations on data.

6. Menus are fully interactive and multilingual.

7. Allows interactive creation, maintenance and management of databases without programming.
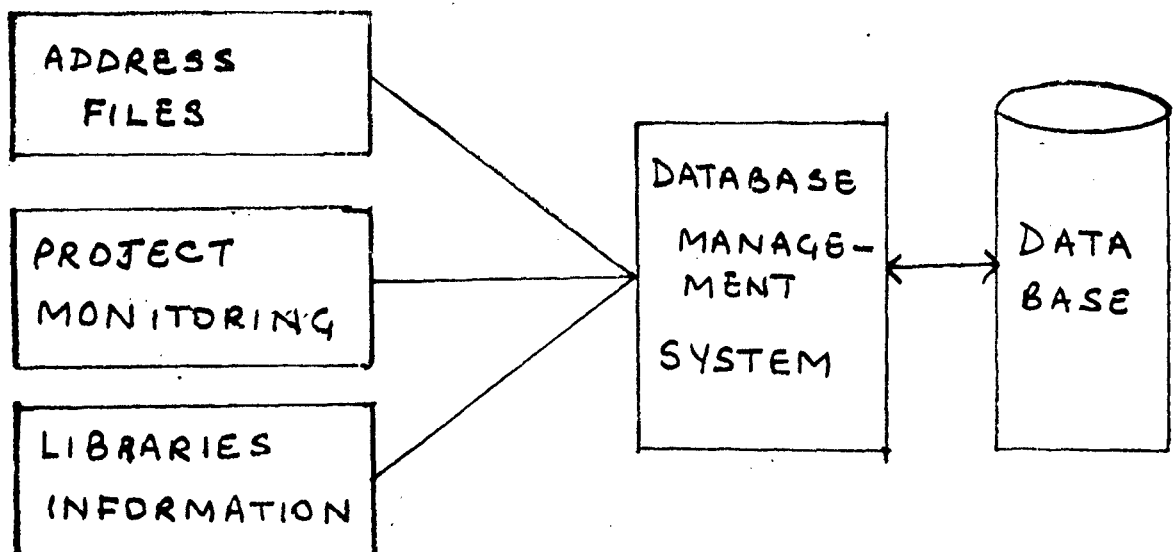
SYSTEM FUNCTIONS

1. Define databases containing required data elements.

2. Create different user views by using different worksheets and display formats.

3. Enter new records in a given database.

4. Modify, edit and delete existing records.

5. Automatically build and maintain fast access files. (Search and retrieval facilities)

. Retrieve records by their contents through a sophisticated search language

7. Sort the records in any sequence required.

8. Display records or portion of them according to requirements.

9. Print partial or full catalogues and/or indexes from any given database.

10. Exchange data with other system through ISO 2709 format.

BASIC CONCEPTS

1. CDS/ISIS database is an organised set of units of information.

2. Each unit of information stored in a database consists of discrete data elements.

3. Each data element describes a particular characteristic eg. a bibliographic database will contain information on books, articles, reports etc. Each unit will consist of such data elements as author, title, date of publishing etc.

4. Each data element is stored in fields.

5. In CDS/ISIS each field is assigned a numeric tag (number) indicating its contents.

6. Fields can be of varying lengths.

THE INTERNATIONAL CO-OPERATIVE ALLIANCE

Constitution and Members

The International Co-operative Alliance is a non-governmental international organization which was founded in London in 1895. Its members are mostly apex organizations of national co-operative movements, both in the domains of consumer co-operatives (e.g. supply, insurance, housing, banking) and of producer co-operatives (agricultural, industrial, artisanal, fishing, etc.). Some international apex co-operative organizations are also members of the Alliance.

Co-operative Principles

Rochdale is often considered as the cradle of the co-operative movement.

In the middle of the last century a group of workers in the small English town of Rochdale, near Manchester, joined together to form a co-operative society to resolve their economic problems. The rules of this association inspired co-operative principles that are still observed by co-operatives: voluntary membership; democratic control (one member, one vote); limited interest on invested capital; distribution of dividends to members in proportion to their transactions with the co-operative; re-investment; and promotion of education. A recent addition to the principles is co-operation between co-operatives.

At about the same time as the Rochdale workers were starting their society, similar movements were being created throughout the world. They were often inspired by similar principles.

Objectives

Promotion of co-operative principles and methods is a continuing, major objective of the Alliance, other objectives, as laid down in its rules, are :

— to be the universal representative of co-operative organizations, no matter what their economic activity;
— to promote co-operation in all countries ;
— to promote amicable and economic relations between co-operative organizations, nationally and internationally;
— to promote the economic and social progress of the workers of all countries;
— to work for the establishment of lasting peace.

Methods

— organization of international congresses;
— promotion of visits between and to co-operative movements in all countries;
— editing and issuing publications (list available on request);
— upkeep of a reference library;
— promotion of education about co-operation and of centres for such education in all countries;
— carrying out or fostering research and studies of problems of vital importance to the movement;
— collection of co-operative statistics;
— creation of specialized organizations in each economic and social sector of co-operation;
— collaboration with the United Nations organizations (the ICA enjoys consultative status, category 1, with the UN), and with other voluntary and non-governmental international organizations in pursuit of aims important to co-operation;
— promotion of co-operative development in Third World countries;
— all other suitable and legal methods.

ICA Authorities

The Congress, the highest authority of the Alliance, meets at four-yearly intervals. Among other tasks it agrees or amends the Alliance's rules.

The Central Committee meets once a year. Each member organization is represented on the committee.

The Executive Committee consists of 16 members. It is headed by a President and two Vice-Presidents. It meets at least twice a year. It receives regular reports on the work of the Alliance and its Secretariat. It ensures that the decisions of the Central Committee and Congress are carried out. The Executive Committee has created two Sub-Committees from among its members : the Executive Sub-Committee which specializes in administrative and financial issues, and the Co-operative Development Committee, which is concerned entirely with the promotion of co-operatives in the Third World.

Specialized Organizations

In order that the problems inherent in each economic sector are studied and solved by professionals, the co-operatives in each field have created specialized organizations: agricultural, fisheries, housing, workers, insurance, banking, consumers, etc. A special committee has been created to deal with matters relating to women in co-operatives, while research and studies on the social aspects of co-operation, such as education and communications, are entrusted to special commissions and working groups.

Seat, Regional Offices and Development

The Alliance has a permanent Secretariat, which operates from the organization's headquarters. It organizes assemblies, co-ordinates activities and provides services to members organizations.

Regional Offices of the Alliance work for co-operative development in the Third World. Each Regional Office is assisted by a Regional Advisory Council.

Addresses, statistics and other data are available on request from the issuing office.

L'ALLIANCE COOPÉRATIVE INTERNATIONALE

Constitution et membres

Fondée à Londres en 1895, l'Alliance Coopérative Internationale, une organisation internationale non gouvernementale, regroupe essentiellement les organismes faîtiers des mouvements coopératifs nationaux, tant dans le domaine de la consommation (coopératives d'approvisionnement, d'assurances, d'habitation ou de banque, p. ex.), que dans celui de la production (coopératives artisanales, industrielles, agricoles, de pêche, etc.). L'Alliance regroupe également certains organismes coopératifs internationaux.

Principes coopératifs

On considère souvent que Rochdale est le berceau du mouvement coopératif. Un groupe de travailleurs de cette petite ville anglaise voisine de Manchester y avaient fondé, au milieu du siècle dernier, une société pour résoudre leurs problèmes économiques en commun. Les principes de cette association inspirent encore les règles du mouvement coopératif actuel: adhésion libre; contrôle démocratique (1 membre = 1 voix); intérêt limité sur le capital investi; ristourne aux membres, en fonction du volume de leurs transactions avec leur coopérative; réinvestissement; développement de l'éducation. On a récemment ajouté à ces principes la coopération entre les coopératives.

Tandis que les travailleurs de Rochdale lançaient leur coopérative, d'autres mouvements similaires ont surgi un peu partout dans le monde, inspirés de principes comparables.

Buts de L'ACI

La promotion des principes et des méthodes coopératifs reste l'objectif premier de l'Alliance. Conformément à ses statuts, ses autres objectifs sont les suivants :

— être le représentant universel de toutes les coopératives, quelle que soit leur activité économique;

— promouvoir la coopération dans tous les pays;

— favoriser les relations amicales et économiques entre coopératives sur les plans national et international;

— favoriser le progrès économique et social des classes laborieuses;

— contribuer à l'établissement d'une paix durable.

Ses moyens

— organiser périodiquement des congrès internationaux;

— favoriser les échanges de visites entre coopératives;

— éditer des publications (liste sur demande);

— tenir une bibliothèque d'ouvrages de référence;

— promouvoir l'enseignement de la coopération ainsi que les centres éducatifs nécessaires partout dans le monde;

— organiser et favoriser recherche et études sur les problèmes coopératifs;

— rassembler les statistiques coopératives;

— mettre sur pied des organismes spécialisés spécifiques de chaque domaine économique ou social concernant les coopératives de consommation ou de production;

— collaborer avec les organisations dépendant des Nations Unies (l'ACI jouit d'un statut consultatif de première classe auprès de cette organisation) et avec les organismes internationaux indépendants et non gouvernementaux qui ont des activités impliquant particulièrement la coopération;

— promouvoir le développement coopératif dans les pays du Tiers Monde;

— utiliser tous les autres moyens légaux possibles.

Ses structures

C'est le Congrès de l'ACI qui détient l'autorité suprême. Il se réunit au moins tous les quatre ans. Il est, entre autres, chargé de définir et d'adopter les statuts de l'Alliance.

Le Comité Central se réunit chaque année. Chaque mouvement membre y est représenté.

Le Comité Exécutif, composé de 13 membres, plus le Président et les deux Vice-Présidents, se réunit au moins deux fois par an. Il est tenu en permanence au courant des activités de l'Alliance et de son Secrétariat. Il veille à l'application des décisions du Congrès et du Comité Central.

Le Comité Exécutif s'est doté de deux sous-comités spécifiques : le Sous-Comité Exécutif, chargé particulièrement des domaines financier et administratif, et le Comité du Développement Coopératif qui a pour tâche de promouvoir les coopératives dans le Tiers Monde.

Afin que les problèmes inhérents à chaque domaine économique soient étudiés et résolus par des professionnels, les coopératives de chaque branche ont créé des organes spécialisés dans les domaines suivants : agriculture, pêche, production ouvrière, habitation, assurances, banques, consommation, approvisionnement, etc. Un comité particulier s'occupe également des questions féminines, tandis que l'étude des aspects sociaux de la coopération est confiée à la recherche, l'enseignement et la communication est confiée à des commissions spécialisées ou à des groupes de travail.

Siège, Bureaux Régionaux et développement

L'Alliance dispose d'un Secrétariat permanent domicilié à son siège. Elle s'est dotée également de Bureaux Régionaux qui travaillent au développement coopératif dans les pays du Tiers Monde. Chacun de ces Bureaux est assisté par un Conseil Régional.

(Adresses, chiffres et données mobiles peuvent être fournies sur demande).

International Co-operative Alliance
Alliance Coopérative Internationale
Internationaler Genossenschaftsbund
Alianza Cooperativa Internacional
Международный Кооперативный Альянс

15, route des Morillons
CH - 1218 Grand-Saconnex / GENEVA
Switzerland
Tel. (022) 98 41 21 • Telex : 27935 ICA CH

MEMBERSHIP

ICA

192~~86~~ APEX FEDERATIONS

+ 10 INERNATIONAL Ogxs.

OVER 740 000 CO-OP SOCIETIES

625

OVER ~~500~~ MILLION INDIVIDUAL MEMBERS

WHAT IS THE ICA?

THE ACRONYM ICA
STANDS FOR THE

INTERNATIONAL CO-OPERATIVE ALLIANCE

INTERNATIONAL

NON GOVERNMENTAL

FUNDED BY NATIONAL APEX ORGANIZATIONS

OVER 76 COUNTRIES

ALL 5 CONTINENTS

HISTORY

ROCHDALE PIONEERS   - 1844

ICA FOUNDED IN LONDON   - 1895

MOVED TO GENEVA   - 1982

CO-OP PRINCIPLES

* OPEN AND VOLUNTARY MEMBERSHIP

* DEMOCRATIC CONTROL: 1 MEMBER - 1 VOTE

* LIMITED INTEREST ON INVESTED CAPITAL

* RETURN OF SURPLUS TO MEMBERS

* CO-OPERATIVE EDUCATION

* CO-OPERATION AMONG CO-OPERATIVES

OBJECTIVES

- TO PROMOTE CO-OPERATIVE PRINCIPLES

- TO PROMOTE TRADE BETWEEN CO-OPERATIVES

- TO PROMOTE PEACE THROUGH ECONOMIC AND SOCIAL PROGRESS

- TO PROMOTE CO-OPERATIVE DEVELOPMENT WORLD-WIDE

METHODS

- ORGANIZES MEETINGS

- ISSUES PUBLICATIONS

- REPRESENTS CO-OPERATIVE
  MOVEMENTS AT INTERNATIONAL
  LEVEL

- PROMOTES CO-OP DEVELOPMENT

ICA AUTHORITIES

CONGRESS

Meets every 4 years

CENTRAL COMMITTEE

Meets every year

EXECUTIVE COMMITTEE

Meets at least twice a year

SECRETARIAT

S.O.	W.P.

9 SPECIALIZED ORGANIZATIONS

- Consumer

- Fisheries

- Agricultural

- Banking

- Housing

- Insurance

- Workers

- INTERCOOP - trade

- UITCA - Tourism

- INCOTEC - education

- Women

3 WORKING PARTIES

* Research

* WPoCC - Communications

* Librarians

SECRETARIAT

Head Office:

* Geneva, Switzerland

Regional Offices:

* New Delhi, India
* Moshi, Tanzania
* Abidjan, Ivory Coast
* San José, Costa Rica

Project Offices:

* Lusaka, Zambia - Insurance
* ~~Kuala Lumpur, Malaysia~~ - trade
  NEW DELHI, INDIA

Report of the Sub-Regional Workshop for

COOPERATIVE LIBRARIANS
AND
DOCUMENTATION OFFICERS

Los Banos, Laguna (Philippines)
14th—29th April, 1981

R E P O R T

OF THE

SUB-REGIONAL WORKSHOP FOR COOPERATIVE LIBRARIANS

AND DOCUMENTATION OFFICERS OF SOUTH-EAST ASIA.

Los Banos, Laguna, Philippines

APRIL 14-29, 1981

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

P R E F A C E

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

1. Providing documentation services, specially to the cooperative
   movements in the Region.

2. Providing in-service training to cooperative librarians and
   documentation officers of member countries.

3. Providing consultative services.

4. Organising and conducting workshops/courses for cooperative
   librarians and documentation officers of member countries.

5. Liaison work for the International Working Party of
   Cooperative Librarians and Documentation Officers.

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

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

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

Part-III - The report of the workshop.

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

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

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

B.D. Pandey

REPORT OF THE SUB-REGIONAL WORKSHOP FOR COOPERATIVE LIBRARIANS AND
DOCUMENTATION OFFICERS OF SOUTH-EAST ASIA, LOS BANOS, PHILIPPINES

C O N T E N T S

. . . .

REPORT OF THE SUB-REGIONAL WORKSHOP FOR COOPERATIVE LIBRARIANS AND DOCUMENTATION OFFICERS OF SOUTH-EAST ASIA, LOS BANOS, PHILIPPINES.

April 14 - 29, 1981

GENERAL INTRODUCTION

COOPERATIVE INFORMATION NETWORK

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

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

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

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

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

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

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

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

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

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

COOPERATIVE INFORMATION NETWORK THROUGH RESOURCE SHARING

Need for Cooperative Information Network

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

Resource Sharing among Cooperative Libraries

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

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

Why Resource Sharing

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

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

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

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

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

Objectives of Preparatory Study

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

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

Countries covered

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

Study Methodology

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

Subject Area Covered

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

COUNTRY SITUATIONS

1. THAILAND

1.1   Institutions covered:

Cooperative League of Thailand, Cooperative Promotion Department.

1.2   Present Position of Cooperative Libraries:

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

1.2.1   Library of Cooperative Promotion Department:

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

1.2.2   Problem areas:

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

1.2.3   Suggestions:

i. Library should encou age cooperators and university scholars to use library.

ii. Lending rules to outsiders should also be relaxed.

iii. Library staff should issue documentation lists to begin with accession list.

iv. Library should cooperate and collaborate with the library of Cooperative League of Thailand and prepare a plan for future cooperation library development in the country.

1.3   Library of Cooperative League of Thailand

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

1.3.1   Problem areas:

i. Inadequate space.

ii. Inadequate staff.

iii. Inadequate budget.

iv. Poor collection of cooperative literature.

v. Presently library has no plan for future development of cooperative libraries in Thailand.

1.3.2   Suggestions in brief:

i. Staff: Library of this size, utility and services must have at least two skilled persons, one typist and one helper (total four).

ii. Space: Library should be housed in a larger space with a room for readers and stacking place for documents.

iii. Library budget should be increased at least by 50%.

iv. Library should have better reference and information services of its current possessi n.

v. Library should be in touch with other national and international cooperative organisations.

vi. Library in collaboration with Cooperative Promotion Department should plan future cooperative library development in the country.

.3 Stages and Steps for Implementation of above Suggestions:

It can be in two stages:

A. Organisation and development of Leagues' library.

B. Coordinated development of cooperative library system in Thailand.

Organisation and development of Leagues' library

i. After necessary scruitnising of each collection, I meant, determing the utility of each document for use all selected documents should be accessioned.

ii. Classification of all the accessioned documents of library.

iii. Cataloguing of all the classified documents of library.

iv. To decide regarding lending and other administrative problems of library documents.

v. Issuing of Accession list of new additions to library on a regular basis.

vi. Preparation of a commulative catalogue of collections of documents in the library.

vii. Preparation of list of journals received in the library.

viii. Preparation of a Bibliography of Literature on Cooperative Movement in Thailand.

B. Coordinated Development of Cooperative Library System in Thailand

i. First of all a survey should be conducted of existing cooperative libraries and information centres in the country to find out how many cooperative organisations have their information centres/libraries and how many should have their libraries/information centres.

ii. How much trained manpower will be required for manning these proposed cooperative libraries/information centres.

iii. To plan and organise condensed basic courses for potential cooperative librarians of the country.

iv. To prepare teaching packages, if possible in Thai language for the potential cooperative librarians.

v. To maintain, national/regional/international relations with cooperative organisations and their librarians, through correspondence and exchange of literature, etc.

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

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

2.   MALAYSIA

2.1   Institutions/Organisations covered:

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

2.2   Present Position of Cooperative Libraries:

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

2.3   Problem Areas:

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

<u>College Library</u>:

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

Finance : Library gets required budgetary support from authorities.

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

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

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

2.4   <u>Suggestions</u>:

   i. The cooperative college should take responsibility for library development in the country.

  ii. The college should conduct regular training programmes and courses for cooperative library development in the college on the same lines as they have training programmes for other subjects.

 iii. To begin with the college librarian should conduct a survey of cooperative libraries in the country and establish the future documentation and information needs of the cooperative movement. A plan for the national network of cooperative library development and information system should be prepared.

iv. After the plan is prepared and future target group is found, a national workshop should be organised for the potential cooperative librarians of the count~y.

v. College librarian in collaboration with the ICA ROEC should produce simple teaching packages to teach library science to the untrained persons.

vi. After the national workshop, a series of provincial level workshops should be organised.

vii. In view of the potentiality and richness of the movement and the English language proficiency and the availability of trained librarians with the college it is suggested that Malaysian movement should extend a helping hand to other sister movements in the Region to develop their library system.

viii. College librarian should also maintain close collaboration with the ICA ROEC for exchange of cooperative literature and technical know-how etc.

ix. It is suggested and strongly recommended that college librarian should take active part in the activities of the International Working Party of Cooperative Librarians and Documentation Officers and also participate in its meetings held from time to time.

3.   INDONESIA

3.1   Institutions Covered:

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

3.2   Present Position of Cooperative Libraries:

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

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

3.3   Problem Areas:

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

Budget : Libraries do not have any fixed budget.

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

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

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

3.4   Suggestions:

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

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

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

4.   PHILIPPINES

4.1   Institutions covered:

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

4.2   Present Position of Cooperative Libraries:

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

4.3   National Cooperative Library:

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

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

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

5.   REPUBLIC OF KOREA

5.1   Institutions covered:

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

5.2   Present Position of Cooperative Libraries:

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

5.3   Future Plan and Special Observations:

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

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

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

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

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

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

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

REPORT OF THE WORKSHOP

INTRODUCTION

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

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

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

OBJECTIVES

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

STUDY VISITS

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

WORKSHOP METHODOLOGY

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

SYLLABUS

i.   Library, Documentation and Information Services and their role in
        Cooperative Education a: 1 Training,

ii.   Cooperative Library and its Management.

iii.   Library routine, Accessioning, Library records, Lending operation,
        Binding, etc.

iv.   Sources of Cooperative Information.

v.   Classification - Theory, Concept and Practical.

vi.   Role of Libraries in Community.

vii.   Social Science Libraries with special reference to Library
        Organisation and Management.

viii.   Periodicals, Publication and Press cutting services.

ix.   Cataloguing - Theory and Practical.

x.   Documentation and Information Services.

xi.   Resource Sharing in Cooperative Library Network.

xii.   Bibliography - Methodology and preparation of documentation list.

xiii.   International Working Party of Cooperative Librarians and
        Documentation Officers and the Developing Countries.

xiv.   Reference and Information Services.

xv.   National Library and Information System for Cooperatives.
        The Programme followed in the workshop is attached at Annexe-II.

GROUP DISCUSSION

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

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

PRACTICAL WORK

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

READING MATERIAL

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

SPECIAL HIGHLIGHTS

National Information System for Cooperatives

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

RECOMMENDATIONS

1. To prepare a national information system for cooperative.

2. To get it accepted from the concerned authorities.

3. To establish network of cooperative library and information centre in the participating countries.

4. To conduct national level condensed courses for cooperative librarians.

5. To conduct orientation courses for trained librarians.

6. To form a National Working Party of Cooperative Librarians.

7. To form Regional Working Party of Cooperative Librarians and Documentation Officers of South-East Asia.

8. To conduct follow-up of the Sub-Regional Workshop.

9. To prepare teaching package on Library and Information Science.

10. To develop regional/national clearing house for cooperative information system.

11. Exchange of accession list and other cooperative literature among the cooperative libraries of South-East Asia.

12. To collaborate and cooperate with the activities of the International Working Party of Cooperative Librarians and Documentation Officers.

13. To request ICA to consider starting a Fellowship Programme for Cooperative Librarians of South-East Asia.

AMALGAMATED GROUP REPORTS

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

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

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

Group-II : 1. Mr. Habib Rahman (Afghanistan)   Chairman
            2. Ms. Noemi R. Regino (Philippines)   Secretary
            3. Mr. Jaong Eui Kim (Korea)   Member
            4. Mr. Achmad Rivai Wirasasmita (Indonesia) "
            5. Mrs. Sri Hapsari Basuki (Indonesia) "
            6. Mr. Pedro G. Pagsolingan (Philippines) "
            7. Mr. Zainal A. Nasoetian (Singapore) "
            8. Ms. Ismaelita R. Narciso (Philippines) "

Group-III : 1. Mr. Sudaryono (Indonesia)   Chairman
            2. Mrs. Che Hasnah Md. Akhir (Malaysia) Secretary
            3. Miss Walpa Boonchandra (Thailand)   Member
            4. Ms. Fraternidad A. Miranda (Philippines) "
            5. Ms. Storai (Afghanistan)   "
            6. Mr. Ahmed Zamri Kamaruddin (Malaysia) "
            7. Mrs. Joy R. Geronca (Philippines)   "

GROUP REPORT - I

Subject : The Role of Libraries in Cooperative Education & Training
Speaker : Mr. Bernard Howcroft

Issues for Discussion:

1. Are you convinced that libraries play any role in promotion of cooperative education and training.

2. Do you think most of cooperative libraries function as traditional libraries of yester year.

3. How to diversify library activities so that it can play more effective and meaningful role.

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

GROUP REPORT - II

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

Speaker : Mrs. R.N. Morapaya

Issues for Discussion:

1. Does the lecture paper give you necessary guidelines to your routine work.

2. Do you wish to add any new ideas.

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

GROUP REPORT - III

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

Speaker : Mr. Bernard Howcroft

Issues for Discussion:

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

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

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

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

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

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

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

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

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

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

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

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

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

GROUP REPORT - IV

Subject : The Role of Libraries/Librarians in the Community

Speaker : Prof. Estrella V. Manuel

Issues for Discussion:

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

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

3. How can you meet its ..eeds.

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

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

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

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

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

i. To organise and maintain dissemination centre for cooperative information and related subjects.

ii. Generation of ideas for the improvement of life - this would be useful for present and the would be cooperators.

iii. Act as instrument for Government Programmes - Plans and latest government projects can be made known to the users.

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

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

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

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

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

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

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

i. The role and function that we could assign and foresee for the betterment in relation to the suggestions given in the paper are:
  (a) Dissemination centre of information
  (b) Repository of cultural materials
  (c) Generator of ideas as an aspiration for the improvement of life
  (d) Instrument for government programmes on cooperatives
  (e) Aid to policy matters and planners
  (f) Facilitator for cooperative knowledge

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

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

    i. Lending services

   ii. Documentation and ʌeference services
      including reprographic services

 iii. Advisory services

  iv. Translation services

GROUP REPORT - V

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

Speaker : Mr. B.D. Pandey

Issues for discussion:

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

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

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

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

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

    a. Accession list
    b. Bibliography
    c. Directory

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

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

    a. Contents page service

    b. Follow-up of the photocopying service

    c. Photocopying of the retrospective items required

The group anticipated plans for future activities:

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

GROUP REPORT - VI

Subject : Resource Sharing in Cooperative Library Network

Speaker : Ms. Luz Concepcion

Issues for Discussion:

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

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

    i. Cooperative acquisition of documents

    ii. Cooperative processing of documents

  iii. Cooperative storage and delivery

   iv. Sharing of manpower

    v. Training and development programmes

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

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

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

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

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

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

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

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

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

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

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

GROUP REPORT - VII

Subject : Bibliography

Speaker : Mr. G.Y. Wesley

Issues for discussion:

1. What areas/subjects would you identify for bibliographical activity for your organisation.

2. What types of basic documents would you depend upon for preparing bibliography on national cooperative movement of your country.

Present position

Participating libraries are not preparing any kind of bibliographies.

Recommendations

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

Coverage

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

Usage

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

GROUP REPORT - VIII

Subject : Reference and Information Service

Speaker : G.Y. Wesley

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

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

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

BLUE PRINTS ON NATIONAL COOPERATIVE INFORMATION SYSTEM

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

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

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

(a) To conduct survey of cooperative libraries in the country.

(b) To conduct a national workshop for cooperative libraries. In this workshop the proposed blue print and its proposed follow-up can be discussed with the participants. Perhaps a National Working Party for Cooperative Librarians and Documentation Officers can also be formed at that time.

(c) In each participating country there should be a national cooperative library. Where an adequately developed cooperative library is in existance that library should be given the status of a national cooperative library. It should be the focal point for future cooperative library development.

(d) A retrospective national cooperative bibliography should be compiled and its future regular supplements should be published.

(e) Other developmental activities should be arranged on resource sharing basis.

(f) ICA ROEC should actively participate in planning and implementation of national blue prints of participating countries.

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Valedictory Message

by

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

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

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

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

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

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

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UNITED KINGDOM	1. Mr. Bernard Howcroft Manager, Library & Information Unit Cooperative Wholesale Society Ltd. P.O. Box 53, New Century House Manchester M 60 4ES
INDIA	2. Mr. G.Y. Wesley Librarian Indian Farmers Fertilizer Cooperative Ltd. 34, Nehru Place New Delhi-110019
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P R O G R A M M E

Mon., April 13, 1981   Arrival of participants in Manila

Tues., April 14

0830 - 0930   Registration of participants

0930 - 1100   Inauguration

1100 - 1130   Tea break

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

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

1300 - 1430   Lunch break

1430 - 1530   Presentation of country background
papers by the participants

1530 - 1600   Tea break

1600 - 1700   Presentation of background papers (contd.)

Wed., April 15

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

1015 - 1100   Group discussion

1100 - 1130   Tea break

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

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

1300 - 1430   Lunch break

1430 - 1700   Group discussion

Thus., April 16

0930 - 1100	Sources of Cooperative Information - Mr. Bernard Howcroft
1100 - 1130	Tea break
1130 - 1300	Group discussion
1300 - 1430	Lunch break
1430 - 1700	F R E E

Fri., April 17   HOLIDAY

Sat., April 18

0930 - 1100	Classification - Theory and Concept - Mr. G.Y. Wesley, Librarian, Indian Farmers Fertilizer Coop. Ltd., New Delhi
1100 - 1130	Tea break
1130 - 1300	Lecture continued to be followed by a group discussion
1300 - 1430	Lunch break
1430 - 1530	Classification - Practical : Lecture-cum- Demonstration - Mr. G.Y. Wesley
1530 - 1600	Tea break
1600 - 1700	Group discussion

Sun., April 19   F R E E

Mon., April 20

0930 - 1015	Role of Libraries in Community
	- Ms. Estrella V. Manuel, Director,
	    Library & Related Services, Polytechnic
	    University of the Philippines

1015 - 1100	Group discussion
1100 - 1130	Tea break
1130 - 1215	Social Science Libraries with special reference to Library Organisation and Management - Ms. Luz Concepsion, Sr. Librarian, Thomas Jefferson Cultural Centre, Manila

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

Tues., April 21

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

Wed., April 22

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

Thus., April 23

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

Fri., April 24   Study visits to Cooperative Libraries in and around Manila

Sat., April 25

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

Sunday April 26   F R E E

Mon., April 27

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

Tues., April 28

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

Wed., April 29

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

Thus., April 30   Departure of participants

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LIST OF READING MATERIAL USED AND CIRCULATED

A. BACKGROUND PAPERS

1. The Status of Cooperative Library and Documentation Services and Possibilities of Future Development in Afghanistan

2. Cooperative Librarians and Documentation in Indonesia

3. Cooperative Library and Documentation Services in Korea

4. The Status of Cooperative Library and Documentation Services and Possibilities of Future Development in Malaysia

5. Status of Cooperative Library and Documentation Services and Possibilities of Future Development in the Philippines
   - by Mrs. C.P. Rosel

6. The Status of Cooperative Library and Documentation Services and Possibilities of Future Development in the Philippines
   - by Ms. F.A. Miranda

7. The Status of Cooperative Library and Documentation Services and Possibilities of Future Development in Thailand

B. LECTURE PAPERS

8. Library Documentation and Information Services and their Role in Cooperative Education and Training - by Mr. Bernard Howcroft

9. Cooperative Library and its Management - by Mrs. R. Morapaya

10. Accessing - by Mrs. R. Morapaya

11. Sources of Cooperative Information - by Mr. Bernard Howcroft

12. Classification - by Mr. G.Y. Wesley

13. Classification (Practical) - by Mr. G.Y. Wesley

14. The Role of Libraries/Librarians in the Community
    - by Prof. Estrella V. Manuel

15. Periodicals, Publications and Press Clipping Services
    - by Mr. Bernard Howcroft

16. Cataloguing - Theory, Concept, Need and Importance
    - by Mrs. Zenalda M. Nalundasan

17. Glossary of Terms related to cataloguing

18. Cataloguing (Practical) - by Miss Jesuss Manhit

19. Exercise in Cataloguing

20. Answers to Exercises

21. Cataloguing (Practical) - by Mrs. R. Morapaya

22. Documentation and Information Services, techniques and systems with special reference to cooperatives - by Mr. B.D. Pandey

23. Script of Training Package on Documentation and Information Services - by Mr. B.D. Pandey

24. Curriculum for the Orientation Course for the Cooperative Librarians of South-East Asia - by Mr. B.D. Pandey

25. Bibliography - by Mr. G.Y. Wesley

26. In-House Documentation List - Suggested Standard Forms for Small Special Libraries - by Mr. G.Y. Wesley

27. The International Working Party of Cooperative Librarians and Documentation Officers and the Developing Countries
   - by Mr. Bernard Howcroft

28. Reference and Information Services - by Mr. G.Y. Wesley

29. National Information System for Cooperatives - by Mr. G.Y. Wesley

30. National Library and Information System for Cooperatives
   - by Mrs. R. Morapaya

C. **STUDY MATERIALS**

31. Public Library Planning - A New Approach - by Mary Jo Lynch

32. Library Manager - by Charles R. McClure

33. The Invisible Director - by James Baughman

34. Brief Report on the Preparatory Study Visit of the Cooperative Libraries, Documentation & Information System and Services in South-East Asia - by Mr. B.D. Pandey

35. Class Numbers for Cooperation in Universal Decimal Classification
   - by B.D. Pandey

36. The Cooperative Information Unit : Its Public Relations and Information Dissemination Services - by Mr. Bernard Howcroft

37. Information Services and the Structure of Knowledge in the Social Sciences - by J.M. Brittain

38. The Role of Existing Cooperative Libraries and Documentation Services in the Development Libraries & Documentation Services in Developing Countries - by Raymond Louis

39. ICA Working Party of Cooperative Librarians and Documentation Officers.

40. Circulation of Periodicals and Use of Articles - by Mrs.Edith Gonozy

41. Information Systems are as Essential Party of Modern Economic Life and Human Activity - by Viljo Luukke

42. The Role of Libraries in a Changing Society - by T.N. Rajan

43. New Role of Libraries in a Developing Society with Particular Reference to India - by Mrs. Kalpana Dasgupta

44. Techniques of Library and Documentation Services with special reference to Cooperative Libraries - by Mr. K.A. Jayarajah

45. National Working Party of Indian Cooperative Librarians and Documentation Officers

46. Report of the National Workshop on Library Management Development and Documentation Services in Sri Lanka

47. Report of the Expert Consultative Services rendered to the Cooperative Training Centre in Nepal for organising their Library and Documentation Services - by B.D. Pandey

48. Report of the Orientation Course for the Librarians of Cooperative Training Colleges and Apex Level Organisations/Institutions of India, New Delhi, India : 13th to 25th June, 1977 - by B.D. Pandey

49. Report and Course Material on Short-term Orientation Course for the Librarians/Library Incharge of the Libraries maintained by the Cooperative Department and Cooperative Institutions of Rajasthan State of India.

......

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... Classification : Class No. 334 : Cooperatives

... Reference Service - Preparation of Documentation Bulletin and Bibliography

... Regional Cooperation in the Field of Cooperative, Documentation and Information Services (South-East Asia) Project Thesis

... Report of the Study visit to Thailand and Japan 1974

... Report of the Orientation Course for the Librarians of Cooperative Training Colleges and Apex Level Organisations/Institutions of India, New Delhi, India : 13-25 June 1977

... Report of the Expert Consultative Services rendered to the Cooperative Training Centre in Nepal for organising their library and Documentation Services, 1978

... Report of the National Workshop on Library Management, Development and Documentation Services in Sri Lanka, Polgolla, May 28-June 2, 1979

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National Information System for Cooperatives in Malaysia
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ICA ROEC and ACCI, at Los Banos, from 14th to 29th April, 1981),
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Special Libraries (Paper submitted to Sub-Regional Workshop for
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pages 559, price Indian Rs.32.00
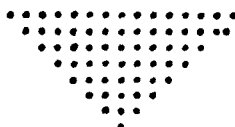
Asian libraries try to catch up with the times

Over half of the world's total labour force are in jobs that rely heavily on exchange and availability of information. AIT's library is the most developed library and information centre in Asia

THE "library" as we know it is fast changing.

Rows and stacks of books will, of course, always be a feature of libraries. And so will the ever present "Silence Please" sign.

But already, library experts are talking of a "paperless society" and a variety of library formats in locations remote to the library building as well as in it.

"There is little doubt that we are moving toward a paperless society," says Dr. Robert D. Stueart, dean of the Graduate School of Library and Information Science, Simmons College in Boston. "The question is how far we will go and if that is a desirable goal."

Dr. Stueart, who heads the largest master's programme in North America, does not believe society will ultimately become "paperless." Interestingly, he says, some studies indicate that with computerized database searching available, more paper is now being consumed than in previous times.

Dr. Stueart was in Thailand recently as one of the course lecturers at the annual course on information technology and computerized library services at the Bangkok-based Asian

by Suchin Preecha

Institute of Technology (AIT). Conducted every summer from May to July by the Library and Regional Documentation Centre (LRDC), it serves the needs of information management professionals in developing countries.

"I think it is now possible for certain huge corporations to control access to information," Dr. Stueart says. "Picture, if you will, a corporation in a country which owns the newspaper, major publishing firms and the TV station — aren't there real possibilities for controlling access or manipulating information?"

He says: "We are faced with a control which produces an information rich and an information poor, the haves and the have-nots. Those who can afford to pay have access and those who cannot afford it are denied access."

"I believe information is essential for everything we do in our daily lives," says H.A. Vespry, director of AIT's Library and Regional Documentation Centre. "Every decision a person makes must be based on reliable information."

Ms. Miriam Tees, another course lecturer, says: "Over half of the world's total labour force are engaged in jobs that rely heavily on exchange and availability of information. We are moving into an information society and in order to be better informed we need to do research."

Ms. Tees, a professor at McGill University (Montreal) says, "The demand for information has been increasing, but the answer is not simply to flood people with information. The real value is in supplying information that people want and need. That makes information valuable."

"The value of information depends to a large extent on what you do with the information," says Mr. Vespry. "The problem arises when information is not in the right form or is not accessible."

The AIT Library itself contains over 170,000 volumes and subscribes to more than 800 journal titles in science, engineering and technology. Established in 1959, the library was computerized in 1980. Within a few years four specialized information centres were established.

These are the International Ferrocement Information Centre, the Asian Information Centre for Geotechnical Engineering Information, the Environmental Sanitation Information Centre and the Regional Energy Resources Information Centre.

Library users are provided access to titles of journals in Thailand's academic libraries as well as publications on geotechnical engineering, ferrocement, environment and sanitation, energy and renewable energy and disasters.

In 1988, the AIT Library introduced CD-ROM technology which offer a less expensive mode of access to selected external databases. It caters to a larger number of users as a cheaper rate than access through telecoms.

At present the AIT provides free of charge databases from the National Technical Information Databases, Educational Resources In-

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formation Centre and the Library and Information Science Abstracts. Access is available on telecom lines to databases from the Thailand offices of the United Nations Educational, Scientific and Cultural Organization (UNESCO), United Nations Industrial Development Organization (UNIDO) and the Food and Agriculture Organization of the United Nations (FAO).

Being a member of the International Database Access and Remote Computing Service of Thailand, the library has access to international computerized databases. Such access facilitates AIT research projects and enables the Institute to participate in worldwide teleconferencing.

Four computer terminals in the library can be used for access to these databases. Computer facilities are free of charge. In addition, AIT academic divisions have the capability to access information using their own terminals.

The annual course on Information Technology and Computerized Library Services was introduced in 1985. Already, participants have introduced or promoted developments in their own organizations.

For example, the National Library of Thailand has developed a database of UNESCO's Programme Generale du Information (PGI). This database seeks to enhance the role of designated national depositories of PGI documents. It demonstrates the usefulness of various publications which the National Library of Thailand has acquired to serve the needs of the region.

The library catalogue of the Central Bank of Sri Lanka has also been computerized. Other library employees of the Central Bank have been trained at AIT. To provide faster and efficient service, the library of the Coconut Development Authority of Sri Lanka has computerized its catalogue of monographs and articles.

This year's participants at AIT's information technology summer course included librarians from Indonesia, Malaysia, Philippines and Thailand. Also participating were a

New thesaurus for agriculture

THE CAB Thesaurus is the world's largest English-language thesaurus for agriculture and related topics. The thesaurus is used to index the CAB ABSTRACTS database, CAB International's series of abstract journals, and AGRICOLA, the database of the United States National Agricultural Library (NAL).

For this new edition, hierarchies have been revised, obsolete terms deleted, taxonomic nomenclature revised and new terms added. Particular attention has been given to the names of chemical, including pesticides, and to the names of plants, fungi, bacteria, viruses, helminths, and insects.

The CAB Thesaurus is an invaluable aid to researchers, information scientists and librarians for: developing online search strategies; checking terminology and spelling; locating more specific or general terms; and indexing document collections.

The Thesaurus is available in two paperback volumes:

ISBN 0 85198 596 3 (set of two volumes)
ISBN 0 85198 612 9 (Volume 1 A-I)
ISBN 0 85198 613 7 (Volume 2 J-Z)

The price (including postage) is £80.00 for the United Kingdom; US$150.00 for the Americas, and £88.00 elsewhere.

The CAB Thesaurus is also available in magnetic tape format.

CAB International (CABI), formerly the Commonwealth Agricultural Bureaux, is a not-for-profit intergovernmental organization, registered with the United Nations, which is owned and administered by its 28 member governments. Established in 1928, CABI exists to provide information, scientific and development services for agriculture and allied disciplines throughout the world.

Further information on CAB International and its services may be obtained from:
CAB International, Wallingford, Oxon OX10 8DE, United Kingdom. □

research officer from Nigeria's Federal Institute of Industrial Research, the deputy executive director of the Sri Lanka Business Development Centre and an engineer from the Hangzhou Bearing Test and Research Centre (Zhejiang Province, China).

"Without information, judgments will be faulty," says course lecturer Paul Wasserman, a professor at the University of Maryland USA. "Living in a complex world, we have become more and more dependent on information in politics, government, business, social affairs as well as information that affect our personal lives."

Library and ordinary students have access to ample information at AIT. Its CD-ROM information database provides access to information on agriculture, education,

cancer, potentially hazardous chemicals, abstracts for over 70,000 corporate and industry reports written by securities and banks, and reference information about 12,000 computer product listings from 1,500 companies worldwide.

CD-ROM applications also cover summaries of world literature in biomedicine, bibliographic database from the United States National Technical Information Service, occupational health and safety information, psychology and behavioural sciences, sociology and so on.

Indeed, it may be said that AIT's Library is the most developed library and information centre in Asia.

For more information, write to AIT's Library and Regional Documentation Centre, Rangsit, Bangkok, Thailand. □

Agricultural Information Development Bulletin
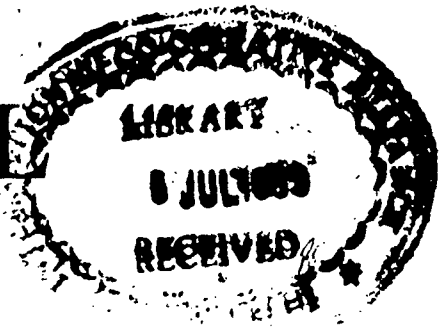
- **Herbs on line**
- **Rice facts**
- **Tree revolution**
- **Rural credit**

Development

The ICA has been formally committed since 1957 to supporting co-operatives in the developing world. In this area it has three basic objectives: the establishment and growth of independent, democratic, and viable co-operative organizations; strengthening collaboration between co-operatives of different types and in different countries; and influencing public opinion and governmental authorities in order to create a more favourable climate for co-operative development.

The ICA approved a new strategy for co-operative development in 1986 which focuses its efforts in four major areas: the influencing of government policies and programmes in order to allow co-operatives the freedom to develop as autonomous, independent organizations; the strengthening of national co-operative organizations in order to increase the self-reliance of national movements; the direct sponsorship of special programmes of particular importance to the co-operative movement in such areas as member education, international trade, and the role of women; and an improvement in both the quantity and quality of financial resources made available by governmental and non-governmental organizations to support co-operative development.

The ICA's development programme is coordinated by its Development Section in Geneva. It is implemented by regional offices: for Asia in New Delhi, India; for Eastern, Central and Southern Africa in Moshi, Tanzania; and for West Africa in Abidjan, Cote d'Ivoire. The ICA also has project offices in Kuala Lumpur, Malaysia (international trade), Lusaka, Zambia (co-operative insurance), and San José, Costa Rica. A large part of the costs of the ICA's development programme is provided by its members through their contributions to Head Office and the regional offices. Financial support for specific programme activities is provided by co-operative movements or governments in many countries, including Sweden, Norway, Canada, the Netherlands and Japan.

The ICA also attempts to coordinate its own activities with other organizations involved in co-operative development through membership in the Committee for the Promotion of Aid to Co-operatives (COPAC), direct contacts with national and international organizations, and through the annual meeting of its Development Forum.

Further information on the ICA's Development Programme may be obtained from **The Development Section, International Co-operative Alliance**, at the address below.

Membership of ICA Regional Offices

REGIONAL OFFICE FOR EAST, CENTRAL & SOUTHERN AFRICA

English-Speaking

Botswana
Kenya
Lesotho
Mauritius
Somalia
Swaziland ·
Tanzania
Uganda
Zambia

REGIONAL OFFICE FOR ASIA

English-Speaking

Australia
Bangladesh
India
Indonesia
Japan
Republic of Korea
Malaysia
Pakistan
People's Republic of China
Philippines
Singapore
Sri Lanka
Thailand

REGIONAL OFFICE FOR WEST AFRICA

French-Speaking	**English-Speaking**	**Portuguese-Speaking**
Benin	The Gambia	Cap Verde
Burkina Faso	Ghana	Guinea-Bissau
Cote d'Ivoire	Liberia	
Guinee	Nigeria	
Mali	Sierra Leone	
Niger		
Senegal		
Togo		

Collaboration With United Nations Organizations

In order to achieve the objectives of the ICA as specified in Article 3 of the ICA Rules, the Secretariat of the Alliance develops collaboration with the United Nations organizations and many other voluntary and non-governmental international organizations which pursue aims of importance to co-operation.

Collaboration between the ICA and the UN started from the creation of the latter organization in 1945. The ICA was one of three non-governmental organizations to be granted Category 1, the highest consultative status with the United Nations at the First Session of the General Assembly on February 14, 1946. Today there are less than 35 NGOs having this status among more than 840 non-governmental organizations. This status provides the ICA with the opportunity to participate at all UN meetings and make its point of view known to the participants.

The ICA is represented in New York and Geneva at the UN Economic and Social Council (ECOSOC) when topics relevant to co-operatives are being discussed. In addition, the ICA maintains contact with the UN Secretariat in New York, Geneva and Vienna. ICA is also represented at the FAO, UNESCO, ECE, ILO, UN Committees on NGOs and other UN agencies and commissions as necessary.

The ICA has very good contact with the UN and other organizations at international level. It is also taking the necessary steps to develop collaboration with these organizations at regional and national levels, in order to involve the ICA member-organizations in developing countries in the planning and implementation of co-operative projects undertaken by the UN bodies in collaboration with the governments of the countries concerned.

Several member-organizations undertake to provide representation at United Nations organizations in New York, Rome, Paris and Vienna, and at the ECE Housing Committee (HABITAT) in Geneva. ICA also has a Liaison Officer at the ICA Secretariat in Geneva with the responsibility of co-ordinating the activities of the UN representatives.

ICA Representatives to the UN - New York	Ms. Peggy Sheehan National Co-operative Business Association 1401 New York Avenue, N.W., Suite 1100 Washington, D.C. 20005-2160
	Mr. Robert Scherer NCBA (same address)
Liaison Officer with the UN Organizations and Non-Governmental Organizations:	Ms. MariaElena Chavez ICA Secretariat (at address below)

Educational Activities

The ICA has a long involvement with Co-operative Education. Initially this was through its International Schools and its Education Department within the Secretariat. Today, the latter maintains contact with a wide variety of interest groups and networks concerned with co-operative education at national and regional levels, including co-operative colleges.

Arising from the ICA's Category 1 consultative status with UNESCO, it acts as an intermediary through its Education Department, for applying for UNESCO Travel Grants for members. These are awarded to co-operative education leaders, mainly in Third World countries, who then undertake study programmes, arranged by the ICA Education Department, in other co-operative movements.

Much of the ICA's direct educational work is accomplished at regional level through the human resource projects carried out by the ICA's Regional Offices. Related to this work is the Research Register, a periodical concerned with co-operative experience in developing countries, which was first published in 1974 as a collaborative project within the ICA Development Decade. The main parties in the production of the Research Register are the Hungarian and Polish movements and the ICA.

INCOTEC - International Committee for Training and Education of Co-operators (formerly AGITCOOP) - was also initiated in 1974. Under its constitution it advises the ICA "on matters concerning education and training for co-operators in and from developing countries".

Further information may be obtained from the Development Section, ICA Secretariat, attention Marie-Claude Baan, at the address below.

ICA Specialized Organizations & Working Parties

The ICA brings together, at international level, co-operatives of different kinds such as Consumer, Credit, Agricultural, Industrial and Housing Co-operatives. Many of its Member Organizations who are involved in the same field of activities, have established Committees and Working Groups to discuss concerns of common interest, exchange views, and promote collaboration between themselves. Such co-operation between ICA members began in 1922 with the founding of the International Co-operative Insurance Federation (ICIF).

Following the XXVIIIth ICA Congress in Hamburg in 1984, these organizations, which were originally called Auxiliary Committees, were re-named International Specialized Organizations. Article 30 of the ICA Rules specifies the conditions for the establishment and running of these specialized organizations.

LIST OF SPECIALIZED ORGANIZATIONS AND WORKING PARTIES

- ICA Consumer Committee
- Fisheries Committee
- International Co-operative Banking Committee
- International Co-operative Housing Committee
- CICOPA (International Committee of Producers' and Artisanal Co-operative Societies)
- ICIF (International Co-operative Insurance Federation)
- INTERCOOP (International Organization for Consumer Co-operative Distributive Trade)
- ICA Specialized Organization on Agricultural Co-operation
- ICA Women's Committee
- UITCA (International Union of Co-operative and Associated Tourism)
- INCOTEC (International Committee for Training and Education of Co-operators (formerly AGITCOOP)

- WPoCC (Working Party on Co-operative Communications)
- Working Party on Co-operative Research, Planning & Development
- Working Party of Co-operative Librarians, Information and Documentation Officers

Consumer Committee

This specialized Organization, which was set up by consumer co-operative member organizations of the ICA, aims to:

- initiate discussions on the crucial problems of the co-operative consumer policy;
- communicate information both to ICA members and to organizations outside the co-operative movement;
- give advice on consumer matters to new consumer co-operatives;
- co-operate with other ICA Committees;
- represent co-operative consumer interests to other international co-operative or non co-operative organizations, and collaborate with governmental and non-governmental agencies for consumer affairs;
- publish information on matters of interest, such as consumer protection, through the press and other media;

The ICA Consumer Committee holds joint meetings with other ICA specialized organizations. A Sub-committee with similar targets has been set up in South-East Asia in order to promote consumer co-operative development in the region.

The basic philosophy of the Committee was determined in 1969 at the ICA Congress and stipulates that the consumer has a right to a reasonable standard of nutrition, clothing and housing; adequate standards of safety and a healthy environment; unadulterated merchandise at fair prices with reasonable variety and choice; access to information on goods and to education on consumer topics; and that s/he should have an influence in economy through democratic participation.

These principles have been reconfirmed at the Committee's General Assembly in Stockholm in July 1988.

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                                 S-104 65 STOCKHOLM
                                 Sweden

                                 Telphone: (08) 743 1000
                                 Telex: 19490 koop s
                                 Telefax: (08) 42 30 10

Secretary: Mr. Lajos Varadi
                                 ICA Secretariat
                                 Address below

Fisheries Committee

This committee was originally founded, in 1966, as a sub-committee of the Agricultural Committee, but it became an independent body in 1976. The Fisheries Committee has member organizations from more than 20 countries. It considers its main goals as the following:

- the creation of new co-operative fisheries organizations;
- co-operative training and education in, or by, the co-operative movements of advanced countries, including the production of educational material;
- exchange of technical information and personnel between movements on a regional basis;
- the development of pilot projects;
- the promotion of trade.

In order to promote regional development, the Fisheries Committee has created a Sub-committee for South-East Asia, in the premises of the ICA Regional Office in New Delhi. This sub-committee comprises the fisheries co-operative organizations of 12 countries.

The Fisheries Committee organizes seminars on fisheries co-operatives every year in two countries of member organizations. Main emphasis of the seminar is placed on development of leadership in the fisheries co-operative sector. Other major activities of the fisheries committee include report making survey/studies on various aspects of fisheries such as on fish price stabilization system in EEC countries etc.

Considering that nearly all developing countries possess a coastline, the potential for growth of co-operative fisheries is great. Therefore, one of the most important objectives of the fisheries committee is to help provide as much information which would benefit its members as possible.

Chairman:	Mr. Jirozaemon Saito
	ZENGYOREN
Secretary General:	Mr. Giichi Suzuki
	ZENGYOREN
Assistant Secretary:	Mr. Masaaki Sato
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	TOKYO, 101 Japan
	Telephone: 294 96 18
	Telex: 222-6234 ZENYO J
	Telefax: 294 9602

Banking Committee

The International Co-operative Banking Committee was set up by the national co-operative banks and commonweal financial organizations to help with the financing of their member co-operatives. This specialized organization aims:

- to exchange information;
- to promote co-operation among co-operative banks;
- to promote the development of new co-operative banks through advice and assistance;

Membership is open to all banks and central thrift and credit organizations which are, directly or indirectly, affiliated to the ICA.

The Banking Committee of the ICA maintains close contact with the International Liaison Committee for Thrift & Credit Co-operatives (CLICEC), and the World Council of Credit Unions (WOCCU). These organizations keep each other regularly informed on their respective work and send representatives to each other's meetings.

Chairman:	Mr. Terry Thomas
	Managing Director
	The Co-operative Bank
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	Tel: (061) 832 3456
	Telex: 884533
	Telefax: (061) 832 9707
Secretary:	Mr. Roger K. Jones
	General Manager
	Legal & Administration
	Co-operative Wholesale Society
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	U.K.
	Tel: (061) 834 1212
	Telex: 667046 cws g
	Telefax: (061) 834 3147

Housing Committee

This Committee was established to promote the development of co-operative housing in all countries, especially developing countries, as a contribution to the solution of the economic and social problems of providing shelter.

In order to achieve this goal, the Committee will:

- study the scope of activities of co-operative housing organizations in different countries;
- disseminate books and other information on co-operative housing to those interested in the provision of shelter;
- participate with the ICA in the work of UN agencies and other Governmental and Non-governmental organizations which deal with the problem of shelter;
- contribute to the implementation of an ICA Programme of Technical Assistance to Co-operatives in Developing Countries;
- encourage the regular exchange of information and personnel between member organiza tions;
- foster education and training on co-operative housing.

The ICA Housing Committee comprises roughly 40 national organizations. It maintains relations and holds joint meetings with the other ICA specialized organizations in order to discuss topics of mutual interest.

Some member organizations have set up a special organizations which provide valuable help for co-operative housing in developing countries.

The ICA Housing Committee is an active member of the Habitat International Coalition and works closely with the UN Centre for Human Settlements (HABITAT), and with the UN Economic Commissions for various areas.

Chairman: Mr. Olle Lindström
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Secretary/Treasurer: Ms. Kerstin Hermansson
                             Same address as Mr. Lindström

                             Telephone: (08) 772 1248

Joint Secretary: Mr. Lajos Varadi
                             ICA Secretariat
                             Address below

CICOPA

(International Committee of Producers' Co-operatives)

This specialized organization is generally known by its French acronym CICOPA, an abbreviation of "Comité International des Coopératives de Production et Artisanales". Its members are producers' co-operatives from different fields: construction, industrial production, general services, transport, intellectual skills, artisanal activities, etc.

With the recent transformation of the world economy, this type of co-operative is no longer a marginal phenomenon. Numbers have increased in both industrialized and developing countries. CICOPA now has a membership of over 60 apex co-operative organizations from almost 34 countries. We have no complete statistics on individual co-operatives or individual co-operators, but in 1975, we estimated that there were some 44,000 producers' co-operatives worldwide with 6 million individual members. In 1983 the figures had grown to 91,000 co-operatives with 23 million members. At the last world conference of CICOPA, held in Paris in February 1988, the number of 50 million individuals seemed to be the most probable, exclusive of China, but the most recent estimates available indicate that the actual figures are nearer 100 million, if we include co-operators from Asia.

The main target of CICOPA is to foster the creation of national organizations of producers' co-operatives all over the world; to contribute to the development of the already existing organizations; and to promote the development of co-operation in developing countries.

CICOPA aims to tie ethical and commercial links between producers' co-operatives by exchange of goods and services; education and training especially for managers; exchange of experience; to study issues specific to producers' co-operatives in all countries, and to circulate recommendations for the solution of co-operative problems in the industrial field.

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	Telex: 648713 F
Secretary:	Mr. Lajos Varadi
	ICA Secretariat

ICIF

(International Co-operative Insurance Federation)

The ICIF is a voluntary association of co-operative insurance organizations from 37 countries. It includes the Co-operative Insurance Development Bureau (CIDB), which helps co-operative and trade-union movements to develop co-operative insurance services, particularly in developing countries. The Federation also has a re-insurance office, the International Co-operative Re-insurance Bureau (ICRB), which enables co-op insurance societies throughout the world to exchange re-insurance business. The third supporting body of the organization, Allnations Inc. had mainly concentrated on helping provide loan guarantees required by newly formed insurance co-operatives, but is now assuming a more active role in assisting co-operative insurance facilities.

Co-operative insurance is based on the principles of co-operation. Its major characteristics are:

- The insurance needs of ordinary people are catered for, and any surplus funds created through the insurance programme are applied for the benefit of the policy-holders;
- Co-operative insurance organizations are closely linked to democratic popular movements, including co-operative organizations operating in other fields such as retailing, agriculture, housing, etc.
- Many co-operative insurance organizations are governed by democratic parliamentary structures in which policy-holders, or their representatives, play an important role;
- A co-operative insurance society is a service organization, maintaining close contact with ordinary people. It is a good medium for the spreading of co-operative aims and promoting the growth of the movement.

Co-operative insurance programmes for life and non-life insurance can be developed to serve the insurance needs of other types of co-operative organizations, trade-unions, other popular movements and the general public.

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ica

INTERCOOP

(International Organization for Consumer Co-operative Distributive Trade)

INTERCOOP was founded in 1971 when two previous committees dealing with trade and exchange of experience were amalgamated. The general aim of INTERCOOP is to promote economic co-operation between its affiliated members and thus to increase the competitive power of the consumer co-operative movement in both national and international markets, resulting in advantages to the consumers. The majority of its economic activities are among West-European member organizations; INTERCOOP has a close relationship with NAF (Nordisk Andelsforbund) and Euro-Co-op, Bruxelles. The main activities of INTERCOOP can be summarized as follows:

Joint Purchasing
The promotion of joint purchasing is one of the most important tasks within INTERCOOP. Through mobilizing the combined buying powers of the member organizations, it is possible to achieve important advantages. The collaboration in joint purchasing is carried out by buying groups, each dealing with a special commodity group. There are specialist buying groups for both food and non-food sectors, and within these two main branches there are further specialized sub-groups.

Exchange of Members' Produce
In order to better utilize the capacity of the member-organizations' production facilities, INTERCOOP organizes special "export fairs". This system has proved successful and has led to a considerable increase in the trade of products between the member organizations.

Exchange of Know-how
Member organizations consider the exchange of experience in retailing and distribution as an important aid to problem solving. They have, therefore, i.a. created three specific advisory groups dealing with department stores and shopping centres, food stores and warehouses and distribution.

INTERCOOP runs a buying office in Hong Kong and also has joint offices with NAF (Nordisk Andelsforbund) (Denmark), in Valencia (Spain), Hamburg (FRG), Bologna (Italy), Santos (Brazil), Buenos Aires (Argentina) and San Francisco (USA),

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General Secretary: Mr. Jens-Erik Dalgaard-Jensen
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Agricultural Committee

This organization represents agricultural co-operatives from over 30 countries - mainly in Europe but also from India, USA, Israel, Japan, Korea and Egypt. Agricultural co-operatives account for 36% of the total number of co-operative societies represented by ICA member organizations, and 18% of the total individual membership. These figures clearly indicate the significance of this specialized committee which aims:

- to exchange experience on specific activity fields;
- to promote the establishment of agricultural co-operatives in developing countries in order to increase food production;
- to improve the distribution of agricultural products;
- to take concrete action for preserving the environment.

To achieve these goals, the Agricultural Committee works closely with the United Nations Food and Agriculture Organization (FAO), the General Committee for Agricultural Co-operation in the EEC (COGECA), the International Federation of Agricultural Producers (IFAP), European Agricultural Confederation (EAC) and other professional groups in the agricultural field.

To promote trade between its member organizations, the Agricultural Committee decided to set up a sub-committee, BECA (The Economic Bureau of the Agricultural Committee), whose objectives are:

- to promote economic relations between the agricultural co-operatives of different countries and between agricultural and consumer co-operatives;
- to examine the potential of, and initiate, inter-co-operative trade;
- to find ways and means of improving the economic potential of co-operatives, especially bearing in mind developing countries;
- to try to ensure that more funds and other forms of assistance from multi-lateral and bi-lateral agencies are channelled to co-operatives in developing countries.

Chairman of Agricultural Committee and of BECA:

> Mr. J.L. Doumeng
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>
> Telephone: (1) 40 66 22 22
> Telex: 630 038 F
> Telefax: (1) 45 00 32 89

Secretary Agricultural Committee: Secretary of BECA:

> Mr. Lajos Varadi   Mr. Jean Martinet
> ICA Secretariat   Same address as
> Address below   Mr.Doumeng

Women's Committee

The ICA Women's Committee was set up in 1965 as a result of a resolution of the ICA 22nd Congress, Bournemouth, U.K. 1963. Previously the International Co-operative Women's Guild, 1921 - 63, had a working relationship with ICA and the new Committee was part of its agreement to dissolve itself.

The Committee has 79 members representing 36 countries through national member organizations. This wide geographical spread gives opportunities for closer working with the Regional Offices particularly where Women Officers have been appointed. A consistent concern in the Committee's activities is its quest for World Peace. Arising from its Aims and Objects embodied in its constitution, it pursues questions of equality between both sexes within the Co-operative Movement, particularly in such areas as educational opportunities, the right to membership and participation, and access to credit.

These interests are reflected in the committee's current research programme and in the joint activities it undertakes with other ICA Specialized Organizations. In recent years conferences have been held with the ICA Working Party on Co-operative Communications, INCOTEC (the International Committee for Training and Education of Co-operators), the Consumer Committee, and the Agricultural Committee. During 1988 it has produced, together with the Agricultural Committee, "Recommendations on Women in Co-operatives" and also contributed to the framing of International Guidelines on "Women in Co-operatives; Implications for Development". In the next four years the Committee will include in its studies themes on the environment, new technology, and the family.

Chairman: Ms. Norah Willis
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Honorary Secretary: Ms. Muriel Russell
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UITCA

(The International Union of Co-operative and Associated Tourism)

The International Union of Co-operative and Associated Tourism (UITCA) was founded as a Working Group in Copenhagen in 1976 by a Resolution of the 26th ICA Congress in Paris. In June, 1985 it became one of the Specialized Organizations affiliated to the Alliance.

The UITCA is comprised of approximately 30 organizations involved in tourism who aim to promote the development of tourism at the national and international level by implementing the following principles:

- To support the development of any organization which facilitates the opportunity of holiday stay and travel, and offers fair prices and good quality service, to its member organizations;
- To support all measures taken by public authorities at national and international level to aid investment in tourism and to make vacations accessible to the greatest number of people possible;
- To complete tourist information by the accurate and objective advertising of available services;
- To provide information to travellers visiting a country where there is a co-operative movement including details of co-operative events scheduled during their stay;
- To work towards improving the quality of services offered to tourists;
- To actively collaborate with all International Organizations whose objectives are to defend and inform the traveller in particular with the International Federation of Popular Travel Organizations (IFPTO);
- To develop inter-co-operative relations;
- To help set up tourism co-operatives in member countries of the ICA which are still without such organizations.

Chairman: Mr. George Ganneby
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Secretary: Ms. Finola Marras
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INCOTEC

(International Committee for Training and Education of Co-operators)

INCOTEC is a specialized organization of the International Co-operative Alliance (ICA). It aims to facilitate and promote the educational activities of the Alliance and its member organizations and is mainly directed to the needs of the developing countries. Its objectives are to:

- advise the authorities of the ICA on matters concerning education and training for co-operators in and from developing countries;
- help member organizations to increase the effectiveness of their training programmes, especially by enabling them to avoid unnecessary duplication of effort and expenditure in activities such as preparation of study materials, textbooks, and other teaching aids, identifying the most important areas for co-operative training, recruiting students for training, recruitment and training of teaching staff, directing student applicants to suitable courses and follow-up work after training courses;
- encourage mutual consultation and dialogue among member organizations and their training institutions, with a view to achieving international collaboration in their respective training plans, programmes and activities;
- assist member organizations in facilitating international co-operation in the educational field in any other respects (e.g. in organizing study visits abroad, exchange of experience and documentation, etc.).

Participation in INCOTEC meetings and activities is open to all member organizations of the ICA. ICA affiliates in 32 countries also play an active part in its work. The INCOTEC organizes an Education Conference and a General Meeting to coincide with ICA Congresses. Between Congresses it organizes an International Training and Education Forum. The general meeting elects an Executive Committee, comprising a Chairman, three Vice-Chairmen and six members, which meets at least once a year.

Chairman: Dr. Robert Houlton
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      Telefax: (0509) 856 500

Secretary: Ms. Cecilia McNicholas
      Same address as Chairman

Working Party on Co-operative Communications (WPoCC)

The Working Party on Co-operative Communications (WPoCC) is a specialized organization (committee) of the International Co-operative Alliance (ICA). The objectives of the WPoCC are:

1. To contribute to the fulfillment of the ICA aims as formulated in the ICA Rules and Standing Orders;

2. To improve the professional competence, the effectiveness and understanding of the people charged in their movements with responsibility for co-operative information media in the organizations affiliated to the ICA;

3. To contribute to the development of the co-operative press;

4. To foster contacts among co-operative communicators in order to encourage the exchange of experience and co-operation.

All journalists, editors, publishers, and other communicators employed by ICA member organizations are eligible for membership.

Programme administration costs are covered through a SFR 300.- subscription fee to members plus "in-kind" support from members whose organizations cannot afford the fee.

All expenses incurred by members attending meetings of the Working Party are the responsibility of their organizations. Meetings are held at least once per calendar year.

The programme of activities is designed to complement the ICA communications programme. The current workplan includes: a) input to ICA News; b) promotion of ICA publications; c) updating the Directory of Co-op Press; d) provision of news service to ICA Congress and Central Committee; e) a campaign supporting the ICA Resolution that 1995 be declared U.N. International Year of Co-operatives.

In addition, the Working Party undertakes various special projects which depend upon additional funding provided by members and affiliated organizations.

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             Canada

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             ICA Secretariat
             Address below

INTERNATIONAL CO-OPERATIVE ALLIANCE

ica

Working Party on Co-op Research Planning and Development

The Research Officers' Group of the ICA was formed at the beginning of the 1950s and its early meetings tended to be in Sweden or in the United Kingdom. A reflection of the widening aspirations of the Group was in its change of name at the end of the 1970s to Research Planning and Development. Broadly, the group has tended to lean upon the support of the consumer co-operative movements, especially in Western and Northern Europe, but its membership has been drawn worldwide and it has consistently tried to tackle matters which would be of interest and value to all forms of co-operative responsibility. The Group has, of course, lived through a period when a number of its members were facing very real structural and trading problems in the movements which they represented and this inevitably influenced the way in which the Group has developed.

The Research group seeks to meet annually for a seminar, plus a study tour in the host country. Representation at these seminars has been from a wide range of countries and movements.

Perhaps the most favourable feature of the Group has been its friendship and its openness and frankness. Members have been able to discuss mutually their problems and have found that their problems were the problems of others also.

Questions concerning productivity, image, managerial structure, the relationship between the democratic ideal and the trading necessities, the emergence of new worker and producer style co-operatives, have all been reviewed both from a practical and theoretical stance. The group enjoys the support not only of co-operators who are working full time for their movements, but also of activists within co-operative research institutes and interested and concerned academics.

It looks forward confidently to a future in which it will continue to make efforts to ensure the long term viability and success of international co-operation.

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Working Party of Co-operative Librarians, Information & Documentation Officers (WPoCLIDO)

This Working Party was formed in 1954. It exists to establish and develop contacts between specialist and professional staffs in libraries, information and documentation departments in organizations which are committed to the ideals and principles of the Co-operative Movement. Membership numbers 40 in 28 countries throughout the world.

Principle objectives of the Working Party are to:-

- exchange information with members of other ICA working parties in their organizations, and seek collaboration with other sectors of the Co-operative Movement;

- assist Co-operative education by making Co-operative libraries widely known, particularly to young people;

- help organizations and institutions with advice in setting up or developing libraries, archive and information centres;

- join national library associations with special provision for interlending; and

- give aid to libraries in developing countries, e.g. by twinning libraries in industrialized and developing countries.

Evidence of the Working Party's co-operation with other specialist agencies within the ICA is its assistance in contributing to the publication "Organizing a Small Co-operative Library".

A considerable publications programme (financed within the Working Party itself) has included its own "Directory of Co-operative Libraries and Documentation Services"; short guides to specialist services such as press cuttings and archives; and co-operation in the preparation of bibliographies on co-operative subjects. Encouragement of the exchange of information on Co-operative museums has also been fostered.

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THE INTERNATIONAL CO-OPERATIVE ALLIANCE

The International Co-operative Alliance is one of the oldest of non-governmental international organisations. It is world-wide confederation of co-operative organisations of all types. Founded by the International Co-operative Congress held in London on 18th August 1895, it now has affiliates in 76 countries, serving over 625 million members of the primary level. There are 192 national level and 10 international level co-operative organisations in the membership of the Alliance. It is the only international organisation entirely and exclusively dedicated to the promotion of co-operatives in all parts of the world.

Its purpose is to propagate co-operative principles and methods and to promote friendly and economic relations between cooperative organisations of all types, both nationally and internationally.

It enjoys the right of participation in meetings and development work of the United Nations Specialised Agencies such as the ILO, FAO and UNESCO and holds Consultative Status of Category-I in the United Nations Economic and Social Council.

Besides the Head Office of the ICA, which is in Geneva, there are three Regional Offices, viz., the Regional Office for Asia in New Delhi, India (established in 1960), the Regional Office for East, Central and Southern Africa at Moshi, Tanzania (eastablished in 1968), and the Regional Office for West Africa at Abidjan, Ivory Coast (eastablished in 1979). The ICA also has a Project Office in San Jose, Costa Rica.

ICA IN ASIA

The ICA Regional Office for Asia, New Delhi was formally inaugurated by the First Prime Minister of India, Pandit Jawaharlal Nehru on 14th November 1960.

Fifty-four national level organisations from 19 countries, namely, Afghanistan, Australia, Bangladesh, China, Fiji, India, Indonesia, Iran, Japan, Democratic People's Republic of Korea, Republic of Korea, Malaysia, Pakistan, Philippines, Singapore, Sri Lanka, Thailand, Vietnam and U.S.S.R. are members.

In addition to the Regional Office in New Delhi, there is also a Sub-Regional Office located in Australia to service the Cooperative Movements in the Pacific Region.

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Principles of Co-operation

1. Membership of a cooperative society should be voluntary and available without artificial restriction or any social, political, racial or religious discrimination, to all persons who can make use of its services and are willing to accept the responsibilities of membership.

2. Cooperative societies are democratic organisations. Their affairs should be administered by persons elected or appointed in a manner agreed by the members and accountable to them. Members of primary societies should enjoy equal rights of voting (one member, one vote) and participation in decisions affecting their societies. In other than primary societies the administration should be conducted on a democratic basis in a suitable form.

3. Share capital should only receive a strinctly limited rate of interest, if any.

4. Economic results arising out of the operations of a society belong to the members of the society and should be distributed in such a manner as would avoid one member gaining at the expense of others.

This may be done by decision of the members as follows:-

   a)   By provision for development of the business of the Cooperative;

   b)   By provision of common services; or,

   c)   By distribution among the members in proportion to their transactions with the Society.

5. All cooperative societies should make provision for the education of their members, officers and employees and of the general public, in the principles and techniques of Cooperation both economic and democratic.

6. All cooperative organisation, in order to best serve the interests of their members and their communities should actively cooperate in every practical way with other cooperatives at local, national and internatinal levels.

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