<table>
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<th>Title</th>
<th>Library and documentation centre : international centre for ethnic studies.</th>
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<tr>
<td>Author(s)</td>
<td>Varatharajan, S.</td>
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Library And Documentation Centre:
International Centre For Ethnic Studies

By

S Varatharajan
LIBRARY AND DOCUMENTATION CENTRE

INTERNATIONAL CENTRE FOR ETHNIC STUDIES
COLOMBO, SRI LANKA

Prepared by
S.Varatharajan

A Country paper presented at the AMIC Training Workshop for Documentation Network Members,
26th - 29th August, 1991
Singapore
About ICES

INTERNATIONAL CENTRE FOR ETHNIC STUDIES (ICES) is a non-governmental organisation, established as a non-profit organisation registered under Sri Lankan company law. It is sited entirely in Sri Lanka, and its staff is Sri Lankan and multi-ethnic in character. Its Board of Directors, on the other hand, is international in composition. The international mandate of ICES, reflected in the name of the Centre, is expressed not only in the membership of its Board but also in the scope of its work.

ICES seeks to promote comparative study and discussion and cross-national intellectual exchanges in the field of ethnicity. It aims to provide an organised institutional focus for the study and understanding of ethnic conflict and its management; stimulate cross-national comparative research in ethnic studies; bring together scholars and policy makers, and academics and others for dialogue and mutual learning and encourage experimentation with innovative policy and action approaches that hold promise for the resolution of ethnic conflict.

While ICES in its research projects, workshops and publications embraces ethnic and related questions that are global in character, its work has a predominant South Asian emphasis. Being sited in Sri Lanka, ICES concerns itself also with Sri Lankan subjects and issues. Apart from its scholarly work, ICES also has an active interest in educating public opinion towards more objective, informed and reasonable approaches towards ethnic problems. Its media programme, which is directed towards popular communication in Sri Lanka, is a major component of this activity.

ICES forms of activity consist of research, workshops, publications, lectures, media programmes and documentation.
ICES has two offices, one in Colombo, the capital of Sri Lanka and other in Kandy. While the Kandy office holds the main collection of books, journals, periodicals and other materials related to the field of ethnicity, the Colombo office is being built as a social science library and offers specialised collection on Sri Lanka's ethnic conflict and on women's issues.

The main objective of the library has been the building up of a specialised collection of books, unpublished manuscripts, journals and articles dealing with ethnicity and women's issues and it has now developed into a highly specialised depository of material on these issues. The library holdings include material usually inaccessible to scholars from the Asian region especially from South Asia. In addition the library has a rapidly growing collection of published and unpublished documentation relevant to current social and economic developments in Sri Lanka, which is proving to be a major resource that is very popular with researchers, both local and foreign. Seminar papers, reports and other useful and informative material generated by the public and private sector, usually inaccessible to researchers are located and made available to readers.

The ICES Library and Documentation Centre is an important backup to the research work that the Centre carries out. During the early years of operation the purchase policy of the library was of general nature, collecting publications on ethnicity and women's issues. Then the emphasis shifted to gathering material on the Third World in general and South Asia in particular. Publications relevant to the research and workshop themes of the ICES on the Judiciary, Federalism, Ethnic Minorities, Devolution, Education, Feminism and Religion and Ethnicity, Economic aspects of Ethnicity, Secessionism have been purchased regularly. The library subscribes annually to several local and foreign journals and magazines. The
library exchanges several journals in exchange for the ICES journal of Ethnic Studies Report (ESR) and the house magazine of The Thatched Patio.

One of the principal documentation facilities available in the library is the indexed press clippings on Sri Lanka's ethnic conflict and women's issues.

The library has an audio-visual section which includes video/audio cassettes and photographs of material relating to ethnic and women's issues in particular.

Users

The ICES research staff and consultants use the library and documentation facilities regularly. In addition foreign researchers interested in the fields of ethnicity, women's studies and socio-economic issues use the library. A large number of researchers from the universities and several other consultants and research associates working on specific ICES projects make good use of the library materials. An increasing notable feature is the popularity of the library among scholars, both local and foreign who are not directly connected with ICES projects. It is fast gaining a reputation not only as one of the best depositories in Sri Lanka on ethnic studies and women's issues but also as a place which contains up-to-date material on the broad theme of contemporary socio-economic development of Sri Lanka.
Classification system

The ICES library has its own classification scheme based on the Dowey Decimal Classification Scheme but with some changes. All books are classified using this system. The non-book material collection which began with a file pocket system remains as such and no change in numbering has been effected. However a card catalogue has been made. Attached is a copy of the classification scheme used. (Annexure A) All entries for books have been computerised and the base may be approached by subject descriptors.

The classification using the decimal system has the following main classes:

100 Ethnic Studies
200 Anthropology
300 Sociology
400 Politics
500 Religion
600 Law
700 Economics
800 Women

This reflects the main collection at ICES. The rest of knowledge has been constricted into the following:-

010 Philosophy
020)
030) Unassigned
040 Language
050 Pure Science
060 Applied Science
070 The Arts
080 Literature
090 History and Geography

The form divisions (i.e. the form in which the piece of knowledge is shaped: bibliographies/directories etc.,) are as follows:-

- 001 Bibliographies
- 002 Directories
- 003 Encyclopedias & Dictionaries
- 004 Yearbooks
- 005 Periodicals

The Sri Lankan Collection
Also books on Sri Lanka or having substantial coverage on Sri Lanka have a prefix 'SL' before the classification number.

    e.g.     SL
             100

All these books are shelved in sequence of class number within 'SL'.

The rest of the collection is shelved 001 to 890.

The collection in Colombo and Kandy consists of around 12000 volumes of books and non-book material.

Facilities

At present in addition to the Manual Card Index system a user has the access for computer search facility and the use of Microfiche Reader. The computerised collection of materials mainly consists books and work is in progress with regard to non-book material. It is hoped that this process might take another 4-5 months to complete.
Computerisation of library materials has helped the users immensely. The software in use is called INMAGIC, a well-known bibliographic information storage and retrieval package. It is a very user-friendly package with powerful indexing capabilities, password protection, batch inputing etc. In order to keep compatibility with other databases in use within and outside the country, the library database is to be changed over to CDS/ISIS. The work have began already and this process might take another 2-3 months to complete.

The Master Database, ICESLIB is held on an IBM P/S 2 model 55sx with 60 MB hard disk. Acquisition of additional computer hardware will have to be considered if ICES is to function as a national focal point for AMIC's Library and Documentation Centre. The use of CD-ROM drives might help in this endeavor. If the library is to hold scanned images of text and pictures then a new system based on intel 486 processor with 300MB hard disk and a CD-ROM drive or removable hard disk is desired.

Networking with Other Institutions

International linkages:

The ICES has from its inception engaged in collaborative research with important research institutions throughout the world. Among the institutions which have collaborated with us are Thammasat University, Bangkok, Institute for Strategic and International Studies, Kuala Lumpur. Centre for Policy Research, India, Human Rights Commission, Pakistan, Public Law Institute, Kenya, University of Maryland and The Harvard Law School, United States. On the same line ICES would like to establish links with AMIC.

National Networks:

The ICES library maintains linkages with the Universities, research institutions and NGOs within sri Lanka. As there is a
genuine need to improve and strengthen the library services and information available at present to the community of social science scholars in Sri Lanka, ICES along with three other main research institutions - CENWOR, SSA and MARGA jointly formulated proposals for improving the infrastructure for social science information and library services. These institutions have their own special collections of books and documents. To optimise the use of the limited resources available by efficient coordination of activities INNESS (Information Network in Social Science) was established initially for the non-governmental sector, enabling the collaborating libraries to share their resources. The network would serve the community of social scientists and facilitate the flow of information.

In additions to this ICES library is actively participating at national level for the regional database - Development Information Network for South Asia (DEVINSA)

Sri Lanka and the rest of the world

The benefits of networking are well understood and documented. For instance, a data network would allow the exchange of information resulting from a research finding among scholars. It would also be possible to establish national data centres to collect data and disseminate them to a wider user group.

Wide area networking provides an unprecedented strategic opportunity for socio-economic development and Sri Lanka should capitalise on this. As a first step, wide area networking should be introduced to Sri Lanka using currently available technology. Packet switching architecture has emerged as the most suitable in computer networking for data communication purposes over geographical areas ranging from small local areas to intercontinental distances. The first step has already been taken in this direction recently in Sri Lanka.

On 21st June 1991 a joint venture agreement has been signed in
Singapore between Singapore Telecom International (STI) and the Capital Development & Investment Company (CDIC) of Sri Lanka to provide a data communication service in Sri Lanka. Under the name of DataNet, services will be available via dial-up, telex and dedicated access through and/or land-lines. With this it is now possible to have for the very first time both switched and non-switched data communication services based on internationally accepted X.25 packet switching technology. It is hoped that this service will be available to the public during October this year.

The network technologies at present do not provide a cohesive solution for the complex communication needs of the evolving information societies such as multi-media communication support. A term, many of us are likely to hear a lot about during the next few years is Integrated Services Digital Network (ISDN). ISDN would facilitate all types of communications, including voice, numerical data, text and image as well as motion pictures.

ISDN will become the major communication technology in the 21st century and it is expected to facilitate the building of global interconnectivity. As a result many countries in the world have plans for the development of ISDN capabilities by the turn of the century. Among the countries in Asia and the far east, Hong Kong, India, Indonesia, Japan, Korea, Philippines and Taiwan have planned major ISDN initiatives for the next ten years.
ICES Library
Present Hardware Configuration

Computers

Colombo
IBM P/S2 Model 55sx with 60 MB Hard Disk 4 MB RAM.
IBM P/S2 Model 30 with 20 MB Hard Disk 640 KB RAM.

Kandy
IBM P/S2 Model 50z with 30 MB Hard Disk 1 MB RAM.

Printers
HP Laserjet Series III, Epson LQ 500

Software Availability

1. Bibliographic Database Programme
   CSS/ISIS, INMAGIC

2. Other Database Programmes
   Dbase IV, FOX Pro.

3. Word Processing
   Word Perfect 5.1, Wordstar Professional 4.0

4. Publishing/Graphics
   Ventura Publishers 2.0, PC Paintbrush IV +, Harvard Graphics 2.12, MS Windows 3.0

5. Spreadsheets
   Lotus 123, SuperCalc 5

5. Communications
   XTalk IV
<table>
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<td>2.29 ORIGIN (ORG):</td>
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<td>2.6 AUTHOR (PAU):</td>
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<td>2.7 CORPORATE BODY RESPONSIBLE (CBR):</td>
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<td>2.8 TITLE (TIT):</td>
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<td>2.9 TRANSLIT (TRT): TRANSLITERATED TITLE</td>
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<td>2.11 (AUTHOR) PARENT (PAG):</td>
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<td>2.12 (PARENT (CBG): CORPORATE BODY PARENT WORK</td>
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<td>2.15 TITLE OF SERIAL (SRL):</td>
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<td>2.17 LANGUAGE (LNG):</td>
<td>2.19 DATE.PUB (DAT):</td>
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<td>2.18 PLACE PUB: PUBLISH(ER) (PUB):</td>
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<td>2.20 COLLATE (COL):</td>
<td>2.21 CONFERENCE (FNCF) (CON):</td>
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<td>2.22 ASSCBR (COB): ASSOCIATED CORPORATE BODIES</td>
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<td>2.23 NOTES (NTS):</td>
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<tr>
<td>2.24 GEOAREA (FGA): GEOGRAPHIC AREA</td>
<td>2.25 SUBJECT (SUB): BROAD SUBJ HDG</td>
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<tr>
<td>2.26 DESCRIPT: SUBJ DESCRIPTORS (DES):</td>
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2.1 IDENTIFYING NUMBER - IDN

CHARACTERISTICS

Essential

PURPOSE

The Identifying Number (IDN) is a unique identifier for a given record in the computerised system. Once assigned, it remains permanently associated with that record and cannot be changed. The IDN is the primary point of direct access to a record.

DATA ENTRY

A continuous running number given at data entry point to each unique entry.

If more than one copy of a book is in stock indicate at accession number field. This may occur rarely. However it is necessary to check the existing database before additions are made.

2.2 LIBRARY CODE AND CALL NUMBER - LOC

CHARACTERISTICS

Essential

PURPOSE

The library code and call number field is used to record the documentary unit’s location.

DATA ENTRY

Indicate C for Colombo ICES stock - K for Kandy ICES stock.

2.3 ACCESSION NUMBER - ACN

CHARACTERISTICS

Essential
PURPOSE

The Accession Number field is used to record the accession register number of the documentary unit and here the number of copies in stock may be indicated using the 'batch' indicator.

DATA ENTRY

Enter IDN number and indicate multiple copies as follows:

Use IDN number with 'batch' indicator.

e.g. if 3 copies of IDN 900 are in stock use F10 key to open extra entries for Accession number field and indicate number of copies within brackets.

ACCN 1 1st copy 900 (1/3)
ACCN 2 2nd copy 900 (2/3)
ACCN 3 3rd copy 900 (3/3)

2.4 DOCUMENT LEVEL - DLV

CHARACTERISTICS

Optional

The (DLV) field serves to identify the bibliographic level at which the unit is described.

DEFINITIONS

The following bibliographic levels are defined:

Analytic
Relates to an item that is not issued separately, but as part of a larger bibliographic level e.g. chapter in a book, article in a periodical, section in a report, map or any other piece extracted from a single document.

Monographic
Relates to an item issued as a single physical piece that is complete in its own right, e.g. book, report, thesis, map, film, sound recording, one part of a multivolume work bearing its own title.

Collective
Relates to an item comprising two or more physical pieces issued at once or over a predetermined time, e.g. multivolume report, multivolume encyclopedia.
Serial
Relates to a number of physical pieces, produced over an indefinite time, and bearing a common title, e.g. periodicals, monographic series, annual report, year book, newspaper.

Pamphlet
A brief document/statement.

DATA ENTRY
Various cases are summarized in the following table:

(1) Book, report, film, sound recording etc.,
treated as a unit M

(2) Book, report etc., belonging to a monographic series MS

(3) Chapter from a book, report, etc., and

(4) A chapter from a monograph that is part of a monographic Series MA

(5) A work in several volumes analyzed as a single documentary unit - include non-serial/serial documents C

(6) One volume of a collection MC

(7) A multivolume collection that is also part of a monographic series CS

(8) A single volume of a collection that bears its own distinctive title and is part of a monographic series MCS

(9) An entire serial/periodical S

(10) Periodical article SA

(11) Pamphlets P

(12) Annuals SAn
2.5 DOCUMENT TYPE - DTP

CHARACTERISTICS

Optional

PURPOSE

Field DTP serves to define the document group to which the documentary unit belongs. The documentary unit may be a:

- report of proceedings
- summary of papers presented
- selection of papers presented
- paper prepared for a meeting
- work presented to obtain an academic degree/diploma from an institution
- national/international patent

DEFINITIONS

Patent - a patent is a searched and examined certificate document granted to an inventor (person or institution) before the product is made available to the public.

DATA ENTRY

Enter either one of the following after identification of the documentary unit:

CON - for a presentation of papers, meeting, proceedings, seminar etc.

THS - for a work presented to obtain an academic degree/diploma

PAT - for a international/national patent

2.6 PERSONAL AUTHOR(S) - DOCUMENTARY UNIT - PAU

CHARACTERISTICS

Mandatory

PURPOSE

The Personal Author(s) of the Documentary Unit (PAU) field is used to record
the names of persons responsible for the intellectual content of the documentary unit (authors, editors, compilers etc.)

SELECTION

(a) Record all personal authors per documentary unit.

(b) Do not select names of translators, illustrators, persons writing the introduction or preface etc.

DATA ENTRY

1. Record names in order of their appearance on the document.

2. Do not add indication of rank or title as Father, Professor, General, Engineer, Dr.

3. Enter the family name first, followed by a comma and a space, and the given name(s) or initial(s)

4. When there is more than one family name, begin the entry with the last family name. Do not separate a hyphenated name/a name known to be compound, as is often the case with Spanish names.

5. When it is not possible to identify a family name, copy the full name, exactly as it appears on the documentary unit, without adding any punctuation.

SPECIAL NOTE

The librarian could either follow the comprehensive rules for entry of personal names found in the Anglo-American Cataloguing Rules (AACR2) or/and establish its own detailed guidelines for the form of entry of personal names, with particular emphasis on categories of names predominant within the region.

2.7 CORPORATE BODY RESPONSIBLE - CBR

CHARACTERISTICS

Mandatory

PURPOSE

The field Corporate Body Responsible (CBR) will identify the institutes that bear responsibility for the intellectual content of the documentary unit.
SELECTED

Select institutions associated with the documentary unit when they fall into one of the following categories:

- corporate authors, i.e. institutions that bear responsibility for the intellectual content of the documentary unit;

- institutions to which the authors were affiliated at the time the work described in the documentary unit was carried out;

- institutions sponsoring a meeting, conference etc., when the documentary unit is a report, proceedings etc., of the meeting;

- the degree-granting institution, when the documentary is a thesis or dissertation;

- the institution that is the owner or assignee of proprietary rights, when the documentary unit is a patent;

- institutions that provided support for the work described in the documentary unit.

NOTE

An institution that only publishes a documentary unit or only provides financial support for its production is not a corporate body responsible for the intellectual content of the documentary unit. Indicate such bodies at 2.22.

2.8 TITLE (OF DOCUMENTARY UNIT) - TIT

CHARACTERISTICS

Essential

PURPOSE

Title of Documentary Unit (TIT) field serves to enter the title and subtitle and, if applicable, the parallel title, of the documentary unit.
DEFINITIONS

Title

A word, phrase, character, or group of characters, normally appearing in an item, naming the item.

Subtitle

A secondary title consisting of a word, phrase, character, or group of characters that is explanatory to the title, should be separated from title by a colon.

Parallel title

The same title appearing in several language versions.

SELECTION

Select one title to be entered in field TIT:

1. Select the title by which the documentary unit is most likely to be cited, this will usually be the most prominent title on the title page.

2. When the documentary unit has no title page, select the cover title, spine title, or title as cited in the introductory material.

3. In cases when no title appears on the documentary unit, e.g. the editorial articles, supply a title in the language of analysis.

4. When the documentary unit is in a language other than the language of analysis, translate the documentary unit title into the language of analysis e.g. English.

DATA ENTRY

Enter the selected title exactly as it appears on the documentary unit, using the same order, wording, and spelling with the following exceptions:

1. Correct obvious typographical errors.

2. Do not enter periods that follow the letters in acronyms.

   Do not leave spaces in acronyms.
3. Capitalize the first letter of the title. Enter all other words in the title in lower case, except for words that would normally be capitalized in the language involved, i.e. proper nouns in English.

4. Capitalize the first letter of all significant words in the names of institutions and conferences that appear in a title.

5. When a subtitle is present, precede it by a colon and space. Other punctuation may be added, if needed for clarity, to the title or subtitle.

6. Do not enter any end punctuation.

7. When a title is usually long, it may be abridged but only if this is possible without loss of essential information. Indicate omissions by "

2.9 TRANSLITERATED TITLE - TRT

CHARACTERISTICS

Optional

PURPOSE

Transliterated Title (TRT) field is used ONLY when the title of the documentary unit is in a language other than English language of the system.

SELECTION

The librarian may use her discretion on transliterated procedures.

2.10 PAGINATION - PGN

CHARACTERISTICS

Essential

PURPOSE

Pagination (PGN) field is used to describe the physical extent of the documentary unit, ONLY when it is -

- a chapter in a book
- an article in a serial

SELECTION

1. General rule -

Select the pagination in the documentary unit according to the following guideline:

Extract from a serial or monograph - the first and last pages of the documentary unit.

DATA ENTRY

Enter data as in the following examples. Use the standard abbreviations "p". Do not enter space after a hyphen or a number.

Example

A chapter in a book is on pages 19-83
   p.19-83

Example

An article in a periodical is in two subsequent issues, on pages 1-13 in the first issue and pages 3-19 in the second issue:
   p.1-13 ; 3-19

Example

An article in one issue of a periodical is on pages 27-40, 44 and 46-57.
   p.27-40, 44, 46-57

2.11 PERSONAL AUTHOR-PARENT WORK - PAG

CHARACTERISTICS

Mandatory

PURPOSE (ONLY used for an extraction of a book/periodical)
Personal Author of Parent Work (PAG) field is used to record the names of persons responsible for the intellectual content of the parent document from which the documentary unit has been extracted, i.e. - author(s), editor(s), compiler(s) of a monograph when the documentary unit is part of that monograph, - author(s), editor(s), compiler(s) of a collection when the documentary unit is a monograph or a contribution belonging to that collection.

SELECTION

1. Follow the guidelines of field Personal Author (PAU) for selection.

2.12 CORPORATE BODY RESPONSIBLE - PARENT WORK - CBG

CHARACTERISTICS

Mandatory

PURPOSE (ONLY used for an extraction of a book or periodical)

Corporate Body responsible of Parent Work (CBG) field is used ONLY for institution(s) that can be identified as corporate author(s) of a monograph or collection from which the documentary unit has been extracted.

SELECTION

Select corporate body(s) associated with the parent/generic document. A Corporate body responsible/corporate author is an institution that bears responsibility for the intellectual content of the documentary unit. Follow the guidelines of Corporate Body Responsible field.

2.13 TITLE - PARENT WORK - TIG

CHARACTERISTICS

Mandatory

PURPOSE (ONLY for an extraction of a book or periodical)

Title of Parent Work TIG field serves to record the title of the monograph or
collection from which the documentary unit has been extracted.

SELECTION

1. Select ONE title to be entered. Include subtitles only when they are required to make the title meaningful.

2. Select the title by which the monograph or collection is most likely to be cited; this will usually be the most prominent title on the title page.

3. When the monograph or collection has no title page, select the cover title, spine title, or title as cited in the introductory material.

4. When the title is in a language other than the language of analysis, translate the title into the language of analysis, e.g. English.

2.14 TITLE OF SERIES AND NUMBER - SER

CHARACTERISTICS

Mandatory

PURPOSE

Title of Series and Number (SER) field is used to record the specific series statement that identify a document. It is also used to record report numbers/symbols.

DEFINITION

1. Series statements consisting of numbers/symbols are found in a wide variety of published and unpublished literature.

2. A Series statement may be a combinations of letters and numbers that serves to identify a document and is prominently on the title/cover page.

Example

World Bank Staff Working Papers Number 731
BOBP/WP/6 (Bay of Bengal Programmes Working Paper No.6)
DATA ENTRY

1. Enter each series statement exactly as it appears on the documentary unit.

2. Elaborate/build a series statement only if you consider it as a crucial access/retrieval point.

2.15 TITLE OF SERIAL AND NUMBER - SRL

CHARACTERISTICS

Mandatory

PURPOSE

Title of Serial (SRL) field serves to record the title of the serial of which the documentary unit is a part, e.g.

- the title of a periodical, annual report, year book or newspaper from which an article has been extracted;

DEFINITIONS

Serial - A publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials are normally issued by the same publisher or organization, in a uniform style and format. Serials include periodicals, newspapers, annual reports, year books and monographic series.

SELECTION

1. Select ONE serial title to be entered.

2. Select the key-title that corresponds to the serials authority file.

3. When the title is not listed in the serial authority file or ISDS Bulletin, select the title that appears on the title page. When there is no title on
the title page, select the title from the cover, spine or one cited in introductory material.

DATA ENTRY

1. Title is found in ISDS Bulletin/Serials Authority File - Enter the key-title as found in the ISDS Bulletin/Serials Authority File. Copy the punctuation and spacing and capitalize the first letter of all significant words in the title.

2. Title is not found in ISDS Bulletin/Serials Authority
Enter the title as it appears on the title page. Omit an article if it appears as the first word and capitalize each significant word.

3. If the title is a generic word or phrase, not significant in itself, follow it with the name of the issuing body according to the format below:

   Generic Phrase                   Issuing Body
   Economic Review                  People’s Bank, Colombo.

2.16 VOLUME AND PART NUMBER - VPS

CHARACTERISTICS

Mandatory

PURPOSE

Volume and Part Number field (VPS) serves to record the volume and issue or part number of the documentary unit.

DATA ENTRY

1. Convert Roman numerals to Arabic.

2. Enter the volume and part using the following
abbreviations:
- volume = v
- number = no
- supplement = suppl.

Example - 1

The documentary unit is an article from a periodical with a volume and a number. Record the volume followed by the issue number in parantheses.

V.13(3)

Example - 2

The documentary unit is an article from a periodical with a volume and a part. Record the volume followed by part number in parantheses

V.2(1)

Example - 3

The documentary unit has an issue number

no.10

Example - 3

The documentary unit is number 5-7 in a series

no.5-7

Example - 5

The documentary unit is from a monographic series with numbers.

no.11,33,72.

2.17 LANGUAGE OF TEXT - LNG

CHARACTERISTICS

Essential
PURPOSE

Field Language of Original Text (LNG) indicates the language of the text of the documentary unit.

SELECTION

Do not enter language in which only a summary or abstract of the text appears.

DATA ENTRY

Enter the appropriate ISO language code (Annex F)

2.18 PUBLISHER - PUB

CHARACTERISTICS

Mandatory

PURPOSE

Publisher (PUB) field is used to record the name and location (city) of the publisher or other organization or person responsible for the production and distribution of a non serial publication.

SELECTION

1. Select the principal publisher as indicated on the documentary unit, typographically or otherwise.

2. When no principal publisher is indicated, enter the first named publisher.

3. When no publisher is indicated, enter the printer.

4. If no printer is indicated, select the institution in which documentary unit was produced.

5. When no issuing body can be determined, field PUB is left blank.

DATA ENTRY

Reprints -

When the documentary unit is a reprint issued by a publisher other than the
original, enter data relating to the reprint publisher.

Publisher Name -

Enter the publisher name as it appears on document. Inessential words, such as Company, Limited, Incorporated, Industry, Publishers, and Sons may be omitted or abbreviated.

Acronyms -

Use acronyms if the publisher name is entered as an institution or when the publisher is a well-known international organization.

Enter city name before name of publisher with a colour separating the two.

e.g. London : Heinemann.

2.19 DATE OF PUBLICATION - DAT

CHARACTERISTICS

Essential

PURPOSE

Date of Publication (DAT) field is used to enter the complete date of publication or issue of a documentary unit i.e.

- date of publication of a book, report or nonserial collection; issue date of a serial;

- date of submission of a thesis or dissertation;

- date of filling of an application for a patent.

SELECTION

1. Select the date of publication as found on the documentary unit.

2. When the documentary unit bears both a copyright date and a date of publication, select the date of publication.

3. When the documentary unit is a second or subsequent
edition, select the date of publication of the edition in hand.

4. When the documentary unit is a reprint, select the date of reprinting.

5. When no date of publication is specified, supply a probable date of publication by checking references, tables etc. Select the latest date mentioned, and enter this date between parentheses.

DATE ENTRY

Enter only the year of publication.

2.20 COLLATION - COL

CHARACTERISTICS

Essential

PURPOSE

Collation(COL) field serves to describe the physical extent of the documentary unit, number of physical pieces, duration of a film or sound recording, film or map size, and the presence of illustrative material.

SELECTION

1. General rule -

   Select the pagination or the number of physical pieces in the documentary unit according to the following guidelines:

   a) Monograph - the number of pages in the major sequence of numbered pages.

   b) Collection - the number of physical pieces, e.g. 6v.

   c) Nonprint Material - the number of physical pieces, e.g. 1 film.

2. Monograph without major sequence of numbered pages -
When the documentary unit is a monograph containing several sequences of numbered pages, convert the total number of pages to a single statement, e.g. 100 p. in various paging.

3. Unpaged monograph -

(a) When the documentary unit is a monograph with unnumbered pages, count the number of pages and record this number in parenthesis e.g.(86p).

(b) When the number of pages in the monograph cannot be readily counted, record an approximate number of pages and precede the number by the abbreviation "ca" ca 200p.

DATA ENTRY

Enter notes and illustrative matter, film, size and duration, map size and scale, duration of sound recording etc.

Example

Printed material -

ill, maps, tables
graphs, 500 ref.
ref. p.75-79
ill, ref.

2.21 CONFERENCE - CON

CHARACTERISTICS

Mandatory

PURPOSE

Conference (CON) field is used to enter the name, number, city, country and date pertaining to a meeting, conference, workshop, symposium, course, seminar etc., associated with the documentary unit. The documentary unit may be a:

- report of proceedings
- summary of papers presented
- selection of papers presented
The information relating to the above is found on the title page or cover or in the introductory material of the documentary unit.

**SELECTION**

1. Select one meeting statement associated with the documentary unit.

2. When several versions of the same meeting statement appear on the documentary unit in the same language, select the statement that is most complete and appears to be the "official form".

**DATA ENTRY**

1. Capitalize the first letter of all significant words.

2. Omit words at the beginning of a meeting name that indicate its frequency, e.g. Annual, Biennial.

3. For numbered meetings, follow the meeting name with brackets and the number.

   **Example**

   Commonwealth Conference on Non-formal Education (2:July 11-12, 1982: Bangkok)

4. Consider a session of a committee to be a meeting number and enter it as such.

5. Enter the date or inclusive dates on which the meeting was held, immediately after the number, if any, separated by colon. Capitalize and abbreviate the names of the months.

6. Enter the city or town in which the meeting was held immediately after the date followed by a colon.

   **Example**

   Women of Asia (5:Jan.2-4, 1984: Colombo)
2.22 ASSOCIATED CORPORATE BODIES - COB

CHARACTERISTICS

Mandatory

PURPOSE

Associated Corporate Bodies (COB) field serves to record the relationship between corporate bodies, which are NOT reported in the fields of Corporate Body Responsible (CBR) and the documentary unit.

SELECTION

General rule

Record institutions associated with the documentary unit when they fall into one of the following categories:

- Corporate authors, i.e. institutions that bear some responsibility for the intellectual content of the documentary unit;

- institutions to which the authors were affiliated at the time the work described in the documentary unit was carried out;

- institutions sponsoring a meeting, conference, etc., when the documentary unit is a report, proceedings etc., of the meeting;

- the degree-granting institution, when the documentary unit is a thesis or dissertation;

- the institution that is the owner or assignee of proprietary rights, when the documentary unit is a patent;

- institutions that provided financial support for the work described in the documentary unit.
2.23 NOTES - NTS

CHARACTERISTICS

Optional

PURPOSE

Notes (NTS) field is used to record descriptive information that cannot be entered elsewhere in the record.

Examples -

1. Translation note -

Record the original title or the language of the original and, if available, the name of the translator.

2. Other notes that may be entered include:

   (a) Photocopy
   (b) Unpublished typescript
   (c) Supplied title

2.24 GEOGRAPHIC AREA - PGA

CHARACTERISTICS

Essential

PURPOSE

Geographic Area (PGA) is used to record one or more geographic codes representing countries and regions corresponding to the concepts expressed by the primary descriptors which reflect the major subject content of the documentary unit. Geographic areas are used in various printed indexes as geographic subheadings under a main heading and are used in the production of printed geographic indexes.
**SELECTION**

1. Select ONLY those countries or regions that are specifically mentioned in the documentary unit in relation to ALL the concepts identified by primary descriptors (Annex C)

2. In cases when no country or region is discussed in connection with the primary descriptors, use XZ (global)

**2.25 BROAD SUBJECT HEADING - SUB**

**CHARACTERISTICS**

Essential

**PURPOSE**

Broad Subject Heading (SUB) field serves to define broad categories to group records in a printed bibliographic index.

**SELECTION**

For each documentary unit, select one code from the Macrothesaurus (3rd edition by Jean Viet.) or use a main class name in the classification system.

**2.26 SUBJECT DESCRIPTORS - DES**

**CHARACTERISTICS**

Essential

**PURPOSE**

Subject Descriptors (DES) field serves to enter the descriptors that reflect the subject content of a documentary unit.

**DEFINITION**

Indexing -

Indexing or subject analysis, is the description of documentary unit in terms of its subject content through the use of terms selected from a controlled vocabulary
which are called DESCRIPTORS. A copy of "Macrothesaurus for Information processing in the field of Economic and Social Development". (3rd ed. by Jean Viet.) has been ordered but not received yet.

The following instructions may be effected once a Macrothesaurus is obtained. Until such time follow steps 1, 2, 3, 7 of SELECTION instructions below, using terms from Annex ‘E’ SUBJECT DESCRIPTORS.

Primary and Secondary descriptors -

The total number of descriptors assigned to a documentary unit varies according to the length and importance of the items being analyzed. Two groups of descriptors are defined: primary and secondary.

1. PRIMARY DESCRIPTORS reflect the major subject content of the documentary unit. They are used as the basis for printed subject indexes in conjunction with the primary geographic area. Countries or regions are never selected as primary descriptors. A MAXIMUM OF THREE primary descriptors is assigned to a documentary unit. Each primary descriptor is identified by an asterisk (*).

2. SECONDARY DESCRIPTORS relate to -

- topics not discussed in conjunction with the geographic entities identified by the primary geographic codes.
- topics of less importance than those indicated by primary descriptors
- the type of documentary unit
- the presence of specific elements in the documentary unit (e.g. list of participants, agenda, statistical data, maps etc.)
- geographic entities (e.g. names of countries, regions etc.)

SELECTION

1. Read the summary, introduction, table of contents, and conclusion these are the most reliable indicators of the subject content of the documentary unit.

2. Scan the documentary unit, paying particular attention to headings, subheadings, illustrations, tables, charts etc. Read the first five paragraphs of the text.

3. Formulate the major concepts treated in the documentary unit and make a list
of preliminary terms that describe these concepts. Note the names of important organisations and geographic entities.

4. Consult the alphabetical list of descriptors in the Macrothesaurus (3rd ed. by Jean Viet) under each preliminary term.

5. When a preliminary term is found as a descriptor:

5.1 Read the scope note (SN), if there is one and the descriptors listed as broader (ET), narrower (NT), and related (RT) terms, to determine whether the original descriptors, or one of those listed under it, corresponds to the concept expressed by the preliminary term. Preference should be given to the most specific descriptor applicable to the concept.

5.2 Consult the appropriate descriptor group to avoid improper use of a descriptor and to find other descriptors relating to the same subject area. For example, all diseases are grouped under 15.04.02.

6. When an appropriate descriptor is not found for the preliminary term, look up synonyms and more general expressions.

7. The user’s needs must be kept in mind at all times. For each descriptor selected, ask the question: "If a user were doing a search on this particular topic, would he/she find this documentary unit pertinent?" If the answer is "No" the descriptor should not be selected.

Following is a list of ways to avoid PITFALLS in selecting descriptors:

1. DO NOT rely on the title and the summary on the dust jacket or the back cover. Because its main function is advertising, this information may be superficial or misleading.

2. DO NOT read the whole document, except in those instances where an introduction, table of contents, chapter headings, conclusion, etc., are lacking or when necessary for adequate understanding of the subject matter.

3. DO NOT select a broader term (BT) when a narrower term (NT) is more appropriate.

4. DO NOT use the names of countries or regions as primary descriptors.

DATA ENTRY
1. Enter descriptors, in the language of analysis, separated from each other by a slash and a space. Capitalize the first letter of the first descriptor and enter a period after the last descriptor.

2. DO NOT hyphenate descriptors between two lines.

2.27 ABSTRACT - ABS

CHARACTERISTICS

Essential

PURPOSE

Abstract (ABS) field is used to enter a free-text that supplements the descriptors.

DEFINITION

An abstract is a brief, accurate representation of the content or an indication of the characteristics of a documentary unit, without interpretation or criticism.

DATA ENTRY

Indicative/informative abstracts of approximately 200 words must accompany all titles.

2.28 DATE OF INPUT - DIN

CHARACTERISTICS

Optional

PURPOSE

Date of Input (DIN) field serves to record the date the bibliographic record was first entered into the system.

DATA ENTRY

Entered at the Data entry point.
Enter the date in the following format:

YY/MM/DD

YY - year
MM - month
DD - day

Example: 1986/04/02

2.29 ORIGIN (ORG)

CHARACTERISTICS

Optional

PURPOSE

The country of origin of Document field is used to enter a code that identifies the country from which the documentary unit emanated. This field serves to retrieve all of the items originating from a particular country or group of countries.

SELECTION

a) Original documents

Select the country of origin, in the following order of preference:

- Country of publication

- Country where the documentary unit was prepared

- When the work was carried out in several institutions located in different countries, select the country in which the focal point is located

(b) Reprints

When the documentary unit is a reprint issued in a country other than the country of origin, select the country in which the documentary unit was originally issued.
DATA ENTRY

Enter the ISO country code corresponding to the country of origin.

2.30 ICES CLASSN NO.(CLASSN)

Classification number arrived at using the ICES Classification Scheme (See Annexure ‘A’)

3. PROCESSING OF NEW ADDITIONS

3.1.1. Books
Check with administration for order file and mark as received.

3.1.2. Have identification marks (ICES seal) put on book (title page, at least 6 pages, and on top, side and underneath of book)

3.1.3 Have date received stamped on verso of title page.


3.1.5 Enter data into computer.

3.1.6 Have date label/book card/book card pocket/spine label done.

3.1.7 Shelve book.

3.2.1 Periodicals

3.2.2 Have identification marks (ICES seal) put on cover and on at least 6 pages inside.

3.2.3 Mark on index as received.

3.2.4 Have date label and card/pocket pasted.

3.2.5 Display.