

**Documentation And Information Programme**

**By**

**Elsie Bong**



**AMIC TRAINING WORKSHOP FOR DOCUMENTATION  
NETWORK MEMBERS**  
*SINGAPORE*  
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**DOCUMENTATION AND INFORMATION PROGRAMME**

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**ELSIE BONG**

**ASIAN MASS COMMUNICATION RESEARCH  
AND INFORMATION CENTRE**

39 Newton Road, Singapore 1130

## **INTRODUCTION**

The Asian Mass Communication Research and Information Centre (AMIC) is a non-profit organisation dedicated to the course of mass communication in the Asia Pacific region. Established in 1971 with the support of the Government of Singapore and the Friedrich-Ebert-Stiftung of Germany, AMIC is actively engaged in mass communication publishing, training, research and documentation.

## **PUBLICATIONS PROGRAMME**

This programme carries out the dissemination of information on communication through its bi-monthly newsletter, a quarterly journal, occasional papers, monographs and books. A new semi-annual journal entitled Asian Journal of Communication was released last October.

## **SEMINARS AND INSTITUTIONAL DEVELOPMENT PROGRAMME**

This programme organises workshops, seminars, conferences and other meetings to help communication institutions meet their human resource development requirements. In addition, consultancy activities are coordinated under this programme.

## **RESEARCH PROGRAMME**

This programme assesses overall trends in communication research in the Asia-Pacific region and recommends support for appropriate research projects, training programmes and research publications.

## **DOCUMENTATION AND INFORMATION PROGRAMME**

AMIC's Documentation Unit is a resource centre and clearing house for mass communication materials pertaining to the Asia-Pacific region. It holds a specialized collection of books, periodicals, conference papers, newspaper clippings, photos and audiovisual materials. The Unit compiles, annotates, abstracts and edits subject bibliographies on mass communication in Asia for dissemination around the world through its regular periodic publications. The Unit also provides literature search and reprographic services to facilitate the needs of scholars, researchers and individual institutions interested in gathering information on mass communication on the region.

## COMPUTERIZATION

For AMIC to continue to fulfill its commitment to provide and disseminate accurate and timely information on mass communication to its members and institutional organisations, it is imperative that AMIC embarks upon a computerization programme to enhance and expand on the level of service. AMIC's computerization project was supported and funded by the International Development Research (IDRC). The project was launched at an estimated cost of S\$440,000. Implementation of the project was phased over five years.

### *Initial Phase*

The project commenced in August 1987 with the installation of an HP3000 computer. The total system configuration comprised 17 terminals, 2 MacIntosh publishing subsystems, 3 laser printers and a scanner.

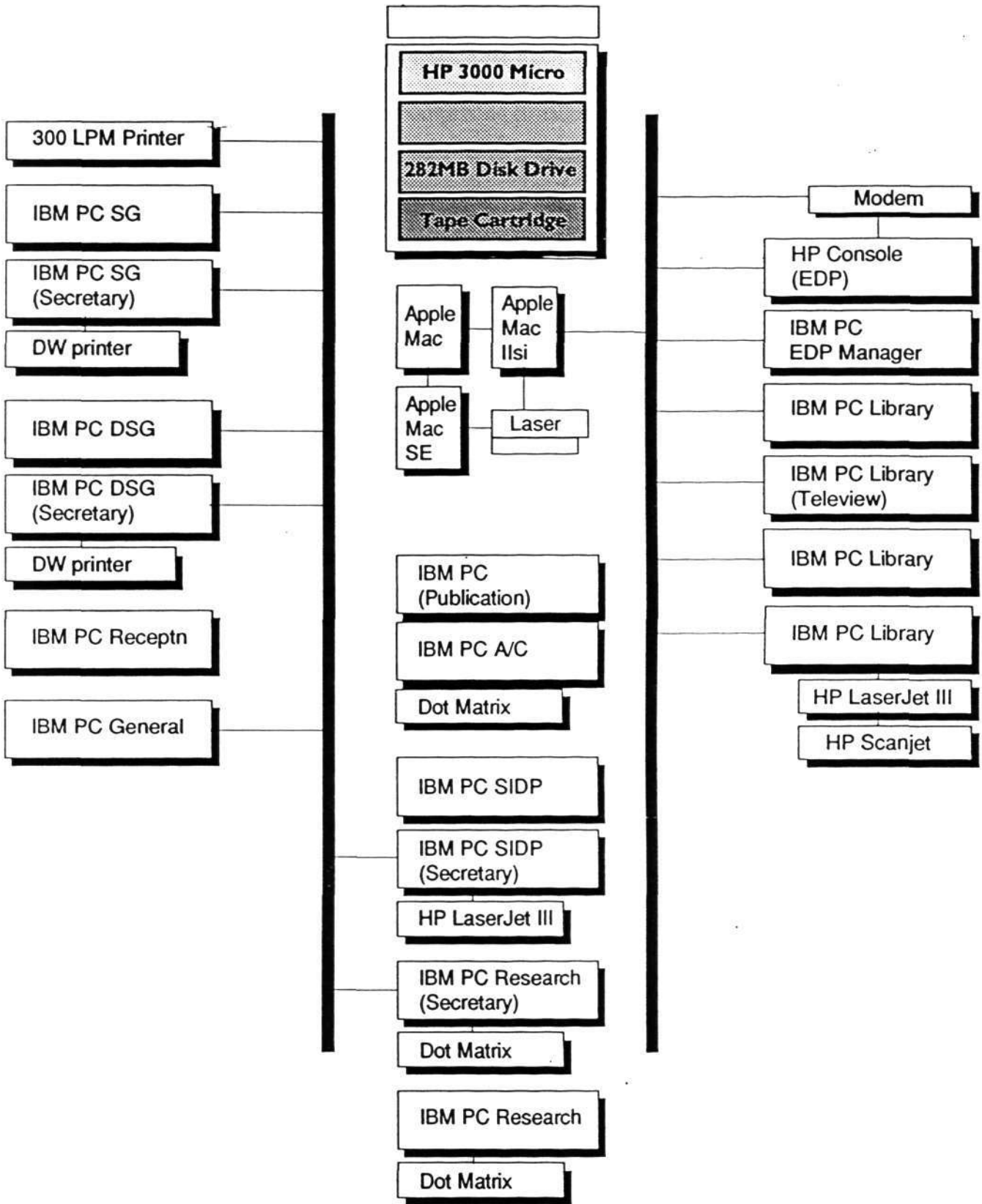
The MacIntosh serves the need for high quality printed outputs, while the IBMs provide the means to accept MINISIS data entry package and CDS-ISIS microcomputer databases from AMIC's network members.

Training on the use of the selected hardware and software was instituted to ensure that the benefits of the computerization programme is fully realised. Two data-entry clerks were recruited to assist with the data entry.

### *Intermediate Phase*

Under this phase, nine databases were created to store AMIC's collection as follows :

- |           |   |   |
|-----------|---|---|
| AMICDU    | : | comprising books, unpublished papers, conference proceedings and articles culled from selected journals |
| DUCLIPS   | : | comprising media-related newspaper clippings from the local papers                                      |
| DUAVM     | : | comprising audio-visual collection, including those of the Japan Prize Circulating Library              |
| DUSERIALS | : | comprising serial titles and serials holdings   |



# Computer System Configuration

Asian Mass Communication Research & Information Centre  
39 Newton Road, Singapore 1130, Republic of Singapore

- PARTLIST : comprising a list of resource persons
- RTPROF : comprising broadcasting stations in the Asia-Pacific region
- DIRPROF : a directory of mass communication institutions in Asia
- MAILLIST : a listing of AMIC members, and subscribers
- CTPROF : comprising communication trends and country profiles in Asia-Pacific

AMIC databases hold over 33,000 records as detailed below :

AMICDU (books)	7601
(conference)	6065
(journals)	11012
DUCLIPS	4092
DUAVM	264
DUSERIALS	300
PARTLIST	2950
MAILLIST	1200
DIRPROF	-
RTPROF	50
CTPROF	10

With the two phases of the computerization programme completed, plans are now underway for widening the scope of the Unit's activities.

## ***Final Phase***

### **Information Marketing**

Steps are being taken to implement a marketing plan developed by an international consultant. Under this plan a Marketing Executive will be recruited to carry out the work laid down by the consultant.

### **Networking**

With the library's collection fully computerized, we are now in a position to share our resources and information through networking. As part of AMIC's ongoing efforts to expand its information sources from the Asia-Pacific region, strategic alliances with suitable media-related organisations or institutions have been forged. This will allow the exchange of information among the network members.

With this training workshop AMIC hopes to widen its resources. This network of institutions would be incorporated as the Asian Regional Network of COMNET.

## **CONCLUSION**

The installation of the computer system has enhanced the Unit's capability to provide accurate and timely information on mass communication. With the establishment of this network of members, AMIC hopes to meet the information needs of the 1990s.

## LIST OF COMNET MEMBERS

### *AUSTRIA*

Universitat Salzburg, Institut fur Publizistik und Kommunikationstheories,  
Salzburg

### *CANADA*

BIBLIOCOM, Universite Laval, Bibliotheque, Cite Universitaire, Quebec

### *EQUATOR*

CIESPAL, Quito

### *FINLAND*

NORDICOM, University of Tampere

### *FRANCE*

Institut Francais de Presse et des Sciences de l'Information / IFP, Paris

### *KENYA*

African Council on Communication Education (ACCE), Nairobi

### *POLAND*

CECOM, Krakow

### *SAUDI ARABIA*

Centre Regional de Documentation de Gulf, Riyadh

### *SENEGAL*

CESTI

### *SINGAPORE*

AMIC

### *SPAIN*

IBERCOM, Madrid

### *UNITED KINGDOM*

University of Leicester

### *USA*

East-West Center, Honolulu

### *WEST INDIES*

CARIMAC, Jamaica

## Software / Hardware Required

Modem Speed : 1200 bps

Software : Advance Link

Telephone No. : 2532670

Password : USER

### A) Signing on to HP3000 through ADVANCEDLINK software

- 1) Insert DOS in "A" drive, enter date and time
- 2) When you see an A> prompt, remove DOS disk
- 3) Insert ADVLINK software, at A> prompt type :

e.g. A>cd\advlink

- 4) At A> prompt, type again :

e.g. A>advlink

- 5) Press return key once

- 6) When you see a colon sign, then type :-

: *Hello User.Library*

then, hit RETURN

```
*****  
*****  
**           Welcome to           **  
**                                           **  
**           AMIC                   **  
*****  
*****
```

## B) Accessing the Library Databases

Sign on to the system using the following :

- 1) At colon prompt, type "*MINISIS*" (hit return)

**MINISIS VERSION G01.00 DATE, TIME**

**VALID FUNCTIONS ARE :**

**1. LISTDDT 2. PRINT 3. QUERY 4. LISTFORMAT  
5. EXIT**

- 2) **WHICH FUNCTION DO YOU WANT?** type *QUERY* or 3

- 3) **QUERY/MINISIS G01.00 DATE, TIME**

**ENTER DATABASE NAME OR EXIT :**

Database names are : AMICDU, DUCLIPS. DUAVM, etc.

## C) Example of a Query

- 1) >type '=' (to initiate a query)

- 2) Q> type '*title network@*' (search title with network)

Eg. 1: **P=376 T=376**

- 3) Q> type '*title Asia*' (search title with Asia)

Eg. 2: **P=571 T=571**

- 4) Q> *1 and 2* (to combine searching of 1 and 2)

Eg. 3: **P=8 T=8**

- 5) Q> type '*browse*' or '*b*' (to view your search)

control S - to stop scroll

control Q - to continue scroll

- 6) Q> type '*save [your initial]*' (if you want to print your search later on)

Eg. *SAVE NET*

7) To switch to another database

Type \$ at the Q> prompt

Eg. Q>\$

Type database name

Eg. > db [|||||]

**YOU ARE NOW SEARCHING DATABASE [|||||]**

8) Q> *Exit* (to exit the QUERY processor)

9) Type *dsf* to list searches

\* Useful tags to remember

T100 Title (Title search)

A100 Author (Author search)

K100 Keyword (Keyword search)

#### D) To print your records

PRINT PROCESSOR

1) **ENTER DB NAME OR EXIT :** [|||||]

2) **NAME OF PRINT FORMAT FILE :** *Pamic*

3) **Select output device(TERMINAL/LP/SPECIAL) :**  
(hit return for LP or T)

4) **Select Records :** type [hitfile=(your initial)]  
*hitfile=NET*

5) **Select Records :** type *End*

6) **ENTER DB NAME OR EXIT :** *EXIT* (if you do not want to print anymore).

## E) Signing off from MINISIS

1. LISTDDT
2. PRINT
3. QUERY
4. LISTFORMAT
5. EXIT

WHICH FUNCTION DO YOU WANT? 5 or *Exit* (Press RETURN)

xxx BYE FOR NOW xxx

END OF PROGRAM

1. At colon sign, type "Bye" and hit RETURN  
Eg : *BYE* (hit RETURN)
2. Press RETURN again
3. Press RETURN again for the colon sign
4. Press F8 to exit ADVLINK
5. Press F8 again to confirm exit
6. At A> prompt, type *CD\* and hit RETURN
7. Remove the Advancelink software.