

INFORMATION
SCIENCES
ARCHIVAL COPY
Copy 1
3-P-78-0012
49281

3-P-78-0012

IDRC-ARCIS

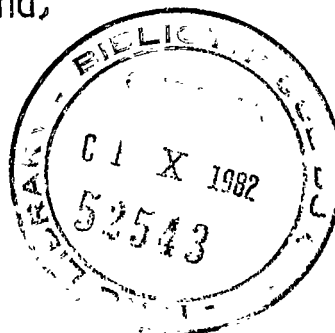
49281

POPULATION AND SOCIAL SCIENCES LIBRARY (PSSL)

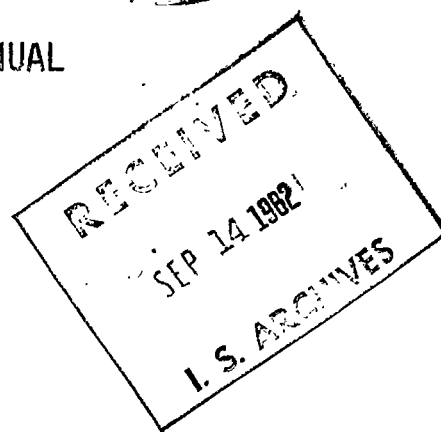
LIBRARY PROCEDURES MANUAL

ARCHIV
49281

POPULATION AND SOCIAL SCIENCES LIBRARY
 University of Ghana,
 P. O. Box 74,
 LEGON, GHANA.



LIBRARY PROCEDURES MANUAL



Compiled and edited
 by

Petrina G. Amonoo,
 Librarian
 Population and Social Sciences
 Library. (PSSL)

With sections written by:

R. A. Canteley - Assistant Librarian
 Kate C. Woode -- Assistant Librarian

MAY, 1982.

Archiv
 025(657)(02)
 A 41

ACKNOWLEDGEMENT

In August 1976, the draft version of the Procedures Manual of the Population and Social Sciences Library (PSSL) was produced. Its combination was largely the work of Miss Gretchen Whitney of the Technical Information Service (TIS) of the Carolina Population Center of the University of North Carolina at Chapel Hill, USA who was then on a short visit to our Library. At the time, several aspects of our routines in the PSSL had not been established, the Library itself having been established in 1973. As such many portions of that draft manual remained gaps for quite a long while. The document has been subjected to much use and in the process new routines have been established in certain operational areas, other routines have been modified and refined, and others have been dropped out completely. It is a mark of the in-built flexibility of the manual that it has responded so well to the actual demands of the members of staff of the PSSL who have had to be guided by it. Though it has gone through quite extensive revisions in several sections, the Manual has stood the test of time and we are confident that the new modifications to it will enable it to respond better to the changing demands imposed by the Library in its growth.

Since 1978, the PSSL has provided the infrastructural base and support to the Population Information and Documentation System for Africa (PIDSA) which was established by the Regional Institute for Population Studies (RIPS) - one of the sponsors of the PSSL. PIDSA has very much influenced the development of the PSSL just as the PSSL has in turn influenced the documentation processes of PIDSA. The specialized procedures necessary for operating PIDSA are dependent on the normal routines established by the PSSL to ensure the smooth and efficient functioning of the Library itself. In this regard, the PSSL Procedures Manual is to be used as a companion volume to the PIDSA Manual, since the PIDSA Manual takes off where the PSSL Procedures Manual leaves off. Both Manuals are job-specific and intended for the internal use of the Library and PIDSA. We believe however, that between them the basic guidelines exist for the efficient operation of a specialized population library, and also for the specialized documentation tasks needed for an operation such as PIDSA, for those libraries and information centres in the African Region which may want to consult them.

We wish to take this opportunity to express our gratitude to Gretchen Whitney, who though on a short visit to Ghana worked so hard to piece together material for the original draft of this Manual. Her close attention to detail has made the job of revising and editing this Manual much easier on us. Mr. A.P. Korsah, Senior Library Assistant was a very willing 'guinea-pig' who not only recorded the tasks as we performed them but on whom we experimented new techniques of performing old tasks. Though no longer working in the PSSSL, we record here our appreciation for his keen enthusiasm and devotion to work in the early days of the PSSSL. To my two colleagues, I am very grateful for their assistance and cooperation in revising the Manual - R.A. Cantey rewrote portions of Section 5 while Kate C. Woode revised the whole of Section 4 as well as wrote on the portions of Section 5 which dealt with processing of ephemeral literature, newspaper clippings file etc. She also contributed portions to Section 6 on Disseminating Information. I thank them both sincerely.

Mr. William Ofori of the Balme Library of the University of Ghana typed the manuscript and Mr. E. Asiedu duplicated and collated the Manual. To both of them I say thank you for work well done.

We do hope that the Manual will prove a useful guide to the setting-up, organization and maintenance of specialized population library collections in the African Region.

Petrina G. Amonoo
 Librarian
 Population and Social
 Science Library (PSSSL)

Legon, May 1982.

C O N T E N T S

	<u>Page</u>
Acknowledgement ...	i
SECTION	
1 - Introduction ...	1
2 - The Population and Social Sciences Library (PSSL) - Statement of purpose ...	2
3 - PSSL - Library Users ...	6
4 - Collecting and Acquiring Information	8
5 - Organizing Information - Processing	35
6 - Rules for Cataloguing, Classification/ Indexing, Typing, Filing ...	75
7 - Disseminating Information	99
8 - Coordinating Library Work ...	120
9 - Special Projects ...	133

SECTION 1 - INTRODUCTION

1. INTRODUCTION

The major purposes of this Manual are two:

First, to assist the Population and Social Sciences Library (PSSL) Staff in maintaining standards and consistent procedures in carrying out daily work in the Library;

Second, to enable new and temporary staff members to become familiar with the services and operation of the Library quickly so that they can more readily carry out their assignments.

The Manual is intended as a working document for the staff, and should be written in, corrected, adjusted, and added to as necessary. Major sections begin fresh pages so that they can be revised and new sections can be inserted without revision of the entire Manual. Empty sections should be filled in as soon as procedures for these areas are established.

As a working document, the PSSL Manual is job-specific to the operations and functions of the Library itself but we believe that other libraries/centres with conditions and rationale similar to the PSSL shall benefit greatly from applying some of the routines outlined here.

SECTION 2 - THE POPULATION AND SOCIAL SCIENCES
LIBRARY (PSSL) - STATEMENT OF PURPOSE

	<u>Page</u>
2.1 Support services for ISSER and RIPS	3
2.2 Cooperative Relationships with other information facilities and efforts	4
.1 Balme Library and other University of Ghana Libraries	4
.2 Libraries in Ghana	5
.3 International Population Information activities	5

2 - The Population and Social Sciences Library
(PSSL) - Statement of purpose

2.1 Support Services for ISSER and RIPS

At the beginning of the 1973/74 academic session, the Institute of Statistical, Social and Economic Research (ISSER) and the Population Dynamics Programme (PDP) both of the University of Ghana, Legon, joined resources to establish the Population and Social Science Library. Following upon these initial efforts, the Regional Institute for Population Studies (an institute jointly sponsored by the United Nations and the Government of the Republic of Ghana) also located on the campus of the University of Ghana, decided in 1975 to have its library stocks merged with that of the PSSL.

Since 1981, however the administration of the PDP has been transferred to ISSER. With ISSER assuming responsibility for PDP, the PSSL original three sponsors (ISSER, RIPS and PDP) are reduced to two (ISSER and RIPS).

Declared objectives:

- (a) To set up an effective, comprehensive library primarily to serve the University of Ghana;
- (b) To facilitate the more economical, effective and maximum utilization of library resources devoted to assist in the development of the population and social science programmes of the University; hence to avoid unnecessary duplication of relevant library books and other materials but have them concentrated in one place for easy reference.
- (c) To make, in particular, facilities available for research and teaching at the graduate level;
- (d) To provide service facilities to individuals and departments within or from outside the University.

The PSSSL is thus built on the existing substantial resources of the former ISSER Library and the former RIPS Library and attempts are being made to acquire all important documents pertinent to its field of specialization without unnecessary duplication of materials with other important libraries on the campus. The current stocks of books, monographs and bound volumes stand at over 8,000.

2.2 Cooperative Relationships with Other Information Facilities and Efforts

2.2.1 The Balme Library and other University of Ghana Libraries

The PSSSL maintains a close relationship with the Balme Library, which is the central library for the University, but remains administratively independent of it. Every effort is made to ensure that unnecessary duplication of resources and services does not occur.

To promote a coherent and readily accessible information service for the university community, with immediate concern for its main sponsors, the library organizes its books according to the Library of Congress Classification Scheme as is the practice at the Balme Library. Personal and corporate names in the card catalogue are compatible whenever possible. Standards for technical operations are designed in accordance with those established for the Balme Library, whenever possible.

The PSSSL has actively participated in cooperative projects undertaken among University of Ghana Libraries. To date, the Balme Library possesses a list of periodicals received by the PSSSL. The PSSSL serves as a member of the committee of Cataloguers of University of Ghana Libraries and has been retaining copies of its catalog cards for input into the Union Catalogue of University of Ghana holdings when the project becomes operational.

2.2.2 Libraries in Ghana

The PSSL maintains working relationships with other special libraries in the country in the effort to organize information resources at the national level. For example, the Library recently participated in the design and implementation of a survey of science and technology information facilities as a national contribution to the Unesco-sponsored UNISIST programme.

The Library also offers consultative services to developing population libraries in Ghana. The Ghana National Family Planning Programme, for example recently approached the PSSL for consultation services in developing an information service for their staff and field workers. This project has involved technical assistance in the design of the service, training of the Librarian, and other assistance as required.

2.2.3 International Population Information Activities

The PSSL has been active in the design of the POPIN system, an international effort to build a world-wide information service for population information. The Librarian, for example, served as a member of the POPIN Technical Task Force and represented African interests and concerns to that body.

International activities in information work also are a concern for The PSSL maintains its relations through participation in international projects, correspondence, and attendance at meetings whenever possible.

Refer to the PIDSA Manual for more information about other activities undertaken in support of work by researchers, planners and policy-makers in the African Region.

SECTION 3 - PSSL - LIBRARY USERS

	<u>Page</u>
3.1 Definitions, Identification	7
3.2 Assessment of user needs	7

3. LIBRARY USERS

3.1 Definitions, Identification

The primary users of the PSSSL are the senior members, senior staff and students of ISSER and RIPS, and also other senior staff and students of the University of Ghana in general. Other individuals are welcome to make use of the library's collections and services, in person and by mail, whether in Ghana or abroad, according to the reference and circulation policies established by the PSSSL from time to time.

Library services are made known to users on campus through personal contacts with senior members, senior staff and students and also by the Library staff's attendance at seminars, conferences, and participation in university functions. Additionally, the Library circulates its accessions list on campus, distributes the 'scanning sheet', prepares special bibliographies etc.

The survey of completed and current research projects in the social sciences in Ghana, described in Section 4.4.1, will more systematically identify further potential users of the Library.

3.2 Assessment of User Needs

Requirements for services and general categories of materials are brought to the attention of the Library and its staff in daily work with users and in participation in Library Committee Meetings, seminars, and so forth. Researchers are encouraged to make their needs known in initial interviews. Readers are encouraged also to make suggestions for specific materials for the collection and these are evaluated individually and as indicators of trends of interest.

Approximately a month before a session begins, senior staff who will be teaching are contacted personally for their requirements for texts and reserve materials.

SECTION 4 - COLLECTING AND ACQUIRING INFORMATION

	<u>Page</u>
4.1 Identification of producers of information	10
4.1.1 Survey of current and completed Social Science Research activities in Ghana	11
4.1.2 Monitoring of In-house producers of information	12
4.1.3 Other techniques	12
4.2 Acquisitions policy and priority list	13
.1 PSSSL Acquisition Policy	13
.2 PSSSL Acquisition Priority List	14
.1 Complete coverage	14
.2 In-Depth coverage	15
.3 Selected coverage	15
.4 Items not to be acquired	15
4.3 Types of materials	17
.1 Books, monographs	17
.2 Conference papers	17
.3 Research reports	17
.4 Government documents	17
.5 Program reports and clinic materials	17
.6 Reprints	18
.7 UN Documents	18
.8 Newspaper clippings	18
.9 Theses/Dissertations	18
4.4 Identification of printed materials	20
.1 Bibliographies	20
.2 Library Publications	21
.3 Institutional Catalogues and Annual Reports	21
.4 Social Science and population literature	21
.5 Readers' suggestions	22
.6 Reference Questions	22
.7 Book reviews	22
.8 Standard trade catalogues	22
.9 Bookshops	23
4.5 Identification of Microforms	24
4.6 Obtaining materials	25
.1 Books and other materials that must be paid for	25
.1 Selection	25
.2 Book suggestion forms	25
.3 Verification	25
.4 Searching	26

	<u>Page</u>
.1 The catalogue	26
.2 The order file	26
.3 The processing file	27
.5 Selection	27
.6 Preparation of the Order	27
.7 Submission of the Order	28
.1 ISSER	28
.2 RIPS	28
.3 Placing the order	29
.8 Recording orders in the Accounts Notebook	29
.9 Filing copies of order slips	30
.10 When materials arrive in the library	30
4.7 Ephemeral Literature	31
.1 Procedure	31
4.8 Periodicals and Newsletters	33
.1 Current subscriptions	33
.2 Back issues	33
.3 Claiming missing/non-received issues	34

Appendices

4 COLLECTING AND ACQUIRING INFORMATION

4.1 IDENTIFICATION OF PRODUCERS OF INFORMATION

The acquisition of materials for the PSSSL is in large part determined by the major characteristics of the population field as a whole. These characteristics may be briefly listed as the following:

- * Its main emphasis is on current events and studies. Although the population field has significant historical works, such as those of Malthus and Sanger, most of the important materials have been published in the last ten years.
- * It is problem-oriented. Much research deals with overpopulation as a problem in itself, as well as a factor in other problems. There's also a substantial amount of literature which opposes the idea that overpopulation is a present or future danger at all.
- * It is interdisciplinary. Since persons in the field are tackling a basically concrete but also complex, large-scale problem, they have not been inhibited by the traditional, theoretical distinctions between disciplines. They have gone anywhere answers could be found.
- * It has **not** been codified. Population research is constantly revealing new subjects for study, and the terminology is not consistent yet. For instance, the term "population" has several interpretations.

The PSSSL serves the information needs of a special clientele who are mainly the senior members and students of the Institutes it serves. These are both producers and users of information in the field of the Social Sciences and Population. Being able to identify them help to study and discuss with them their needs so that the relevant documents are acquired to help in the pursuit of their academic work. This further helps in the selection process. At the same time, the Library will be in the position to acquire readily, the various literature generated from their numerous research activities to be added to the Library's Collections.

4.1.1 SURVEY OF CURRENT AND COMPLETED SOCIAL SCIENCE RESEARCH
ACTIVITIES IN GHANA

In July of 1976, the PSSSL began the design and implementation of a project to identify producers of social science information in the country and to identify publications that had been generated in the course of their work. The intended result is an on-going register of research activity in the field to be housed in the PSSSL for reference and research purposes. In addition, the Library intends to use the information acquired to assess trends in social science research and shifts of interest.

Access to the current files will be permitted in person and by letter. A printed inventory of research activity is also planned to disseminate the information back into the field.

1. Method. Two surveys by questionnaire and interview are planned. The first focuses primarily on the identification of researchers and their publications. The second will attempt to identify problems of research such as funding and needs for documentation facilities. Whenever possible, questionnaires are delivered in person and a follow-up is arranged to review the completed form with the respondent. Questionnaires to researchers on the Legon campus were sent through campus mail services.
2. Recipients. A preliminary list of recipients of the questionnaires was drawn up from various directories of Ghana universities and in consultation with senior members and the directors of ISSER, RIPS and PDP. Additions to the list are continually made as departments and divisions are visited and as the recipients themselves provide further leads.

This continuous inventorying will assist in plotting shifts and gaps in research efforts and thus help the PSSSL to better organize to provide the relevant materials to its clientele.

4.1.2 MONITORING OF IN-HOUSE PRODUCERS OF INFORMATION

Close personal contact is maintained however with the staff of both institutes, in Library Committee Meetings, during staff use of the PSSSL, and at conferences and informal gatherings. Additionally, the PSSSL maintains profiles on the research staff of both ISSER and RIPS. The research profiles contain information on each researcher, type of research being undertaken, estimated date of completion of research, publication/s, if any. The profile is updated each academic session. It serves a useful purpose not only in keeping library staff informed about their clients but it also assist staff to provide relevant information through SDI etc.

4.1.3 OTHER TECHNIQUES

In searching printed materials for the collection, attention is paid to the producer or source of information, and when time permits, leads are investigated by correspondence or in person as appropriate.

Personal contact is heavily relied upon for identification of sources of documents in Ghana. The approach however is equally important for identification of sources outside the country. Contacts include researchers met at professional meetings such as that of the Population Association of Africa and librarians and information specialists with whom the professional staff of the PSSSL come into contact.

4.2 ACQUISITION POLICY AND PRIORITY LIST

In order to maximize on funds for acquiring books and other documents, it is essential that the correct type/s of materials and information needed to promote the work of the research staff, senior members, staff and students are acquired. Careful selection of materials for the library therefore is crucial to ensuring a fair, balanced and useful stock. The library's guidelines covering what should be acquired, the quantities to be acquired, the currency of what has to be acquired etc. are summarized below in the formal acquisitions policy of the PSSSL. The policy and the priority list which goes with it are dynamic and thus allow for changes and shifts in research efforts and activities among the major clientele of the PSSSL.

4.2.1 The PSSSL Acquisition Policy

- .1 Type of materials : Books, monographs, periodicals, newsletters, published and unpublished conference and seminar papers, research papers, theses and dissertations, ephemeral materials, micro-forms, newspaper clippings.
- .2 Geographical coverage: General but with special emphasis on Africa. Other developing areas eg. Latin America are also given focus.
- .3 Subject areas: Social sciences with emphasis on applied research in the areas of economic growth and development, social structure and organization, population studies and statistics. Agricultural economics and marketing are also covered to varying extents. (The full list of subject areas covered is given in the accompanying 'Acquisitions Priority List').
- .4. Language coverage: English. A fair amount of documents whose original language is French is also being acquired to support work in population studies.

.5. Period covered: Emphasis is on documents published after 1970.

.6. Number of copies: Single copies. In very exceptional cases, duplicate copies of standard texts may be acquired for the 'Reserve Books Collection' under recommendation from the teaching faculty.

4.2.2 PSSL Acquisitions Priority List

The following priority list should guide the overall decisions regarding additions to stock, as well as material which ought to be weeded out periodically. As a list, it is dynamic and flexible enough to allow for changes in emphasis in research and teaching. This, however should be done in consultation with the Librarian who has final responsibility for the selection and the building up of library stocks. It should be noted that the decision to "throw out" documents is as important as the decision to purchase new documents to increase the stocks. A relevant, balanced and fair stock of a few hundreds will be preferable to an uncoordinated stock of many thousand volumes.

4.2.2.1 Complete coverage:

The PSSL will cover the following materials completely -

1. Population studies: all aspects with emphasis on:
 - a. Population policies
 - b. Population size and growth
 - c. International migration
 - d. Internal migration (urban-rural, rural-urban flows)
 - e. Fertility and subfertility (including studies on fertility control, family planning)
 - f. Role and status of women
 - g. Mortality and morbidity
 - h. Urban growth and urbanization
 - i. Nuptiality and the family
 - j. Demographic data

Emphasis will be on materials produced within , or on the African Region.

2. Economic growth and development with special emphasis on Africa
3. Social organization - emphasis on Africa

4. Regional studies
5. Environmental studies
6. Statistics
7. Research questionnaires and research design
8. Poverty
9. Rural development

4.2.2.2 In-Depth Coverage:

1. Population statistics and demography emphasis on the African Region.
2. Anthropological research about women's roles, pregnancy, child rearing as related to fertility
3. Country background information
4. Census information
5. Economic growth models
6. Family studies -- emphasis on Africa
7. Fertility behaviour and determinants
8. Agricultural marketing

4.2.2.3 Selected Coverage

1. Agriculture
2. Cocoa studies

4.2.2.4 Items not to be acquired

1. Works on pure agriculture eg. animal and crop husbandry. Much of these works are located in the Main Library of the University and the Faculty of Agriculture Library.
2. Works that do not relate to applied research eg. Sociology or Economics, per se. These can be obtained from the Main Library and the Departmental Libraries.
3. Studies on the pure clinical aspects of family planning, abortion etc.
4. Legal statutes and instruments, per se. The Law Library can be consulted for such materials.
5. Curtail ~~Asian~~ materials

The PSSL's formal acquisition policy has been drawn up taking into consideration other library collections located on the campus of the University of Ghana and within easy reach of the PSSL. This has been done to avoid unnecessary duplication of resources and to maximize on the funds available to the Library for library collection development and maintenance.

4.3 TYPES OF MATERIALS

The PSSL collects many types of materials the major ones being the following:-

- 4.3.1 Books, monographs - may be acquired through standard book trade channels (ie. publishers' announcements, blurbs, etc.).
- 4.3.2 Conference Papers - local, regional, and international conferences in the field which are held each year. Normally announced in journals, newsletters or other sources such as IPPF's Calendar of International Meetings. These papers are not published in a final form but copies can usually be obtained by direct contact with the authors or session leaders.
- 4.3.3 Research Reports - many organizations are now issuing formal report series which may be identified in acquisition lists, bibliographies, annual reports etc. Population Librarians don't have one source to turn to for information and news for ordering individual research reports ... one has to keep track and be keenly aware of current research. Don't depend on obtaining it in published form - an informal edition will do.
- 4.3.4 Government Documents - these are hard to locate but are extremely important since they constitute official national policy on population/family planning and provide sets of population and vital statistics. Governments issue many documents and their catalogues can never be complete so other techniques have to be adopted to track these down.
- 4.3.5 Program reports and clinic materials - there is growing demand for these materials by some library patrons. In Africa, this is especially true for patient records relating to family planning clinics and maternal and child health programmes.

- 4.3.6 Reprints - the interdisciplinary and free-ranging nature of the investigation of population growth creates a situation where the same subjects appear in many different contexts thus requiring the librarian to constantly review materials that are not entirely concerned with population in order to find particular items which are relevant to the focus of his collection. A reprint allows the librarian to select the single item wanted without having to buy and store the larger, possibly otherwise irrelevant volume in which it appears in the journal. If you are near a general library, you might scan relevant journals there that your library doesn't receive and watch for articles that would make valuable reprints and photocopy them. You may also look out for commercial reprints.
- 4.3.7 UN Documents - a very useful source for much of the statistical material which is basic to population studies. The Economic Commission for Africa (ECA) in Addis Ababa can assist countries in the region with materials on statistical methodology and organization. Although many documents are listed in the UN's major index, UNDEX, and other publication announcements, there is no single, complete listing of UN documents. One just has to keep constant track.
- 4.3.8 Newspaper Clippings - as public concern about overpopulation has increased, an increasing number of newspapers, as well as other media have accordingly carried topical entries of relevance to the population field in their columns. Reports on new contraceptives, population growth, changes in the birth rate, relationship between housing density and population size etc. have, and are being focused in the media. It will be useful to 'clip' such reports, index and store for eventual use.
- 4.3.9 Theses/Dissertations - these constitute a major source of primary data resulting from academic investigations/surveys etc. Currently, the Library has a Thesis Collection consisting of research seminar papers and theses submitted to the University of Ghana for the award

of degrees in population studies. Other theses covering the field of social sciences in general also constitute a major source of information.

4.4 IDENTIFICATION OF PRINTED MATERIALS

A wide variety of special tools are scanned by the Librarian to identify new materials for the collection. These include publishers catalogues, publication announcements, bibliographies produced by institutions and libraries, and social sciences and population literature itself.

As the documentation of social science research in Ghana is in an embryonic stage, current and reliable printed inventories of work and bibliographies of publications are not yet in existence. Thus, a great deal of reliance is placed on personal communication with researchers and administrators working in the field. Population information equally presents problems in learning about new items produced. Much of the most important information is found in ephemeral materials -- in unpublished reports, conference papers, government and U.N. publications, annual reports, and articles in journals or chapters from books not held or subscribed to by the Library. These are not handled by the standard trade press or by dealers and thus cannot be identified by traditional methods. Although attempts have been made to develop current bibliographies, a reliable tool or series of tools have not yet materialized for the field. Thus emphasis must be placed on personal contacts, on examining the literature itself, reviewing lists and catalogues from institutions, annual reports, and acquisitions lists from other libraries.

All materials mentioned here are routed to the Librarian as they are received ; other materials are also scanned. When appropriate, catalogues and lists are forwarded to senior members of ISSER and RIPS for their review and recommendations.

4.4.1 Bibliographies

Bibliographies produced by institutions and libraries are used as guides to the literature produced in the social sciences and population studies. Tools such as Population Index, the Annotated Bibliography of the Smithsonian Institution, Current Publications in Population/Family Planning,

and TIS PopScan Bibliographies are scanned regularly. To cover the broader social sciences the Library makes use of the International Encyclopedia of the Social Sciences and Sources of Information in the Social Sciences: a guide to the Literature. These tools are kept after use on the periodical shelves.

Bibliographies produced by the standard trade, such as Goode's annual bibliography on population, have limited value for selection because of the delay in publication, but they are useful for retrospective work and verification. Subscriptions to more frequently issued tools such as Current Contents are taken.

4.4.2 Library Publications

Acquisitions lists of other population and social science libraries frequently point out publications which are not listed elsewhere. Some currently received are the lists produced by the International Planned Parenthood Federation (IPPF) in London, Library Bulletin, by the International Development Research Centre (IDRC) in Ottawa, the accessions list of the Nigerian Institute of Statistical and Economic Research (NISER) at Ibadan, and the Balme Library at Legon. These listings are kept on the periodical shelves.

4.4.3 Institutional Catalogues and Annual Reports

Publications catalogues and annual reports of institutions actively working in social science and population are requested and scanned carefully. Catalogues are reviewed by the Librarian and routed for recommendation to senior members who are working in the areas covered by the catalogues. These catalogues are kept in file boxes in the Reading Room; annual reports are stored on the periodical shelves.

4.4.4 Social Science and Population Literature

The literature generated by the ~~fields~~ fields of interest provide some of the most important indications of new research activity and publications. Whenever possible, lists of publications, news of activities, and bibliographies appended to documents are reviewed at the initiation of the

Librarian. Selected periodicals are routed directly to the Librarian before shelving.

4.4.5 Readers' Suggestions

Readers' suggestions serve to continually ensure that the Library is responsive to the needs of users. Readers are encouraged in initial interviews and whenever else appropriate to suggest new materials identified in the course of their work, and such recommendations are given most careful consideration. Further staff input is gained by requesting senior members to review trade tools and announcements and bibliographies in their specialties.

4.4.6 Reference Questions

Unanswered reference questions provide an immediate evaluation of the Library's coverage in selected areas. When a particular item is requested that is not held by the Library, the reader is encouraged by the Library staff member working with him to fill out a suggestions slip. When more extensive information is requested and the need cannot be met by the existing library resources, the Librarian is informally advised by the staff member and the researcher is encouraged to discuss the area of concern with the Librarian. In the future, the Library hopes to initiate record-keeping of individual questions asked in the Library which will permit a more systematic review of any gaps in the collection.

4.4.7 Book Reviews

Book reviews are typically delayed in their appearance but still provide useful guidance in selecting expensive works. No formal book review media are currently received by the Library, however several titles are under consideration. Due attention is paid to reviews which appear in the journals of the field.

4.4.8 Standard Trade Catalogues

Much of the useful information in social science research appears in the standard press; however for population information, texts are frequently out of date by the time they are issued. Catalogues of book agents such as

Blackwell's are reviewed regularly.

4.4.9 Bookshops: University Bookshop, Legon

This bookshop stocks some texts and monographs in population and social science, individual issues of scholarly journals, and some institutional documents. The stock is reviewed informally by the Librarian from time to time for new purchases. In the case of government official publications, sources like the Ghana Publishing Corporation (Sales Division), and also the Central Bureau of Statistics both in Accra are used.

4.5 IDENTIFICATION OF MICROFORMS

No regular procedures have been established for identifying new information that has been produced in microform. Such items are considered for purchase, however, when citations are found in scanning for printed materials.

The PSSL has recently acquired the full set of African censuses since 1948 on microfilm, and with also the acquisition of a microfilm reader-printer, it will be available for use to readers.

Also available is the microfiche catalogue of the Carolina Population Center's Technical Information Service (TIS). This is an extremely useful tool for the identification of population materials. The library possesses a microfiche reader for the use of both staff members of the PSSL, and also for users of the Library.

The Library is making plans to acquire soon a microfilm camera to be able to produce microfilms of research and seminar papers, and theses produced in the relevant departments in the University of Ghana.

4.6 OBTAINING MATERIALS

For the purposes of this section, materials are divided into three categories:

- a) books and other non-periodical materials that must be paid for
- b) free materials, and other ephemeral materials
- c) periodicals and newsletters (that may be free or may cost money) that are received on a regular basis.
- d) Exchanges

4.6.1 Books and Other Materials that must be paid for (Standard Trade Materials)

- .1 Selection. Materials are selected by the Librarian according to the procedures described in Section 4.
- .2 Book Suggestion Form. The marked catalogue, publications announcement, list, etc. is given to the typist who types a book suggestion form. As much information as possible, such as author, title, place of publication, date of publication, cost, series, and order number is included on the form. All information is typed exactly as it appears on the catalogue, list, etc. The slip is then given to the Library Assistant for checking and further processing.
- .3 Verification. The citation is then searched by the Library Assistant to be sure that the information is correct and to locate a price. Sources such as British Books in Print, African Books in Print, the American Book Publishing Record, Books in Print, the TIS Microcatalog, and other sources are examined as necessary. Abbreviations for these tools have been devised and are listed below. When a citation is searched in one of them and not found, the abbreviation is recorded on the back with a "X" to show that it was not found in that particular tool.

Abbreviations are:

Books in Print	BIP
African Books in Print	ABIP

British Books in Print	BBIP
American Book Publishing Record	ABPR
TIS Microcatalog	MIC

(Staff should add to this list as necessary).

When an item is found, the Library Assistant corrects the suggestion slip as required. If there is any doubt about whether the item suggested is the same item shown in a tool, the Librarian is consulted.

- .4 Searching. It is important that duplicate copies of materials be purchased only when they are wanted. Thus, the item that has been proposed for purchase must be searched in various files and records in the Library. Searching is important for cataloguing and classification so that works which are similar can be placed together on the shelf or brought together in the catalogue. It is also important to know what other materials in the same series (if in a series) or other editions the Library holds so that selection will be made intelligently. Without searching unnecessary duplication may result. The person who does the checking should initial the suggestion form.

.4.1 The catalogue. The citation is searched by the Library Assistant under author, title, and series if appropriate. If the document is found, the number of copies of the book held by the Library is written on the slip. This is determined by counting the number of accession numbers on the card. (If others in the series, or other editions, are found, the location numbers of these are noted on the suggestion slip). The slip is then given to the Librarian to decide whether additional copies are required. If it is not found in the catalogue, the abbreviation CC is recorded to show it was searched but not found.

.4.2 The order file. If the citation is not in the catalogue, it is then searched in the order file. If the document is found "ordered", the number of copies ordered, and the date of the order are written on the suggestion slip. The slip is given to

the Librarian to decide whether additional copies are required. If it is not found, the abbreviation OF is recorded on the back of the slip to show that it was searched there but not found.

.4.3 The processing file. If the citation is neither in the card catalogue nor in the order file, it is searched in the in-process file. If it is found, the number of copies held by the Library is recorded on the order slip and the slip is given to the Librarian to decide whether additional copies are required. If not found in the processing file, the abbreviation "IPF" is recorded to show that it was searched there but not found.

.5 Selection. All suggestion slips remaining (that is, not found in any of the above sources) are given to the Librarian for review and final selection. If funds in an account are low, and the items cannot be purchased on any other account, the slips are filed for reconsideration at a later date in the desiderata file in the Librarian's office. If a price has not been determined, then it is estimated and recorded on the form. The number of copies needed is determined and recorded. If no particular senior staff member suggested a book, an account is chosen for charging and its initials are recorded. This is determined by matching the subject of the book with the interests of the institutes. After selection, the slips for items to be purchased are given to the typist for preparation of order slips.

.6 Preparation of the Order. An order slip is prepared by the typist with all bibliographic information that appears on the suggestion form (not searching information; i.e., abbreviations CC, IPF, etc.). Forms are colour coded to show the institute that will be paying for the item. Colours currently in use are:-

RIPS blue

ISSER pink

Orders to be charged to ISSER and RIPS are typed in duplicate.

The original of all orders is white with the carbon copy being pink or blue depending on paying institute. Account numbers for Blackwell's are indicated on the forms if applicable. The typed slips (suggestion and order) are then given to the Library Assistant for checking. For orders chargeable to RIPS a special requisition form has to be typed. See Section 4.5.7.3.

- .7 Submission of the Order. ISSER books are ordered from Blackwell's in Oxford. RIPS books are ordered through the U.N. Headquarters in New York.

.7.1 ISSER. A cover letter is prepared by the assistant. It is addressed to Blackwell's in Oxford. It indicates the number of titles, the account number, the address to which the books are to be sent, to whom the bill is to be sent, and the order numbers. The order slips and suggestion slips are dated with the same date as the letter. The originals of the letter and the order slips are sent to Blackwell's. One copy of the letter is filed in the ISSER files on Blackwells - three files are in the Library Workroom. The last copies of the order slips are set aside for recording in the accounts notebook.

.7.2 RIPS. A list of the books to be charged to RIPS is prepared by the typist. For each citation is given the author, title, place of publication, publisher, date, and estimated cost. Items are listed in alphabetical order by author. This list is sent to the Director of RIPS for approval. He indicates his approval by a tick against the listed items. When the list is returned, the approved items are typed onto a UN requisition form by the typist, and the rest of the requisition is completed according to the model following this section. The order slips, suggestion slips are dated with the date of the requisition. The requisition and

slips are given to the Library Assistant for checking. After necessary corrections, one copy (the last copy) is removed from the "pocket". The original of the order slips are attached to this copy of the requisition and filed in the appropriate files in the Workroom. The remainder of the requisition is sent to the Administrative Secretary of RIPS for further action.

.7.3 Placing the order - the following summarizes the major steps to be undertaken:-

1. After the Librarian has gone through the forms and decided on which materials to acquire, the forms will be returned to the typist who will have to do the following:

- a) if orders are to be charged to ISSER, pink order forms are to be used, and if RIPS - blue. In all cases, a white order form is also to be typed with the relevant colours - the white order forms will go to the booksellers and the coloured form will then be filed together with its appropriate suggestion form into the library's 'on order' file.
- b) after orders are typed, the order forms and suggestion forms go back to the library Assistant/or equivalent for final checking before orders are despatched to appropriate booksellers.
- c) a list of the orders sent should be typed and a copy each kept on the booksellers' file and on the commitments file.

2. When a book is ordered, the order card should be clipped together with its suggestion form, stamped with the date ordered, and filed in "on order" file by author. Notice should be sent at this stage to the person who suggested the book (if any) that the book is on order.

.8 Recording Orders in the Accounts Notebook. Using the copies of the order slips, the assistant records the titles, estimated costs etc. in the accounts notebooks for each account, Items are listed by date of order; the individual titles are not listed in any order.

- .9 Filing Copies of Order Slips. Order slips are then attached to the suggestion forms and filed in the appropriate order file by author to await receipt of the books.

.7.4 WHEN MATERIALS ARRIVE IN THE LIBRARY

The following procedure must be followed:

- 1) Pull the order card from the file, and check to be sure that the right item has come in. If it is not the right item, and the information given the supplier was accurate, it may be returned. Be sure to note on the order card that the wrong book was received and returned.
- 2) Make any changes necessary on the order card, and record the date received and the correct price, if there is a change.
- 3) Record the date received and the correct price in the accounts book.
- 4) Give the book an accession number, and stamp it with the Library property stamp.
- 5) Send it to the Assistant Librarian for cataloguing.
- 6) The book is then given pockets and a date due slip.
- 7) Stamp the invoice/s with the relevant accession number assigned to the book and date of receipt.
- 8) Notify the accounts department that the item has been received, and may be paid for, by sending on the invoice properly certified.
- 9) File the order card, with the date received indicated and the other details added (e.g. accession number etc.) into the "in process" file by author.
- 10) The coloured card is then filed under the fund under which it was purchased, ISSER, or RIPS (pink, or blue respectively).
- 11) File the suggestion form, also with relevant adjustments made into the permanent accessions register of the library. Filing here is done in accession number sequence.

For fuller details on processing of orders etc. Refer to Section 5.2.2.

4.7 EPHEMERAL LITERATURE

Ephemeral documents are very useful for the collection, but they are obtained from less obvious sources and require some effort to find. They are "short-lived" because of their formats and are not catalogued and permanently kept in the collection. Rather they are put in pamphlet boxes, and files in the reprint cabinets and accordingly labelled. These documents include newspaper articles, preliminary draft reports, reprints or photocopies of articles from journals and papers of senior members and students.

Since these materials often contain very current information, the Library places great emphasis on their acquisition. Information on the existence of these materials is obtained through conference announcements but largely through personal contacts.

4.7.1 Procedure

- .1. Following information on these materials, the Librarian notes the necessary details and requests a search to be made. The necessary searching is done by the Library Assistant in the card catalogue, 'on order' file or the 'in process' file. Ref. Section 5.4.3.
- .2. If the document is not already in the Library or requested, the typist is asked to type a Request Form for materials, in duplicate. All pertinent information as available to the staff at the time the request is being made, is indicated on the Request Form.
- .3. The Request Form is signed by the Librarian.
- .4. The original copy of the Request Form is appropriately addressed and mailed. The duplicate copy is filed away in the "Request for Publications" File which is kept in the Library Workroom.

- .5. The Library Assistant prepares a card (salmon 5"x3") on which the same information as on the Request Form is indicated.
- .6. The card is filed away separately from the 'On order' file in a separate tray marked 'Request Items'.
- .7. On the receipt of the requested document, the Library Assistant indicates the date of receipt and other pertinent information on the Request Form (duplicate copy).
- .8. The salmon card is pulled away from the special tray and the date of receipt recorded. Also boldly written on the card is 'GIFT' (if the document has been received as a gift). If the item is to be paid for, it will be treated as an ordinary item purchased for the Library. The card is then interfiled in the "In Process" File to await further processing.
- .9. The document is handed over to the Librarian by the Library Assistant with the accompanying letter if any. The Librarian instructs as to what treatment should be given to the document.
- .10. A letter of acknowledgement is prepared by the typist and signed by the Librarian. It is despatched by the messenger.

4.8 PERIODICALS AND NEWSLETTERS

These materials constitute a major source for current information for research purposes. As such, the library maintains regular subscriptions to some of the major titles in the field of the social sciences and population studies (an abridged list of current subscriptions for the PSSL forms part of the Appendix). The PSSL current subscriptions stand at 120.

To make readers more aware of what is contained in the periodicals and newsletters, a special bibliography—'Scanning Sheet' is prepared by the Library. For details about this service see Section 7.7.

4.8.1 Current Subscriptions

The periodicals for the PSSL are ordered from B. Ckwell's through ISSER and the U.N. Headquarters in New York through RIPS. At the beginning of each academic year, the Library Assistant in charge of the Reading Room prepares a list of new periodicals to be ordered and the old ones whose subscriptions are to be renewed. The list is then checked by the Librarian. Local subscriptions are obtained from the University of Ghana Bookshop and also directly from local publishers.

- 1.1 The subscriptions which need to be paid for have their accompanied invoices and arrangements accordingly made by the Institutes to effect payment.
- 1.2 The Library also through its Gifts and Exchange programme with some institutions usually receives some periodicals free of charge. Most newsletters come in free from the publishers to the Library.

.2 Back issues

Every six months, the Library Assistant carefully goes through the Kardex in the Reading Room to prepare a list of the back issues of periodicals. The list is submitted to the Librarian who after checking prepares the appropriate letters to the suppliers to order for the back issues.

.3 Claiming Missing/Non Received issues

Every six months, the Library Assistant again thoroughly goes through the Kardex to make a list of all missing and non-received issues.

.3.1 The Librarian then writes to the suppliers to find out whether some issues ordered and paid for have not been mailed to the Library.

.3.2 If the answer is yes, they are reminded to send the issues as early as possible. However, if the issue is missing through no fault of the Library staff, then the librarian writes for a replacement from the suppliers.

Back
FOR LIBRARY USE ONLY

Order No. Date Ordered Date Received
Ordered From
Invoice Reference Checked
Departmental Grant
Remarks:

Front

P.S.S. LIBRARY SUGGESTION FORM

Author
(Block Letters,
Surname First)
Title
Publisher No. of Volumes
Date of Publication Price
Suggested by No. of Copies Required
Signature of Head of Department Date:
PLEASE FILL IN A SEPARATE FORM EACH WORK IN INK AND GIVE FULLEST DETAILS

Author

Title

Publisher		Volumes	Date
Bookseller		Price	Actual Price
Date Ordered	Number of Copies	Fund Charged	Location

Remarks:

Author

Title

Publisher		Volumes	Date
Bookseller		Price	Actual Price
Date Ordered	Number of Copies	Fund Charged	Location

Remarks:

Author

Title

Publisher		Volumes	Date
Bookseller		Price	Actual Price
Date Ordered	Number of Copies	Fund Charged	Location

Remarks:

Author

Title

Publisher		Volumes	Date
Bookseller		Price	Actual Price
Date Ordered	Number of Copies	Fund Charged	Location

Remarks:

Accounts notebook - a page

	Initials	Date
Prepared By		
Approved By		

	1	2	3	4	5
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

THE POPULATION AND SOCIAL SCIENCES LIBRARY
INSTITUTE OF STATISTICAL, SOCIAL AND ECONOMIC RESEARCH
UNIVERSITY OF GHANA,
P.O. BOX 74,
LEGON.

.....19

Dear Sir,

REQUEST FOR PUBLICATIONS

We would be grateful if you could send us a copy of:

If there is a charge, do kindly send us your invoice and we shall arrange for immediate payment.

Many thanks for your kind assistance.

Yours faithfully,

P.G. Amoonoo (Mrs.)
LIBRARIAN
(PSSL)

POPULATION AND SOCIAL SCIENCES LIBRARY
INSTITUTE OF STATISTICAL, SOCIAL AND ECONOMIC RESEARCH
UNIVERSITY OF GHANA,
P. O. BOX 74,
LEGON, GHANA.

Our Ref: PSSL/5

.....19....

Dear Sir/Madam,

LETTER OF ACKNOWLEDGEMENT

We acknowledge, with much thanks, receipt of the following book(s)/
Periodical(s)/Publication(s)

.....
.....
.....
.....
.....
.....

which you most kindly forwarded to us.

We wish to assure you that it/they would be put to good use by the
various categories of users including students, researchers and lecturers
who patronize the library.

Thanking you for the interest shown in our library.

Yours faithfully,

P.G. Amonoo (Mrs)
LIBRARIAN, PSSL.

SECTION 5 - ORGANIZING INFORMATION - PROCESSING

	<u>Page</u>
5.1 Maintenance and organization of the collection and its indexes	38
.1 General description of how materials are organized	38
.1 Books	38
.2 Periodicals	38
.3 United Nations Documents	39
.4 Government Documents	39
.5 Reprints Collection	39
5.2 Processing books	40
.1 Receipt	40
.2 Financial records	40
.3 Invoices	40
.4 Gifts	42
.5 Labelling and pasting	43
.6 Accessioning	43
.7 Cataloguing	44
.8 Searching	44
.9 Subject indexing and classification, standardization	44
.10 Final labelling and pasting	45
.11 Catalogue cards	46
.1 After the cataloguing process	46
5.3 PROCESSING PERIODICALS	47
.1 Accessioning periodicals	47
.1 Current subscriptions	47
.2 New subscriptions	47
.3 Gift issues	48
.2 Distribution and shelving	49
.3 Binding	49
.4 Dusting and shelving	51
.5 Cataloguing of periodicals	51
5.4 PROCESSING REPRINTS	52
.1 Receipt of requested reprints	52
.2 Acknowledgement of gifts	52
.3 Searching	52
.4 Selection	53
.5 Determining the appropriate file and accessioning	54
.6 Descriptive cataloguing	54
.7 Subject indexing	54
.8 Labelling and stamping	54

	<u>Page</u>
.9 Reprint Files country codes	55
.10 Guidelines for shifting and searching reprint files	56
.1 Journal articles	57
.2 Book chapters	57
.3 Moving documents to the Africa File, Nigeria File etc.	58
.4 Duplicates already found	59
.5 UN Documents	59
.6 Miscellaneous problems	59
.11 Guidelines for reprocessing Reprints	59
.1 Checking the Shelf List	60
.2 Preparing the Worksheet	60
.3 Typing catalogue cards, filing	60
.4 Inventory	61
5.5 PROCESSING FOR THE NEWSPAPER CLIPPINGS FILE	62
.1 Procedure	62
5.6 PROCESSING UN DOCUMENTS	64
.1 Books, monographs etc	64
.1 Descriptive cataloguing	64
.2 Classification and Indexing	65
.3 Shelving	65
.2 Periodicals (including serials etc.)	66
.3 Others (manuals, occasional papers, conference papers, working papers and other ephemera)	66
.1 Receipt	66
.2 Classification and Indexing	67
.3 Shelving	67
.4 General guidelines on shelving of UN documents	68
5.7 PROCESSING OFFICIAL GOVERNMENT PUBLICATIONS	70
.1 Acquisition	70
.2 Receipt	71
.3 Accessioning	71
.4 Descriptive cataloguing	71
.5 Classification and Indexing	71
.6 Shelving	73
.7 Class/Location codes for official government publications	74

5 ORGANIZING INFORMATION - PROCESSING

The main role of the P.S.S.L. is to promote and ~~make~~ readily available information needed for the research, and teaching functions of its parent bodies. It is also to promote effective utilization, by its clientele, of information held in the P.S.S.L. The Library, therefore, is organised to facilitate easy access to its collection; to promote users awareness of available information in the library; and, to encourage users to utilize the library's stock.

5.1 MAINTENANCE AND ORGANIZATION OF THE COLLECTION AND ITS INDEXES

5.1.1 General Description of How Materials are Organized

It is important that the materials in the collection are grouped together consistently and logically so that readers can find them easily. That is, the same kind of materials such as the books, should always be separated from other materials, like the periodicals.

Population and social science information is issued in so many different forms that it is at times difficult to decide whether a document should be a book, a reprint, or a periodical. The guidelines below will help in deciding where to put materials.

- .1 Books. Hard-bound materials, sturdy enough to withstand the stresses of circulation are placed in the book collection, as are substantial paperbacks. They are shelved by LC Classification Number. Books are divided into two major groups : the general circulating collection and the reference collection. The class numbers of the reference collection are preceded by "Ref", and these materials are shelved in the Reading Room. The general circulating materials and the Reserve Books Collection are in the Lending Room. New books are displayed on a different shelf for short periods of time. The class numbers of these materials are not different from the other books but they are shelved apart from the book collection for short periods of time after which they are shelved among the general circulating materials.
- .2 Periodicals. Materials that are published several times a year under one title and are regularly received by the Library, such as Demography or Studies in Family Planning are treated as periodicals. Also, annual reports of institutions and acquisitions lists from libraries are stored with the periodicals. They are shelved in the Reading Room by title if a periodical, and by name of institution if an acquisitions list or annual report.

.3 United Nations Documents. All documents published by the U.N. are stored together in the U.N. documents collection except hard-bound materials (which are kept with the books), and periodicals (which are kept with the periodicals). The collection includes materials issued by Headquarters in New York, by the UN Regional Economic Commissions, the regional institutes of development planning and other specialized agencies and organizations of the UN such as FAO, WHO, ILO etc. They are organized by issuing agencies/organizations and shelved alphabetically in the Documents Room

.4 Government Documents. Materials published officially by governments such as development plans, censuses, statistical collections and analyses, and so forth are shelved together in the Reading Room. Each country's documents are shelved together, the Ghana government materials separate from those of Sierra Leone, and so forth.

.5 Reprints Collection. These include ephemeral documents, such as unpublished reports, photocopies of journal articles and book chapters not held by the Library, pamphlets, conference papers, and other similar materials which require special protection and handling. The files are divided into several groups:

.5.1 Ghana File. Into this file are placed all ephemeral documents relating to Ghana, no matter where they were published. They are arranged by the code "GH" and in sequential order.

.5.2 African File. All ephemeral documents concerning Africa as a whole, or a region in Africa (such as West Africa) or two or more countries in Africa, are placed here. They are arranged by the code XA and in sequential order.

.5.3 Specific country files. Country files have been set up for individual countries in Africa. All ephemeral documents concerned specifically and solely with these countries are placed here, no matter where they were published. A code has

been devised for each, such as "ET" for Ethiopia and "NG" for Nigeria. These are stored first by the codes, which are in alphabetical order in the files, then in sequential order within the codes.

.5.4 General File. Into this file are placed all other ephemeral materials which deal with countries outside Africa or which deal with topics in general without referring to a specific country. They are filed by the code "R" and in sequential order.

5.2.5 Processing Books

- .1 Receipt. When a book is received in the Library, the Library Assistant first searches the 'On Order File'. In an order slip is found, it is removed. The author, title, imprint, and collation are completed as necessary, the price and the date received are recorded, the slip is tagged with an orange tag, and the slip is placed in the in-process file. If a particular person suggested the book, a slip saying "Notify 'X' " and the name of 'X' is placed in the book. The invoice or packing slip is set aside. If no order slip is found, it suggests that the book was not ordered and that it is a gift, see Section .4 below.
- .2 Financial Records. Referring to the invoice, the date received, the price, title, and invoice number are recorded by the Library Assistant in the appropriate accounts notebook by date received. Separate notebooks are kept for ISSER and RIPS. These notebooks are kept in the Librarian's office.
- .3 Invoices. If the invoice or packing slip covers only the book being processed, the Accession Number and the date the book was received are indicated on the Invoice and filed in the Librarian's office. If other works are included on the invoice, the appropriate action is taken by the Library Assistant as described below:

- .3.1 Other titles received in the shipment are handled as in .1 and .2 above.
- .3.2 If books listed on the invoice are marked "out of print", the order slip for the book is removed from the files, marked "out of print", dated, and the invoice number, name of the dealer, and the date of the invoice are recorded on the slip. The slip is then forwarded to the Librarian for information and suggestions for action. The title is then handled as directed-
- .3.3 If the books are marked "out of stock" on the invoice, the order slip for the book is removed from the order file and marked "out of stock", dated, and the invoice number, name of the dealer, and date is recorded. The slip is then filed at the back of the order file to be reordered at a later date. Books are usually reordered approximately three months after the out-of-stock notice has been received.
- .3.4 If books are cancelled because they are not available from the source or publisher given on the original order, the order slip is removed from the order file and the citation is searched again by the Library Assistant to find another source or to verify the original source once more. It is searched in Books in Print, the TIS Micro-catalog, Population Index, the American Book Publishing Record, African Books in Print, British Books in Print, or any other bibliographies that are appropriate. If found, the information on the order slip is corrected and the slip is placed at the back of the order file for re-ordering. If the citation cannot be found after a reasonable amount of searching, the slip is marked

"cancelled -- not available from source given", the slip is dated with the date of the invoice, and the invoice number and dealer are recorded on it. The slip is routed to the Librarian for information and suggestions. When returned to the Library Assistant, it is handled as directed.

.4 Gifts

.4.1 Acknowledgement. The donor is thanked personally for the gift at the time it is presented to the Library. Pro-forma letters are available for this purpose.

.4.2 Searching. The Library Assistant searches it in the card catalogue, the in-process file, and the order file. When a source is checked and the book is not found, an abbreviation for the tool and a "X" is put by the abbreviation to show that nothing was found. Abbreviations used are :
CC for card catalogue; IPF for in-process file; OF for order file. For example, CCX means that the citation was searched in the card catalogue, but it was not found.

.4.2.1 If the book is found in the card catalogue or in-process file, a note is prepared indicating the number of copies held by the Library. This information is shown by the number of accession numbers recorded on the catalogue card. The book and the slip are given to the Librarian for decision as to keep it or not.

.4.2.2 If the book is found in the order file, the date of the order and the number of copies ordered are recorded on a slip of paper. The book and the slip are given to the Librarian for decision. The Librarian will return it to the Library Assistant with instructions.

.4.2.3 If it is not to be kept, it is stored in the basement for distribution.

.4.3 Temporary order card. If the book is to be retained, it is given a temporary order card, labelled and pasted, accessioned and processed as below. A temporary order card, prepared by the Library Assistant, is a hand-written 3"x 5" card, prepared with the author, title, imprint, and date received. It is stamped "Gift" and filed in the in-process file. The book is then given to the messenger to continue the processing.

.5 Labelling and Pasting

- .5.1 The messenger stamps the book with property stamp on the title page of the book.
- .5.2 The property label is pasted on the inside front cover of the book, taking care not to cover maps, lists of publications, descriptions of organizations or other important information. If necessary, the label is placed in an empty space close enough to the title page or on the back of the title page.
- .5.3 The book pocket should be pasted on the inside back cover of the book.
- .5.4 The date due slip is glued on the page facing the book pocket. If necessary it may be put just above the pocket or in any empty space as close as possible to the pocket.
- .5.5 The accessions stamp is placed on the back of the title page and on the book pocket.
- .5.6 The book is then given to the Library Assistant for checking and further processing.

.6 Accessioning

- .6.1 New books . The author, title, publisher, and place of publication, and date received are recorded in the accessions register by the Library Assistant.

- .6.2 The accessions number is transferred to the book.
- .6.3 Additional copies. If the book is an additional copy, the accession number is written on all copies of the catalogue cards in the card catalogue and on the shelf-list card. The class number is also recorded in the space provided by the accessions stamp.

.7 Cataloguing. Descriptive cataloguing is recorded on a cataloguing worksheet by the Library Assistant, according to the guidelines in Section 5.2.7 of this Manual and the Balme Library cataloguing manual. The book is kept on his desk during searching.

.8 Searching

.8.1 The cataloguing worksheet is taken to the Balme Library and searched by the Library Assistant in the Balme Library Catalogue, the National Union Catalogue, American Book Publishing Record, and the British National Bibliography as appropriate. Entries are searched under author or title according to the arrangement of the tool being used. If it is found, the entry is recorded on the cataloguing worksheet. Sources checked for the entry are noted on the back of the worksheet (title of the tool, issue, and date, or, "Balme Cat."). The book and the cataloguing worksheets are given to the Librarian for checking.

.8.2 If the book is not found, original cataloguing has to be done. Ref. 5.2.7 (Descriptive cataloguing)

.9 Subject Indexing and Classification Standardization

.9.1 An LC class number and subject terms are assigned by Librarian and recorded on the cataloguing worksheet. The subject terms are standardized as indicated in

Sect. 5.2.8.6. Name entries and names of series are also standardized at this time. He counts the number of entries, indicates the tracings, subject terms etc. which are recorded in the space provided on the worksheet. The worksheet goes back to the Departmental Assistant.

- .9.2 The class number is recorded in the book in the space provided on the accession stamp at the back of the title page.

.10 Final Labelling and Pasting

.10.1 The book and the worksheet are given to the typist who prepares a circulation card with the author, title, class number, and accession number and places it in the book pocket. The book is then given to the departmental assistant.

.10.2 If the book is a paperback, it is covered with book laminate by the departmental assistant.

.10.3 If the book is a hard-bound book with a cover or jacket, it is also covered with laminate. The laminate is extended over the hard cover of the volume so that the jacket will be secured to the book.

.10.4 The class number is prepared with the Dymo labeler and placed on the spine of the book. The number may be divided 1) after the initial letters, 2) before the first decimal, 3) before the next series of letters of letter, and before a date. If the number is too large for the spine, it is placed in the lower left-hand corner of the book. The number is covered with a piece of book laminate. The book is then given to the Library Assistant for checking.

- .10.5 The Library Assistant checks the book and places it on the New Books Shelf for display for a week. Older books are shelved in the general collection.
- .10.6 The cataloguing worksheet is given to the typist for preparation of the catalogue card stencil (Section 5.11).
- .10.7 The person who suggested the title, if any, is notified orally by the assistant or by the Librarian that the book is ready for use.

.11 Catalogue Cards

.1 AFTER THE CATALOGUING PROCESS

- 1) The typist types catalogue stencils for the catalogue card.
- 2) This is checked by the Assistant Librarian to make sure that all entries are correct.
- 3) After the necessary adjustments have been made on the stencil (if any), it is given to the departmental assistant to produce the required number of catalogue cards.
- 4) The cataloguing worksheet and the cards go back to the Assistant Librarian for the final checking.
- 5) They are then sent to the typist for the cards to be adapted.
- 6) The typist types cards for the book pockets.
- 7) This is then checked by the Librarian, after which the book is sent for shelving.
- 8) The Departmental Assistant files the worksheet into the Library Workroom.
- 9) The cards are filed above the rod in the card catalogue by the Library Assistant.
- 10) Filing is checked and cards dropped once a week during the Assistant Librarian's review of the card catalogue.

5.3 PROCESSING PERIODICALS

Records of periodical holdings are kept in two major places:

- a) The Kardex, in which issues are recorded as they are received, notations are made of binding when a journal is sent to the binders, brief information is kept regarding ordering, and so forth.
- b) The periodicals files, in which a folder has been allocated to each periodical title. In these are kept correspondence with publishers and agents regarding the subscriptions, invoices and bills, notes from inventories, and so forth. These are kept in the Library Workroom.

Several other sources for determining library holdings for periodicals are :

- a) The card catalogue, in which a brief entry is filed for each title received.
- b) Various lists of periodical holdings and subscriptions currently received which are compiled from time to time in support of inventories, orders, budget reporting, and so forth. These are kept in the Librarian's office.

.1 Accessioning periodicals

.1.1 Current subscriptions. Upon receipt, new issues are checked into the Kardex. The following is recorded on the Kardex by the Library Assistant : volume and issue, or number, and month or date, and the date of receipt. Issues of selected periodicals are given to the Librarian for review. A periodical routing slip is thus attached to the appropriate issues, indicating the date received and that the periodical is currently being received. The issues are then given to the messenger for stamping.

.1.2 New subscriptions. Upon receipt, issues of new subscriptions are checked into the Kardex as above. A periodical routing slip is attached to the issue indicating that it

is the first issue of a new subscription and the date of receipt. The issues are then given to the messenger for stamping.

.1.3 Gift issues.

- .1 If a journal has not been ordered, but it received as a single issue donation to the Library, it must first be reviewed by the Librarian before it is accessioned or checked into the Kardex. (Single issues, generally, are not kept for the collection). A periodical routing slip, then, is attached to the issue immediately, indicating that it is a single issue, that it has been donated to the Library, and requesting further instructions.
- .2 The Librarian decides a) if it will be discarded, b) if selected articles will be removed and added to the Reprint File. c) if the journal will be kept as a part of the collection as a journal and a subscription will be placed, or d) if the issue will be kept as a part of the collection as a book. If the decision is a), the issue is returned to the Library Assistant for addition to distribution materials. If the decision is b), required articles and instructions are noted on the slip and the issue is given to the Library Assistant for processing. If c), the Librarian notes on the slip the necessary ordering information such as the name of the agent to be used (if any), back issues required, the fund to be charged, etc. Also the Librarian notes whether the title is to be reviewed on a regular basis. The slip and issue are then returned to the Library Assistant. If d), the item and slip with instructions are returned to

the Library Assistant for processing.

- .3 Issues to be kept as serials are then checked into the Kardex by the assistant, added to the list of titles to be regularly reviewed by the Librarian if necessary. After ordering a subscription and necessary back issues, the issue is sent on to the Departmental Assistant for stamping. The periodical routing slip is discarded by the assistant before it is sent on to the messenger.

.2 Distribution and shelving

- .2.1 If the issue has a periodical routing slip attached, the issue is given to the person indicated. This is done by the messenger after he has stamped the issue. The issue is passed from one person to the next as indicated on the slip, the last person removing and discarding the slip. The issue is then returned to the messenger for shelving.
- .2.2 If the periodical does not have a routing slip it may be shelved directly.
 - .1 New periodicals are kept on the display racks in the Reading Room. They are shelved by title. The messenger puts new issues in plastic covers for protection. When a new issue is to be shelved, the messenger removes previous issues from the rack and places them on the shelves with the bound periodicals.
 - .2 Back numbers, bound issues and annual reports are shelved on the bound issues shelves in the Reading Room by title or by name of institution if the term is an annual report.

.3 Binding

- .3.1 Periodicals are usually bound at the end of a volume. Ideally, the bound volume should be no less than 1 inch thick and no more than three inches thick.

If necessary, two periodical volumes are bound together, or, a single volume is bound in two separate parts, to achieve a convenient thickness.

- .3.2 When the last issue of a volume is received, all of the issues are retrieved by the Library Assistant and bundled together for binding. The library assistant notes the exact issues and the date sent to the bindery in the Kardex. The index is bound with the appropriate issues if it has been published separately. The bundle is then set aside in the Library Workroom.
- .3.3 When a consignment is gathered together (at least 10-15 volumes to be bound), a list is compiled by the Library Assistant and typed by the typist. It specifies the title, volume and dates covered, the colour of binding, the colour of the lettering to be placed on the spine, and the exact lettering itself. Specifics on each periodical that has been previously bound are kept in the individual files on periodicals in the Library Workroom. Three copies are made of the list: a) Bindery File, b) to be sent with periodicals, c) for approval by funding institution.
- .3.4 When periodicals are received from the bindery, they are checked against the list to ensure that all have been returned. They are also examined to be sure that the correct colour of binding has been used, the lettering is correct, the issues are in order and so forth. This is done by the Library Assistant.
- .3.5 The Library Assistant also corrects the information in the Kardex, to show that the issues have been returned, by marking the date received on the card.

.4 Dusting and Shelving

- .4.1 The periodicals are dusted during the general cleaning of the Library every Saturday by the messenger.
- .4.2 The messenger is responsible for reshelving periodicals that have been used during the day. This is done every evening just before the Library closes.

5.3.5 Cataloguing of periodicals. Brief entries are made for the periodical titles in the card catalogue. These cards are prepared by the typist when the first issue of a new title is received. The title and subtitle (if any) are typed on a periodical catalogue card (of a different colour, or with a specially-coloured protector), beginning on the second line from the top of the card and at the third space from the edge. The cards are filed in the titles and series section of the catalogue. No added entries are made for publishers.

Sample:

Demography : A Publication of the Population
Association of America

Periodicals are shelved by title in
the Reading Room. For complete
holdings please consult the Kardex,
also located in the Reading Room.



5.4 PROCESSING REPRINTS

.1 Receipt of Requested Reprints

On receipt of such items, check in the tray marked "Requested Items" and pull the appropriate card.

.2 Acknowledgement of Gifts. If the reprint is donated in person the donor is thanked orally. If not an acknowledgement card is prepared by the Library Assistant and mailed.

.3 Searching.

.3.1 Reprints are searched by the Library Assistant under author and title in the card catalogue, in the 'On Order File', and the 'In-process file', and the 'Reprints Shelf List'. Reprints which are a photocopy or other kind of print of an article in a journal are checked in the Kardex and on the shelf by the title of the journal from which the article has been taken to see if the Library already holds the article in the original journal. If the reprint is a photocopy or any other kind of print of a chapter in a book or a conference, then the title of the book and appropriate entries for the conference are checked in the card catalogue and the order and the in-process files.

.3.2 When a source is checked and the document is not found, an abbreviation for the tool and an "X" is put by the abbreviation to show that nothing was found. Abbreviations used are: CC for card catalogue, IPF for in-process file; OF for order file.

For example, CCX means that the citation was searched in the card catalogue but it was not found.

- .3.3 If the document is found in the catalogue and/or in process file, the two are compared. If it is a duplicate then it is stored in the basement for distribution. The Library normally does not keep a second copy of these materials in the collection.
- .3.4 If the document is found in the order file, then the document is processed into the collection and the order slip for the ordered document is marked "When received, this will be a duplicate of _____" and the accession number of the new gift is written in. (As ephemeral materials that a Library orders are often not received, it is wise to keep the copy in hand in case the requested one never arrives). If and when the ordered copy arrives, then it can be compared with the document that has been processed into the collection. Often the Library will receive a different edition of a ephemeral document. It can be either placed in the basement for distribution or added to the collection. The decision is made by the Librarian.

.4 Selection

After checking by the Library Assistant, the document is given to the Librarian for final selection. If it is to be discarded, it is returned to the assistant with a note indicating that it is to be added to the materials for distribution. If it is to be added to the Reprints Collection, it is given back to the Library Assistant for processing.

.5 Determining the Appropriate File and Accessioning.

.5.1 The appropriate Reprint File for the document is chosen by the Assistant Librarian according to the definitions outlined in the section on collection organization, section 5.2. The code for the file is written on the reprint cataloguing worksheet. These codes are listed in section .9 below. The author, title, and date of receipt are recorded in the 'shelf list' for reprints and the next sequential number is assigned to the document. The accession number is recorded on the reprint cataloguing worksheet with the code. The code and number are written also on the order card if a copy had already been ordered for the Library.

.5.2 If a new code is needed, it is devised by the Assistant Librarian and is added to the list below. A new page is also opened in the accessions register, headed by the name of the country and its code.

.6 Descriptive Cataloguing. Descriptive cataloguing is recorded by the Assistant Librarian on the worksheet, according to the guidelines in Section 5.2.9.

.7 Subject Indexing. Subject terms are assigned by the Assistant Librarian and recorded on the worksheet. The document and worksheet are then given to the departmental assistant for labelling and stamping.

.8 Labelling and Stamping.

.8.1 The departmental assistant stamps the reprints with the PSSSL property stamp on the first page of the document.

.8.2 The documents are stapled into manila folders for protection.

.8.3 The folders are stamped "Reference Only: Not to be Taken From the Library" on the front of the folder.

.8.4 The accession number is written on the upper right hand corner of the folder; in red ink for Ghana Reprints; in green ink for Africa Reprints; and in blue ink for General Reprints. The document is then given to the typist.

.8.5 A label of the same colour as the ink is typed by the typist with the author, title, and accession number of the document and is attached to the tab of the folder.

.9 Reprint

Files-Country Africa (General) XA

Codes

Sub-Regions

Central Africa	XAC
East Africa	XAE
North Africa	XAN
Southern Africa	XAS
West Africa	XAW

Countries

Algeria	DZ	Libya	LY
Angola	AO	Madagascar	MG
Benin	DY	Malawi	MW
Botswana	BW	Mali	ML
Burundi	BI	Mauritius	MU
Cameroon	CM	Mauritania	MR
Cape Verde	CV	Morocco	MA
Comorés	KM	Mozambique	MZ
Congo	CG	Namibia	NA
Ivory Coast	CI	Niger	NE
Djibouti	AI	Nigeria	NG
Egypt (U.A.R.)	EG	Réunion	RE

Equatorial Guinée	GQ	Sao Tomé Y Príncipe	ST
Ethiopia	ET	Senegal	SN
Gabon	GA	Seychelles	SC
Gambia	GM	Sierra Leone	SL
Ghana	GH	Somalia	SO
Guinea	GN	South Africa	SA
Guinée Bissau	GW	Sudan	SD
Upper Volta	HV	Swaziland	SZ
Kenya	KE	Tanzania, U.R.	TZ
Lesotho	LS	Tchad	TD
Liberia	LR	Togo	TG
		Tunisia	TU
		Uganda	UG
		Zaire	ZR
		Zambia	ZM
		Zimbabwe/Rhodesia	RH

Note:

Except for the sub-regional codes which have been adapted specifically by the PSSSL for its use the specific country codes are taken from the DEVSIS (Development Sciences Information Service) country codes which again conform to the International Standards Organization's (ISO) codes for countries.

5.4.10 Guidelines for Shifting and Searching Reprint Files

Before the Library begins to enter the Reprints in the catalogue, it is necessary to make sure that the documents are in their correct files and that the duplicates have been removed.

Documents have been pulled from the files for shifting and searching and they have been placed into several labelled groups. These groups are to be handled in the following manner:

5.4.10 Journal Articles

- .1 The citation is checked against the Kardex. If the issue is recorded there, the article is compared with the journal on the shelf just to be sure it is a duplicate.
- .2 If the issue is not recorded in the Kardex, it is looked for on the shelf directly.
- .3 If the article is a duplicate, then the document's entry is marked in the accessions register "Withdrawn, dup." and the date (for example, "Withdrawn, dup., 10 Sept. 1976). The article itself is marked "Duplicate" in pencil and is stored in the basement with other materials for distribution.
- .4 If the article is not a duplicate, it is refiled in the Reprint Files.

.2 Book Chapters

- .1 The title and author of the book (not the article) is searched in the card catalogue and processing files. If it is held by the Library, the chapter is compared with the book on the shelf to be sure it is a duplicate.
- .2 If the book is not listed in the card catalogue, it is searched in the order files. If there is an order card for it there, showing that the book has been ordered but not yet received, a note is attached to the order card saying "This will be in part a duplicate of _____", and the reprint file number is put in the blank. (For example, "This will be in part a duplicate of R-45"). The document is then refiled in the Reprint Collection. When the book is received, then it will be

compared with the document in the Reprint Files and the document will be withdrawn if it is in fact a duplicate.

- .3 If the Library does have the article already in a book, then the accessions register entry for the article is marked "Withdrawn, dup. " and the date is recorded. "Duplicate" is written on the document, and it is stored in the basement with the other materials for distribution.

- .4 If the book is not found in the card catalogue, the processing file, or the order files, then an order suggestion form is prepared for the citation to the book (not the reprint from which it has been copied). A note is attached to the order card saying "This will be in part a duplicate of _____", and the reprint number is put in the blank. The suggestion slip is given to the Librarian.

.3 Moving Documents to the Africa File, Nigeria File, etc.

- .1 Using the accessions register, each document is assigned a new accessions number. It is written on a reprint cataloguing worksheet and the sheet is put inside the document. The author, title, and date moved is recorded in the register alongside the new number.
- .2 At the document's original number in the accessions register, the "R" number, the phrase "Moved to _____" and the document's new code number and the date are written. For example, "Moved to GH-345, 25 July 1976".
- .3 A new label of the appropriate color is prepared and attached to the document.
- .4 The document is refiled in its new place.

.4 Duplicates Already Found

- .1 "Withdrawn, dup." and the date are recorded in the appropriate place next to the document's location number in the accessions register.
- .2 The document is marked as a duplicate and stored in the basement for distribution.

.5 U.N. Documents

- .1 "Moved to U.N. doc. collection" and the date are recorded in the appropriate place next to the document's location number in the accessions register.
- .2 The materials are bundled with string or a rubber band and put with the other U.N. materials in the Reading Room for handling later.

.6 Miscellaneous problems

These are handled as noted on the individual documents. When in doubt, consult the Librarian/Assistant Librarian.

5.4.11 Guidelines for Reprocessing Reprints

Each staff member will be assigned by the Librarian a given sequence of reprints to work on and should select materials for processing in numerical order. As certain documents were removed from the files when the collection was weeded and during training sessions to illustrate specific problems in cataloguing, care should be taken that these materials are not processed a second time.

A temporary shelf list of cut-up IBM punch cards has been established in the card catalogue for two purposes: 1) to enable the staff to keep track of what has been processed, and 2) to make it possible to take an inventory of holdings at the completion of the project. That is, temporary shelf list cards remaining after all located materials have been entered into the catalogue will indicate missing documents.

.1 Checking the Shelf List

The Library Assistant removes a document from the Reprint Files and checks it against the temporary shelf-list to see if it have been processed. If a catalogue card/shelf list card is present, another document is selected.

.2 Preparing the Worksheet

.1 If present, the old worksheet in the document is examined for accuracy. In most cases, the information will need to be recopied and corrected unto the revised worksheet. The author, title, and imprint are checked against the document itself. Subject terms previously assigned are ignored -- they are erased or crossed out if the old worksheet is kept. The standards described in this Manual and the Balme Library Mahual are used for guidance in preparing the bibliographic description.

.2 The personal name entries are checked in the card catalogue to ensure that the fullest name possible is assigned to the document- Names are standardized as in Section 5.2.9.4.

.3 Any names other than personal names, such as names of institutions organizations, conferences and series, which will be used as entries in the catalogue, are also checked in the name authority file.

- This procedure is described in Section 5.2.9.4.

.4 The document and worksheet are given to the Librarian for final checking and subject indexing.

.3 Typing Catalogue Cards, Filing

.1 The document is given to the messenger for filing, and the work-sheet is given to the typist for preparation of stencils as described in Section 5.2.12. The stencil is checked by the Library Assistant, etc. according to Library procedures and filed.

.2 When the catalogue card shelf-list card is filed, the temporary shelf-list card is discarded.

- .3 The worksheet and extra card is filed by the typist in the Library Workroom.

.4 Inventory

- .1 When all processing is completed -- that is, when all of the temporary cards have been replaced by shelf list cards for all documents that could be found during processing -- then the numbers of the remaining temporary cards should be checked once more in the files to see if the document has turned up.
- .2 If located, the document should be processed as above.
- .3 If still missing, the document should be declared missing. In the accessions register, next to the document's number, the word "missing" and the date should be written. When the accessions register has been marked for all missing documents, then the remaining temporary cards can be removed and discarded. The register then should be given to the Librarian for review. The Librarian will decide which, if any, documents will be recorded.

5.5 PROCESSING FOR THE NEWSPAPER CLIPPINGS FILE

The Newspaper Clippings File has become a very useful source of information in the Library. The Library subscribes to two of the Ghanaian dailies namely the Daily Graphic and the Ghanaian Times which often contain very important articles which deal with population and other aspects of social sciences which may never appear in any other paper or book. Since the papers are of an ephemeral nature, the Library has decided to create a separate file for them.

.1 Procedure

- .1 As a daily routine, the Assistant Librarian in charge of the Documents Room scans the dailies for possible articles of interest which may be included in the file.
- .2 The Assistant Librarian then marks out all the relevant articles.
- .3 The messenger then cuts out neatly all the marked articles making sure that the details of the particular issue of the Newspaper is not lost i.e. date, etc.
- .4 The messenger staples each article into a manila folder for protection.
- .5 The folders are returned to the Assistant Librarian to check that the stapling is properly done.
- .6 The folders are then given to the Library Assistant to enter each article in the "Newspaper Clippings File Register" by indicating the author, the type of Newspaper, and the date and page. An accession number is also given to each article. (A separate sequence of numbering is maintained for the file).
- .7 The Library Assistant writes the accession number on the upper right hand corner of the folder. The accession number is preceded by the code NP (Newspaper) eg. NP/16 the 16th iter in the Newspaper Clippings File).

- .8 The messenger stamps each folder "Reference Only : Not to be Taken From the Library" on the front of the folder.
- .9 The messenger sends all the folders to the typist who uses special orange label as used for the Ghana Reprints File to type the Author, title and accession number. The label is attached to the tab of the folder.
- .10 The folders are sent to the Library Assistant who prepares a cataloguing worksheet.
- .11 The folders and worksheets are sent to the Assistant Librarian for the checking of the cataloguing and for indexing.
- .12 The worksheets are given to the typist who prepares a cataloguing stencil for the paper.
- .13 The stencils are checked by the Library Assistant.
- .14 After the necessary corrections, the departmental assistant goes to duplicate the required number of cards as shown in the block on the worksheet.
- .15 The cards are adapted by the typist.
- .16 The adapted cards are checked and filed above the rod in the card catalogue by the Library Assistant.
- .17 The Assistant Librarian checks the filing and the cards are dropped into the drawer.
- .18 The worksheet is filed in the Library Workroom by the Departmental Assistant.
- .19 Every three(3) months, the Library Assistant prepares a list from the register, of all newspaper clippings done within that period.
- .20 These are stenciled, duplicated, and distributed to all the Senior Members of the two Institutes under the close supervision of the Assistant Librarian. This is prepared in the same way as the Accession List. (See 6.6)

5.6 Processing UN Documents

This constitutes a fast expanding collection which is of great significance to the continuing work of the PSSSL. RIPS as a United Nations affiliated Institute has over the years become a depository for quite a number of these types of materials especially in those areas of study in which it specializes. These documents generally come to the Library free and unsolicited - several times, they come in duplicates. The collection comprises books and monographs as well as yearbooks, monographic serials, manuals, bibliographies, loose leaflets, occasional papers and other ephemeral (conference papers etc.) which all deal with the social sciences in general, and population studies in particular.

Processing of these materials constitute a problem largely because of their physical format. Books and monographs are treated the same way as other similar non-UN materials. Other types of materials are treated according to other laid-down procedures of the PSSSL.

.1 Books, monographs etc.

Follow the same processing procedures as for other similar materials in the general collection - See Section _____ which deals with processing of books etc. Since most of these materials are received free as gifts from other UN specialized agencies, they are treated as 'gifts' and processed as other books received as gifts. The Library Assistant should thoroughly search his records (card catalogue, order file etc.) to ensure that they are not duplicates.

Where UN documents were specifically ordered and purchased (the instances of this are very few indeed), process the materials as outlined in Section _____ of this Manual.

.2 Descriptive cataloguing

Use the same rules as for the cataloguing of other non UN documents. See Section 6 of this Manual for the appropriate guidelines.

.3 Classification and Indexing

Classify the documents using the LC classification as is used for books in the general library collection. The code DR (Documents Room) is added to the classification/call number to identify the physical location of these materials from others in the general collection.

Each document is thoroughly indexed by the Assistant Librarian using subject terms selected from the Population Multilingual Thesaurus or the OECD Macrothesaurus dependent on the subject matter.

Follow the guidelines provided in Section 6 of this Manual.

.4 Shelving

UN documents are shelved separately from the other non-UN documents. The documents are shelved according to issuing agencies and within each such group, by type of material etc. For example, all documents issued by the Economic Commission of Africa (ECA) will be grouped together - books and monographs being shelved by classification/call number. If there are other issuing bodies within the ECA, for example, the Population Division of the ECA, these will be further grouped and classified accordingly.

5.6.2 Periodicals (including serials etc.)

Process these as for the general collection by entering them into the Kardex and the Periodicals Files. See Section 5.3

New issues should be displayed on the display racks in the Reading Room but as the issues accumulate and are completed they should be transferred to the Documents Room to stay with the other UN documents, thus creating a single point of reference for all UN documents, irrespective of physical format.

The PSSL does not classify its periodicals and journals.

5.6.3 Others (Manuals, occasional papers, conference papers, working papers and other ephemera).

There is a fast growing number of these types of materials in the PSSL and they constitute a problem because of their varying physical formats. They however constitute very crucial research documents though their formats pose problems of identification and storage.

.1 Receipt

1. On the receipt of these documents, the initial processing (i.e. stamping the document with the library property stamp etc.) is done by the messenger.
2. The Library Assistant goes through his records - the Kardex, the main card catalogue, order file, processing file - to ensure that the document is not a duplicate. If a duplicate the document is kept aside to be added to the collection of duplicates for distribution.
3. If the document forms part of a series (i.e. manuals, working papers etc.), the Library Assistant should if necessary check with the physical stock to ensure that the document is properly identified with the series it belong to.
4. The details about the publication are entered into the accessions register by the Library Assistant and an appropriate cataloguing worksheet completed.

5. Rules for cataloguing are as outlined in Section..... of this Manual.

.2 Classification and Indexing

While the PSSSL uses the LC classification scheme to classify its book stock, it has evolved no special scheme to handle these other materials. Instead, it uses the sales identification numbers that the UN assigns to its publications. These sales numbers are unique to each publication and specify issuing agency, project (if important), type of publication (whether working paper, occasional paper) and the sequence of numbering for example UN/ILO-WER 10-6/WP 37. These are the major facets for identifying these materials and so the library adopted the sale numbers. Where the document has no sale number, the Assistant Librarian (or the person doing the classifying) makes up a number based on the same formula.

As with all the materials in the PSSSL, the Assistant Librarian fully indexes the document assigning ~~subject~~ terms taken from the two major indexing tools used by the Library - the POPIN Multilingual Thesaurus (for population related subjects) and the OECD Macrothesaurus (for socio-economic subjects).

.3 Shelving

As stated under Section, shelving of the materials is done according to issuing agency i.e. ECA, ILO, FAO etc. Within each broad group, the materials are further regrouped in an alphabetical order and then in numerical sequence.

For example :

ECA publications will be shelved before FAO and
FAO before ILO, in that order.

As far as numerical sequence goes, Occasional Papers will come before Working Papers and within each group the lower number will precede the higher one in the sequence.

For example:

Occasional Paper 30 (OP 30) will come before
Working Paper 10 (WP 10). Working Paper 36 (WP 36) will
precede Working Paper 37 (WP 37) and so on.

Since most of these materials cannot stand by themselves on the
shelves, it is important to group and store them in pamphlet boxes, box
files etc. These boxes should be properly labelled so as to
show their contents, for example :

ILO/JASPA - Working Papers 1 - 10

Conference proceedings should be grouped together in a folder
and labelled accordingly, for example ;

ECA Conference of African Statisticians, 6th, 1969.

This may be done by the typist, typing an address label with the
necessary details to be affixed to the outside of the folder. A list
of missing conference papers can be affixed to the inside of the folder
to direct the user.

In shelving, Conferences should precede Occasional Papers and
Working Papers, in that order. Where conferences are numbered, they
should accordingly be shelved by numerical sequence, for example :-

ECA Conference of African Statisticians, 6th, 1969

" " " " " , 7th, 1970

5.6.4 General guidelines on shelving of UN documents

Owing to the varying formats of UN documents, storage poses a problem
and it is therefore very essential that materials are properly shelved for
easy identification and retrieval. Remember, a document mis-shelved is a
document lost!

The following should guide the Library Assistant in the shelving of
these types of materials.

1. UN documents should be shelved by issuing body or agency (i.e. ECA, FAO,
ILO etc.).

- .2. Materials issued by the UN (General or Secretariat) Headquarters in New York precede all others in shelving.
- .3. Materials from the Economic Commissions should follow e.g. Economic Commission for Africa.
- .4. Materials from the specialized agencies then follow eg. FAO, ILO etc.
- .5. Within each grouping, the following points should be noted.
 - a) Books and monographs (which are classified by the LC classification scheme) should precede the other types of materials. Include in this, yearbooks and other annuals.
 - b) Conferences
 - c) Manuals
 - d) Occasional Papers
 - e) Working Papers
 - f) Other ephemera (unspecified)

Note - these subgroupings are largely alphabetical so other materials not specified here may be added on, provided they fall into the general alphabetical sequence. The Librarian/Assistant Librarian should be consulted before more subgroupings are created.

- .6. All periodicals and journals, irrespective of issuing body shall be shelved together, in strict alphabetical sequence of titles.

5.7 PROCESSING OFFICIAL GOVERNMENT PUBLICATIONS

The official publications of any country constitute the formal statement of facts relating to the political, socio-economic and religious life of a country. They are the source for much of the primary data for planning and policy implementation and they provide the indicators to future development strategies etc. As such, these publications are unique and very essential primary source materials for research work etc. They comprise statistical tabulations, census data and other population counts, housing enumerations etc. emanating from the daily work of government departments, ministries, research institutions, and other parastatal bodies.

The PSSSL places great emphasis on these materials and has a fast growing collection of official publications. The main focus of the collection is Africa but other countries outside of the African Region are not excluded. Publications of African countries, South of the Sahara, both francophone and anglophone are collected. The Research Cooperation and Publications Unit, (RECPU) of RIPS has embarked on a programme to collect official statistical publications from those countries with which RIPS is linked in its training activities and it is expected therefore that more of these materials will be coming in into the library.

.1. Acquisition

The library very much relies on announcements of such publications in order to lay hands on them. Quite a few African countries put out lists of their official publications but this is not always a reliable way to identify and locate them. Through exchange arrangements and gifts, a fair number of these publications also arrive in the library. Where possible, purchases are made of these publications, especially Ghanaian official publications, which are purchased locally.

.2

.2 Receipt

- .1 The messenger stamps the book with the property stamp on the title page of the document.
- .2 The property label is pasted on the inside front cover of the document. The messenger then passes the document on to the Library Assistant in charge of the Documents' Room.

.3 ACCESSIONING

- .1 The author, title, place of publication and date received, recorded in the accessions register by the Library Assistant.
- .2 The accessions stamp is placed on the back of the title page.

.3 Additional Copies

If the document is an additional copy, the new accession number is written on all copies of the catalogue cards in the catalogue and on the shelf list card.

.4 Descriptive Cataloguing

- .1 Descriptive cataloguing is recorded on the cataloguing worksheet by the Library Assistant. See Section 5.2.7.

.5 Classification and Indexing

- .1 The PSSSL has devised its own special scheme for classifying the official government publications it collects.

The scheme attempts to pull together all materials published on a particular country and then to regroup them by issuing department or ministry. A special code indicates the type of publication (ie annual report, census, statistical table etc.) and another code, the year/s covered by the publication. The scheme is thus made up of codes broken up into four distinct columns as follows:-

Column 1 - this gives the code for the country from where the publication comes. For example,
GH - Ghana ; NG - Nigeria ; CI - Ivory Coast.
(The full list of country codes is given in Section 5.4.9 of the Manual).

Column 2 - this is an abbreviated, mnemonic code which represents the ministry/department, research institution etc. responsible for the publication

Column 3 - this gives the code for the type of publication.
For example, Annual Report, Budget Statement, government bulletins and instruments, statistical data etc.
The full list of code is to be found in the Appendix to this section.

Column 4 - this is a numerical code for the year/s covered by the publication.

Thus, for an example, a document issued on the Ivory Coast by the Ministry of Education, giving statistical data for 1981 will be classified like this:-

CI/Educ/8/81 - Country⁽¹⁾ / Publisher⁽²⁾ Or Author / Subject⁽³⁾/Type⁽⁴⁾
Year/s covered by document

- .2. The Library Assistant assigns a call number using the above formula and sends the document and the worksheet to the Assistant Librarian.
- .3. The Assistant Librarian checks the call number.
- .4. The Assistant Librarian indexes the document. He indicates the number of cards to be produced and returns the document with the worksheet to the Library Assistant who separates the worksheet from the document.
- .5. The typist prepares the catalogue stencil from the worksheet.

- .6. The messenger collects document from the Library Assistant and labels it.

.6 Shelving

- .1 Documents are shelved alphabetically under each country.
- .2 Within the country, group by subject and year.

Eg. Ghana/Ministry of Education/Primary School Enrolment/1972
and will come before Ghana/Ministry of Education/Primary
School Enrolment/1973. All these will come before:-

Ghana/Ministry of Education/Secondary Education/1969.

.7 CLASS/LOCATION CODES FOR OFFICIAL GOVERNMENT

PUBLICATIONS

	<u>Code</u>
Annual reports	1
Budget statements	2
Bulletins/Newsletters	3
Government instruments	4
Population census	5
Reports (general)	6
Statistical data	7
Surveys	8
Development plans	9
Bibliographies/Directories/Manuals	10
Others	11

SECTION 6 - RULES FOR CATALOGUING, CLASSIFICATION/INDEXING,
TYPING, FILING

	<u>Page</u>
6.1 General comments on descriptive cataloguing	77
.1 Materials entered in the catalogue	79
.2 General codes for descriptive cataloguing	79
.3 Imprints for ephemeral documents	80
.4 Searching	81
.5 Formats for headings	82
.1 Names of individuals	82
.2 Names of institutions	82
.3 Names of series	83
.4 Conferences	83
.5 Titles	83
.6 Abbreviations	84
6.2 General comments, guidelines on assigning subject terms (indexing)	85
.1 Source of terms	85
.2 Forms of terms	85
.3 Names of programmes, organizations	85
.4 Terms describing methodology	85
.5 Ghana	85
.6 Procedure	85
6.3 General comments, guidelines on assigning classification numbers (call numbers)	87
.1 Main features of the LC classification scheme	87
.2 Assigning a class number	88
6.4 Guidelines for filing catalogue cards	91
.1 General	91
.2 Initials in personal names	91
.3 Author's names beginning with MAC, etc.	92
.4 Joint author, etc.	92
.5 Abbreviations	92
.6 Names of organizations with subordinate bodies	92
.7 Conference headings	92
.8 Editions	93
.9 Adapted entries	93
.10 Subject headings	93
.11 Numbers	93

	<u>Page</u>
6.5 Guidelines for typing catalogue card stencils, adapting catalogue cards	95
.7 Order of information : Books	95
.8 Order of information : Reprints	97
.9 Continuation or second cards	97
.10 Adapting cards	98

COLOUR TAGS FOR REPRINT FILES

GENERAL REPRINTS

AFRICA GENERAL

GHANA



SOME SAMPLES OF CATALOGUE CARDS

AUTHOR

HB GRAY, H Peter
871 Economic development and popula-
Gra tion growth; a conflict? Edited with
introductions by H. Peter Gray and
Shanti S. Tangri. Lexington, Mass.:
Health & Co., 1970.
xxiv, 162p.
(Studies in Economics).
Analysed.
1. Population growth - Addresses,
essays, lectures. 2. Socioeconomic
development - Addresses, essays,
lectures.
I. TANGRI, Shanti S. ed.
II. Title III. Series 3369-70

SUBJECT

Population growth - Addresses, essays, lectures
HB GRAY, H Peter
871 Economic development and popula-
Gra tion growth; a conflict? Edited with
introductions by H. Peter Gray and
Shanti S. Tangri. Lexington, Mass.:
Health & Co., 1970.
xxiv, 162p.
(Studies in Economics).
Analysed.
1. Population growth - Addresses,
essays, lectures. 2. Socioeconomic
development - Addresses, essays,
lectures.
I. TANGRI, Shanti S. ed.
II. Title III. Series 3369-70

TITLE

Economic development and population growth
HB GRAY, H Peter
871 Economic development and population growth;
Gra a conflict? Edited with introductions by
H. Peter Gray and Shanti S. Tangri. Lexing-
ton, Mass.: Health & Co., 1970.
xxiv, 162p.
(Studies in Economics).
Analysed.
1. Population growth - Addresses, essays,
lectures. 2. Socioeconomic development -
Addresses, essays, lectures.
I. TANGRI, Shanti S. ed. II. Title
III. Series 3369-70

JOINT AUTHOR

TANGRI, Shanti S ed.
HB GRAY, H Peter
871 Economic development and population growth;
Gra a conflict? Edited with introductions by
H. Peter Gray and Shanti S. Tangri. Lexing-
ton, Mass.: Health & Co., 1970.
xxiv, 162p.
(Studies in Economics).
Analysed.
1. Population growth - Addresses, essays,
lectures. 2. Socioeconomic development -
Addresses, essays, lectures.
I. TANGRI, Shanti S. ed. II. Title
III. Series 3369-70

XA

49 Example ; Reprint - Shelf List

Family Planning Curricula at
African Health Training Institutions,
1973.

6. RULES FOR CATALOGUING, CLASSIFICATION INDEXING, TYPING, FILING

6.1 GENERAL COMMENTS ON DESCRIPTIVE CATALOGUING

"A catalogue is sometimes started and finished by one person, but generally, a library keeps on expanding and adding to its stock, and the work of cataloguing continues indefinitely from generation to generation. It is important that every new generation of cataloguers should have a record of the methods and policies of its predecessors, or the catalogue becomes confused and full of inconsistencies. That is why rules are devised for entry, arrangement, and style to ensure uniformity and continuity". (The Balme Library Manual for Cataloguers, p.33).

The primary purpose of the catalogue of the Library is to show what is in the collection. It is, therefore, one of the most important reference tools that the Library will compile.

The catalogue is also used in many other library activities:

- .1. In collecting materials - it is used to evaluate the collection. You can quickly evaluate the strengths and weaknesses of the collection. For instance, it shows what documents the Library holds that have been produced by an organization, by individual, or in a particular series. If publication dates are included on the cards, it can indicate how current the collection is. It is also used for searching, to make sure that the Library does not order or add to its collection a duplicate copy when it is not desired.
- .2. In reference work - the primary use of the catalogue is as a guide to materials by author, title, by subject, as needed by the reader. It is a guide to specific materials, when a reader has a particular work in mind. It can also be used to identify other authors or organizations working in the reader's field of interest, and materials on related subjects which might prove to be useful. It can be used as a reference tool for preparing bibliographies etc. since it gives details of the complete names of people and organizations, lists of authors' publications, and sources for reports and also for verification of incomplete citations.

.3. In descriptive cataloguing - the catalogue and the authority file are constantly referred to so that names of organizations, series, and individuals are entered consistently and as fully as needed, that similar documents are entered in the same way, and so forth.

The components of the basic information about documents are:-

1. The author/s - author may be a single person, organization or institution that sponsors the writing of the document.
2. The title (title or subtitle/s)
3. Place of Publication
4. Publisher
5. Date of publication
6. Number of pages
7. Illustrations (ie. maps, charts, tables, etc.)
8. Bibliography
9. Name of the series to which the document belongs
10. Journal or book from which the article has been photocopied, if a reprint.
11. Journal or book from which the article has been taken, if part of an anthology or a collection.
12. Journal or book in which the article appears in the library.
13. The name of the conference at which the paper was presented.
14. The number of citations, if the document is a bibliography
15. The names of individual volumes, if the publication has several volumes.
16. The language in which the document is written, if other than the major one for the collection.
17. Other information that may be thought necessary to describe the document.

Good cataloguing means consistency:-

- (i) in the information itself ie. the spelling and form of names, use of abbreviations etc.
- (ii) in the order in which the elements are presented, the overall format.

As much as possible, rules and regulations are established to help the reader and Library staff to find the information or materials needed, as easily as possible.

- .1 Materials Entered in the Catalogue - Many libraries include in their catalogues only the books and the periodical titles that they receive. Libraries such as university libraries and some scientific and other special libraries can rely on guides produced elsewhere to locate articles in periodicals and other kinds of fugitive documents. Population libraries, however, find that the most crucial literature is in the ephemeral materials such as the unpublished and fragile documents in the Reprint Files. At the present time, there is no reliable guide to periodical literature of interest to researchers in Africa or abroad. Therefore, the following materials are given individual entries in the card catalogue:

- a) Books
- b) Reprint Collection - the Ghana File, Africa File, General Reprints
- c) Periodical Titles and Annual Reports (brief entries only)
- d) Government documents
- e) U.N. documents
- f) Newspaper clippings (brief entreis only)

The Library hopes to include periodical articles of interest to readers in the card catalogue in the near future.

- .2 General Codes for Descriptive Cataloguing. The Library follows the rules for descriptive cataloguing as established by the Anglo-American Cataloguing Rules (AACR) British Text, 1967, and the codes specified by the "Manual for Cataloguers: Balme Library, University of Ghana, Legon", 1975. Guidance for special materials such as conference papers, unpublished reports, and other ephemeral materials has been drawn from the conventions developed by the Technical Information Service, Carolina Population Center, University of North Carolina at Chapel Hill, and found in its Population Library Manual, December 1974. Other guidelines have been evol-

ved out of the PSSSL's own practice/s over the years.

Below are references to important sections of the Balme Library Manual which should be studied and referred to regularly in descriptive cataloguing:

Main entry and heading, p. 33-34

Choice and form of author's name: personal, p.46-53

Corporate authors, p.53-60

Edition statement, p. 35-36

Imprint for books, p.36-37

Collation, p. 37-38

Illustrations, p. 38-39

Bibliographical Notes, 39-40

Tracings, p. 40

Chana as Heading, p. 86

Title, p. 34

Conference headings, p. 57

Series, p. 69-71

It is important to note that the Balme Library makes full entries for serials in its catalogue which the PSSSL does not do.

- .3 Imprints for Ephemeral Documents. Documents in the Reprint Collection are not published by standard trade publishers and thus frequently do not have the same information in their imprints. The imprint for a book includes, for example, the place of publication, the name of the publisher, and the date. The information for other kinds of materials is as follows:

- .1 Journal articles: journal title, volume, issue or number,
date, pages
- .2 Conference paper: name of the conference, number, place held,
date
- .3 Thesis or dissertation: name of degree, name of school/university
department, date

- .4 Unpublished papers: place, publisher, date--whatever is given, if anything, to indicate the source of the document
- .5 Book chapters: author, title, imprint of the book from which the chapter comes

The pages that follow this section which describe how this information if arranged for the catalogue card have been copied from the Population Library Manual, 1974

- .4 Searching. The names of personal authors, institutions, government bodies and series used as entries in the catalogue must be consistently entered in the catalogue so that materials produced by them will all be drawn together in the catalogue, and so that filing and locating the material will be made simpler.
 - .4.1 Names of personal authors are checked in the card catalogue by the Library Assistant. If a fuller name is given in the catalogue, this is recorded on the worksheet rather than the shorter one on the document itself. If the name is not found in the catalogue, then the form appearing on the document itself is used. If the name on the document is fuller than the form for the name already in the catalogue, the catalogue cards are neatly corrected if it can be done by hand or in the typewriter without retyping the entire set. All cards are corrected, including the shelf-list card, union catalogue card, and extra card. The card, however, may be left alone and simply interfiled with fuller entries for the name.
 - .4.2 Any names other than personal names, such as names of institutions, organizations, conferences, and series, which will be used as entries in the catalogue, are checked in the name authority file.

All possible variations of each entry are searched. If found, the form established in the authority file is copied unto the worksheet and the call number of the document is recorded on the name authority file card. If the name is not in the authority file, a new card is prepared according to the standards for headings set by the Balme Library. The call number is recorded on the card, and the card is filed. The authority file contains several "see" references which are placed there to lead the cataloguer to the preferred form of the entry. For example, a reference is made from:

Institute of Statistics

to

UNIVERSITY OF GHANA. Institute of Statistical, Social and Economic
Research

All future entries for documents produced by this organization should be entered under the "UNIVERSITY..." heading.

- .5 Formats for headings. The formats for headings (i.e., the use of capital and lower case letters) have been standardized in as much as possible with the past practices of the library and the conventions established by the Balme Library. They are as follows:

- .5.1 Names of individuals. The family or surname of a person is written in all capitals, and his first name and initials are written in upper and lower case letters. For example,

ADDO, Nelson Otu

OKONJO, Chukuka

- .5.2 Names of institutions. Names of institutions are typed in all capital letters. If the name of an institution is followed by the name of the place where it is located, this place name is typed in upper and lower case letters. If the name is made up of several parts, for example, in the case of the name of a government body, a U.N. division,

or a department of a university, then the first part of the name is in capitals, and following parts are in upper and lower case letters. For example,

CROPS RESEARCH INSTITUTE

GHANA. Central Bureau of Statistics

POPULATION COUNCIL, New York

.5.3 Names of series. These are typed in upper and lower case letters. For example,

African Research Studies, No.4

East-West Center. Reprint Series, No.5

U.N. Population Studies, No.45

Univ. of North Carolina. Carolina Population Center.
Monograph Series No.7

.5.4 Conferences. Names of conferences are typed in capitals; the number, place or institution, and date are in upper and lower case letters. For example,

CAMBRIDGE CONFERENCE ON DEVELOPMENT PLANNING,
Queen's College, 1963.

INTERDISCIPLINARY FAMILY RESEARCH SEMINAR, 2nd,
Univ. of Ghana, 1972.

.5.5 Titles. Titles are typed in upper and lower case letters. Only the first word and proper names are capitalized. For example,

"Population and societies".

"Population in Ghana in the twentieth century".

Titles for journal articles and book chapters are placed in quotation marks.

If a title is used as the main entry for a document, then the first word of the title is placed in capitals and the remainder of the title is in lower case letters. For example:

INTERNATIONAL Encyclopedia of the Social Sciences.

.5.6 Abbreviations. Certain abbreviations have been standardized and authorized for use in headings and the body of citations to save space on the catalogue card. For ease of filing and locating citations in the catalogue, if an abbreviation has been adopted as a part of an institution's name when it is used as a heading, it should be used every time that institution is entered into the catalogue. Following the abbreviations that are used in the Library. The name authority file should be consulted for their use in the names of specific organisations and headings. Staff should enter here in this Manual other abbreviations as they are established, and should advise each other of the abbreviations, so that they can be recorded in their own copies of the Manuals. Staff should pay careful attention to fullstops and spaces between letters.

University	Univ.	Division	Div.
Organisation	Org.	United States	U.S.
illustrations	illus.	United Nations	U.N.
pages	p. or pp.	United Kingdom	U.K.
no place, no publishers	n.p.	Great Britain	Gt. Brit.
	n	New York	N.Y.
no date	n.d.		
Department	Dept.		
Institute of Statistical Social and Economic Research		ISSER	
Regional Institute for Population Studies		RIPS	
Population Dynamics Programme		PDP	

6.2 General Comments, Guidelines on Assigning Subject Terms (Indexing)

- .1 Source of terms. In general, terms are selected from the title of the document. Additional terms may be drawn from the introduction, conclusion, abstract, titles of tables, and table of contents if the title is not sufficiently descriptive.
- .2 Forms of terms. Terms or phrases are used as they appear in the title or text.
 - .2.1 Phrases such as "birth and death registration" are broken up and entered as "birth registration" and "death registration".
 - .2.2 Parts of phrases may also be used separately; for example when using the phrase "family planning data collection" the term "data collection" may also be used.
 - .2.3 Terms are standardized in the authority file in three aspects: singular/plural, British/American spellings, and word order. This is done by the Librarian during the indexing process (see .6 below).
- .3 Names of programmes, organizations. Proper names may be used as index terms if they are the subject of the document.
- .4 Terms describing methodology. Terms such as "survey" or "case study" may be used in indexing as applicable.
- .5 Ghana. The term "Ghana" is used if a document deals with the entire country. If it deals with a specific village or region this name follows the term Ghana, for example, "Ghana - Accra" or "Ghana - Eastern Region". If more than three places are named in the document, the name of the region or country is used.
- .6 Procedure. The Librarian selects terms to be used in indexing, and checks them in the authority file. If the term already has

an authority card, the call number of the document is written on the card beneath the term. Three aspects of the term are checked: singular/plural, British/American spelling, and the order of the terms in multiple-word terms. In general, British spelling is preferred to American spelling, and the order of terms as used in the document is selected over inversions. Tools such as the Population/Family Planning Thesaurus and the OECD and Population Multilingual Thesaurus Macrothesaurus are used as authorities as necessary.

Note:

The OECD Macrothesaurus is used to standardize terms in the social sciences while the Population Multilingual Thesaurus is used for the standardization of population terms.

Terms are written by the Librarian on the cataloguing worksheet in the space provided.

A list of terms not already in the authority file is prepared by hand, with the call number of the document to which the term has been assigned written next to it. This list is given to the typist, who types a new authority card (coral colour) for each term and lists the call number(s) beneath it.

If the term already has an authority card, the call number of the document is written on the card beneath the term by the Librarian.

6.3 General Comments, Guidelines on Assigning Classification Numbers

The PSSSL uses the Library of Congress Classification Scheme (L.C.) for the classification of much of its book stocks. Other schemes have been evolved for the classification on the other specialized materials such as official government publications, Reprints Collection, Newspapers Clippings File and the UN publications, also held by the Library.

The LC classification was selected for the Library's use out of considerations for the PSSSL's physical proximity to the central library of the University, the Balme Library. The Balme with a stock of more than 250,000 volumes uses the LC classification and it was felt that the PSSSL could benefit greatly by adopting the same scheme as the Balme thus benefiting from the Balme's larger stock of tools and expertise. The PSSSL consults the L.C.'s National Union Catalogue (NUC) and other such tools and resources of the Balme which it can least afford to acquire on its own. This way, it saves itself a lot of time on original cataloguing time for pre, and post-1956 materials. Since the bulk of the PSSSL's collection falls into the social sciences - the "H" class of the LC scheme, the wisdom in adopting the practices within the Balme Library cannot be overemphasized. Since the "H" class is one of the better represented schedules in the LC scheme, the PSSSL has lesser problems with omissions, although certain adjustments have had to be made to cater for fast expanding subjects and specializations in the social sciences.

6.3.1 Main features of the LC classification scheme may be summarized as follows :

- .1 it is a practical enumerative scheme which has little faceting ability; that is enabling documents that deal with so many factors to be represented by the class number.

- .2. structurally, there are about 20 main classes represented by the letters A-Z. These classes are arranged in the order of Humanities, Social Sciences, Arts, Science and Technology. Within the classes, a number of subjects are enumerated. Apart from few places, no analysis and synthesis of subjects are made.

The alphabetical arrangement is frequently used but there is no consistency in the citation order throughout a class.

- .3. the schedules are voluminous.
- .4. the citations are better represented in the Humanities.
- .5. its notation is a mixture of letters and integral numbers eg. notation for infant mortality is HB 1323. I4.
- .6. its notations are not hierarchical, non-expressive and have low mnemonic quality.
- .7. it achieves hospitality by leaving gaps. When the gaps are used up, decimal subdivisions are used.
- .8. it has a mechanism for the regular updating of the schedules thus making the scheme relatively more up to date than some of the other classification schemes.

.2 Assigning a class number

This process assumes the existence of appropriate technical knowledge to ensure that books and other such materials are assigned such numbers as will easily assist in locating materials shelved in the library. Since a book can physically only be placed at one point, it is essential to ensure that the ultimate considerations are given in assigning a class number. Related books have to be drawn together both in the card catalogue and also physically on the shelves - it is the classification number which achieves this linkage. In classification,

Before assigning a classification number, the Assistant Librarian should check on the following records in the Library, (1) The Authority File; (2) the Staff List.

- (1) In the Authority File will be found all terms which had been selected for use by the Library. These terms have come largely from the OECD Macrothesaurus and the Population Multilingual Thesaurus, the two main indexing tools currently in use. Under each term in the Authority File is recorded the class numbers for the documents which have been classified under that term.

For example ;

Population growth	
HB 881	
	HQ 766.3
HB 871	
HB 3661	

- (2) Check in the Shelf List which is the record of all documents in the collection as they are physically grouped on the shelves. If you check under say HB 871 you will find the actual citations for all documents classified under HB 871 and it will become clear whether or not the new document on population growth will best fit under this or that some special adjustments will have to be made to the classification number to cater for the new material being classified.
- (3) Remember that the rationale in assigning the classification number is to pull together all subject related documents so as to avoid unnecessary scattering.
- (4) If a new classification number will be required to identify the new document, go through the appropriate sections of the LC Classification schedules and select an appropriate classification number according to the general rules governing that scheme.

- (5) Add a notation to represent the primary author of the documents. The PSSSL uses the first three letters of the author's surname instead of "cutter" numbers as are used in the Balme Library, for example.

A book classified as HB 871 and written by H. Peter Gray on "Economic development and population growth: a conflict?"

will have the following call number - HB 871

Gra

- (6) After a classification number has been assigned, enter this number on the portion of the cataloguing worksheet provided for the purpose.
- (7) Write out the new number on a separate sheet so that the typist can prepare a new card to be added to the Authority File.
- (8) After all cards have been produced for the document, a duplicate card will automatically be added to the Shelf List to represent the new document.
- (9) In cases of doubt about the classification number, consult the Librarian.

6.4 Guidelines for Filing Catalogue Cards

Catalogue cards must be filed consistently in the card catalogue so that readers and staff can find them at a later time. Consistent application of rules will help the searcher to predict where an entry can be found and to locate the desired item with the least delay and confusion.

These guidelines are intended to deal with major problem areas. For a more detailed discussion of filing, consult the printed list of rules used at the Balme Library or the practice as shown in the Balme Library catalogue.

- .1 In general, entries are filed alphabetically in the author, title/series, and subject sections of the catalogue. They are filed word by word. The space between words is treated as a letter, which comes before "a". For example, note the following sequence:

New England
New York
Newspapers

(The alternative is filing entries letter by letter, for example:

New England
Newspapers
New York

This method is not used).

- .2 Initials in personal names. Author entries with initials for first and middle names are interfiled with with more complete forms of the author's name. For example, the following is an acceptable sequence:

BOGUE, D J
BOGUE, Donald J.
BOGUE, Donald Joseph

- .3 Author's names beginning with MAC, etc. Names beginning with variations on "MAC" such as "MC", "MaC" and "Mac" are filed as if they were spelled "Mac". For example, note this sequence:

McCarthy
Macnamara
McShane

- .4 Joint author, etc. Designations such as "joint author", "joining editor", "editor", "compiler", and so forth are ignored in filing the names of authors.
- .5 Abbreviations. Abbreviations are filed as the words were fully spelt out. For example,

"Dept." is filed as "department"

"W.H.O." is filed as "World Health
Organization"

"ISSER" is filed as "Institute of
Statistical, Social and Economic
Research"

- .6 Names or organizations with subordinate bodies. Names of parent organizations are filed before the names of the departments, divisions, groups, and so forth, when the name of the parent organization is included with the name of the subdivision. For example,

O.E.C.D.
O.E.C.D. Development Assistance Committee
O.E.C.D. Development Centre

- .7 Conference headings. Numbered conferences with the same entry are filed in numerical order. The first conference is filed first, then the second, etc. For example:

INTERNATIONAL POPULATION CONFERENCE, 16th,
London, 1969.
INTERNATIONAL POPULATION CONFERENCE, 17th,
Leige, 1973.

Conferences with the same entry but without numbers to identify them are filed in chronological order.

For example:

GHANA. Univ. ISSER/Dept. of Sociology Joint Seminars,
Legon, 1971.

GHANA. Univ. ISSER/Dept. of Sociology Joint Seminars,
Legon, Nov. 1972.

- .8 Editions. If there are two works with the same author and title but they are different editions, the latest edition is filed in front of the earlier edition. For example,

COX, Peter. Population. 2nd ed.

COX' Peter. Population. 1st. ed.

If the editions are not numbered, the publication date is used as a guide and the edition with the most recent date is filed first.

- .9 Adapted entries. In filing cards that have an adapted entry as a heading, the card is filed first by the adapted entry and then by the title. The card is not filed by the heading of the main entry that comes in between the adapted entry and the title. (See example next page).

- .10 Subject headings. Subject headings are filed word by word, ignoring punctuation such as commas, fullstops, and dashes.

For example,

Africa
Africa - History
Africa, Subsaharan
Africa - Weather

- .11 Numbers. Numbers are filed as if they were spelt out.

For example,

"19th Century" is filed "Nineteenth Century"

Example : Filing of Adapted Entries

BOGUE, Donald Joseph
A Composite method for Estimating ...

BOGUE, Donald Joseph

BURGESS, Ernest W.
Contributions to Urban Sociology ...

BOGUE, Donald Joseph
The Demographic Breakthrough ...

BOGUE, Donald Joseph

CHO, Lee-Jay
Differential Current Fertility ...

BOGUE, Donald Joseph
Family Planning Education ...

6.5 Guidelines for Typing Catalogue Card Stencils, Adapting Catalogue Cards

- .1 Stencils for catalogue cards are typed by the typist on the IBM Selectric, in the stencil mode of the machine.
- .2 The information to be typed has been written on a book or reprint cataloguing worksheet, and it is typed just as it is written.
- .3 All information is typed within the dashed lines on the stencil, and care is taken to avoid the hole.
- .4 Typing of the stencil begins with the class or call number. The first character of the number begins in the box on 'line 12' as indicated on the stencil.
- .5 The heading begins at the 10th space over, counting the first space as "1". The heading should be copied as it is written on the worksheet. Specific formats (uses of upper and lower case letters) have been established for personal names, names of institutions, series and so forth, these standards are in Section 5.2.9.5, "Formats for headings", if they are required for reference.
- .6 If there is no heading on the worksheet, the word in the title under which the card will be filed is capitalized. The title will begin at the 10th space just as a personal name would, and the second line begins under the fourth letter of the word. The margin of the collation and all other new lines or "paragraphs" will be even with this second line.
- .7 Order of Information: Books
 - .7.1 The class or call number, as above.
 - .7.2 The title begins on the line immediately following the heading. It begins on the fourth space from the

first letter of the heading. The second line of the title begins directly under the heading at the left margin. No new line begins at the fourth space until the collation; all lines being at the same space as the heading.

- .7.3 If there is more than one author, the "by" statement immediately follows the title.
- .7.4 The edition follows the "by" statement if there is one, or the title if there is not.
- .7.5 The edition is followed by the imprint (place: publisher, date).
- .7.6 A new line is begun, directly under the first line of the title, for the collation.
- .7.7 A new "line" is begun for the series, which is placed in parentheses. It begins directly under the first line of the title.
- .7.8 A new paragraph, directly under the title, is begun for the bibliography note and for any other notes, if any.
- .7.9 Indexing terms are listed directly after all of the bibliographic information. (If there is space on the card, a blank line may be left above the terms). The terms are preceded by Arabic numerals and a full stop, ("1"). If there are less than three terms, they are listed in a column, with the numbers directly under and even with the beginning of the title. If there are more than three terms, they may be listed one after another in a line across the stencil. The second line of such a paragraph begins at the farthest left-hand margin, directly after the indexing terms.

Each is preceded by a Roman number and a fullstop ("I"). They are typed in a list, with the numerals directly below the numbers used for the subject terms if they also were listed. If there are several tracings these also may be arranged one after the other in paragraph form. The second line of such a series begins directly under the heading, at the farthest left-hand margin. Customarily, if the indexing terms were typed in a line across the stencil, then the tracings are also typed in paragraph form.

- .7.11 The accession number is typed in the lower right hand corner, wherever there is space.

.8 Order of Information: Reprints

- .8.1 The class number or code, the heading, title, and "by" statement, as described above.
- .8.2 Immediately after the title or last author, one of the following kinds of information is typed: (a) a reference to an article in a journal, (b) a citation for a book, (c) an imprint, or (d) a reference to a conference.
- .8.3 If an imprint is typed, then a new paragraph is begun, and the collation is typed. Any other kind of reference (a, b, d, above) is typed directly after the title; a new line is not started.
- .8.4 The bibliography note and other notes, the series, indexing terms, tracings and accession number are typed as described for books.

.9 Continuation or Second Cards. If an entry is too long for one stencil, it is carried over unto a second.

- .9.1 As much information as possible is typed on the first stencil, up to the end of the last complete kind of

information (such as a series or notes) that will fit.

In most cases this will leave a half-line of empty space immediately to the right of the hole. In this space is typed "(Cont. on next card)".

.9.2 On the next stencil, the class number and heading are typed as they appear on the first stencil. This is followed immediately by the first few words of the title, three dots to show that the title is not complete (...), the date of publication, and the words "(card 2)" in parentheses.

.9.3 After leaving one blank line the entry begins at the beginning of the line at the appropriate paragraph indentation. In most cases this will be the fourth space from the beginning of the heading.

.10 Adapting cards

.10.1 Cards are adapted on the IBM selectric with the adjutant ball; the manual typewriter may be used if absolutely necessary.

.10.2 The entry begins two lines above the headings, and over the first letter in the heading. If the entry must be carried onto a second line, the beginning of the second line is even with the first. If needed for reference, standards for headings are shown in Section 5.2.9.5.

.11 Examples of catalogue cards (photocopies of shelf list cards)

GH - 179

GH - 100

R - 58

GH - 213

GH - 215

GH - 250

1425 (a book with a series)

1138 (a conference)

329 (entry for the title) (Use the title entry as the eg,)

4358 (continuation card)

FRONT

I. S. S. E. R.
THE POPULATION AND SOCIAL
SCIENCES LIBRARY, LEGON

Name

(Block letters, Surname first) Dr./Mr./Mrs./Miss

Department

Signature

Date

Signature

Please turn over

BACK

The borrower is responsible for all books
charged against this card. Please keep in
possession at all times. Not transferrable

U. S. G. R. R.
THE POPULATION AND SOCIAL
SCIENCES LIBRARY, LEGON
JUL 1968
LIBRARY

That Britain was responsible for all those
crimes against this civilisation was in
particular at all times not understandable

UNIVERSITY OF GHANA
POPULATION AND SOCIAL SCIENCES LIBRARY
INSTITUTE OF STATISTICAL, SOCIAL AND
ECONOMIC RESEARCH

Dear Sir/Madam,

The undermentioned book(s) borrowed from the library
is/are over due and should be returned or renewed immediately.

AUTHOR

TITLE

DATE DUE

.....
.....
.....
.....
.....
.....

Yours faithfully,

for: Librarian

POPULATION AND SOCIAL SCIENCES LIBRARY

University of Ghana

Dear Sir/Madam,

The following book/books loaned to you from the library are long overdue.

.....
.....
.....
.....

Despite the overdue notices sent to you about it/them you have not returned it/them. If the material/materials of the library is/are not returned by 198 the Librarian will include your name in the list of our defaulters to the Registry to withhold your result for the impending exams.

Yours sincerely,

for: Librarian

PSSL - CIRCULATIONS STATISTICS

MONTHLY SUMMARIES

MONTH

[illegible]

THE POPULATION AND SOCIAL SCIENCES LIBRARY
INSTITUTE OF STATISTICAL, SOCIAL AND ECONOMIC RESEARCH
UNIVERSITY OF GHANA
P.O. BOX 74
LEGON

ACCESSION LIST 10

Books, Monographs etc.

The following is a listing of recent additions to the library's collection of books and monographs from October to date.

<u>AUTHOR</u>	<u>TITLE</u>
1. ADDO, N.O. & GOODY, J.R	Siblings in Ghana, Legon: PDP, 1976.
2. Africa South of the Sahara, 1975	London : Europa Publications, 1975.
3. BATSCHA, Robert	The effectiveness of dissemination methods for social and economic research. Paris: O.E.C.D., 1976
4. BICKERSTAFF, Edwin R	Neurological Complications of Oral Contraceptives; Oxford University Press, 1975.
5. BIRMINGHAM, W B	Economics: An Introduction, London; Allen and Unwin, 1966.
6. BOGUE, Donald J. & STANLEY, G.	Personnel management of white-collar employees; with special reference to health, social welfare and family planning workers. Chicago, CFSC, University of Chicago, 1976.
7. BOOKS IN PRINT:	The available books, new and old, indexed by author and by title with full ordering information, 1976. N.Y., R.R. Bowker, 1976.
8. BOX, George E.P. & JENKINS, Gwilym M.	Time Series Analysis: Forecasting and Control, San Francisco, Holden-Day, 1976.
9. BREIMAN, Leo	Probability and Stochastic Processes with a view Towards Applications. N.Y., Houghton Mifflin, 1969.
10. BRITISH BOOKS IN PRINT	The reference catalogue of current literature, London: J.Whitaker & Sons, 1976.
11. CHOE, Ehn Hyun & PARK, Jay Soo	Some findings from the special demographic survey, Seoul, Korea, Seoul National University, 1966.
12. CLINTON, Richard L & GODWIN, R. Kenneth	Research in the politics of population, Toronto : Lexington Books, 1972.
13. COMMONWEALTH UNIV. YEAR-BOOKS 1975.	A directory to the Universities of the Commonwealth and the handbook of their Association. London, A.C.U., 1975.
14. CORTES, Fernando, & Others	Systems analysis for social scientists. N.Y. John Wiley & Sons, 1974.
15. DOVLO, Florence E <u>et al</u>	Cowpeas, home preparation and use in West Africa, Ottawa: IDRC, 1976.

SELECTED INDEX TO PERIODICAL LITERATURE

The following is a listing of articles of interest from periodicals recently received by the library.

AFRICA DEMOGRAPHY, NO.4, MARCH 1977

1. Africa population projects, pp 5-16.

Abstract:

A report on the various population projects being undertaken in Africa. It also deals with training and research activities in the demographic fields in both French and English speaking African countries. (PER 1)

AFRICA DEVELOPMENT VOL 2 NO.1 1977

2. Marxism and the analysis of the African reality by Kwesi Botchwey, pp 9-15.

Abstract :

Deals with Marxism in relation to the economy and development of African countries. It also describes the contribution of Marxism in other parts of the world especially Latin-America and Asia. (PER 2)

AFRICA: INT PERSPECTIVE DEC 75/JAN 76

3. The debt problem of developing countries: New remedial measures by UNCTAD, pp 9-11.

Abstract:

An analysis of the problems facing developing countries with foreign debts. Suggest solutions put forward include the re-negotiation of all debts on a multilateral basis with the debtor and creditor, and observers from international institutions. (PER 3)

4. Seven aspects of the position of African States in the international economic situation by M. Abdebayo Adedeji, pp 13-16.

Abstract:

An effort is made to trace the economic position of African States. A new international economic order must be established for African countries to find adequate solutions for their debt problems. (PER 4)

POPULATION DYNAMICS PROGRAMME
REQUISITION FOR PHOTOCOPYING

Person:.....

Status..... Department.....

Title of work.....

No. of pages..... No. of copies..... Total Cost.....

Bill to.....

Date In

Date Out

.....
Signature of person request-
ing service

.....
Signature of receiving
officer

Approved by.....

SECTION 7 - DISSEMINATING INFORMATION

	<u>Page</u>
7.1 Circulation services	101
.1 Circulation policy	101
.2 Procedures	103
.1.1 Advising readers of policy and procedures	103
.2 Registration	103
.1 Senior members and staff	103
.2 Students	103
.3 Other persons	104
.3 Loaning books	104
.4 Renewals	105
.5 Reservations	105
.6 Recalling overdue books	105
.7 Cancellation of borrowing rights	106
.8 Payment for lost books	107
.9 Reserve Books Collection	107
.10 Circulation statistics	109
7.2 Reference services	109
.1 Reference policy	109
.2 Reference interview	110
.3 General reference services	110
.4 The Guide to the Library	111
.5 Introduction to the PSSL for new users	111
.1 Senior staff	111
.2 Students	112
7.3 Bibliographies	112
7.4 Conference/Seminar Support	113
7.5 Current Awareness Services	113
.1 Accessions List	113
.1 Frequency	113
.2 Materials covered	113
.3 Distribution	113
.4 Compilation procedures	114
7.6 Selective Dissemination of Information(SDI), Reader Notifications	115
.1 Procedure	115

	<u>Page</u>
7.7 The "Scanning Sheet" - Select index to periodicals	115
.1 Frequency	115
.2 Materials covered	115
.3 Distribution	115
.4 Compilation procedures	116
7.8 Photocopying Service	117
.1 Procedure	117
.2 Payment for service	118
.3 Regulation and control	118
7.9 Distribution of materials - Duplicates	119
.1 Reprints and periodical issues	119
.2 Books	119

7 DISSEMINATING INFORMATION

The main rationale for all the activities and services offered in any library is to make library materials readily available to those library patrons who require to consult the facilities of the library. All the effort in identifying materials, acquiring and processing materials is aimed at the eventual goal of disseminating information to library users.

The PSSSL, as a special library devoted to population studies in particular, and also to the social sciences places great emphasis on the need to disseminate information (appropriate information) to its library patrons. Many services have thus been evolved to ensure proper dissemination of information to users. Some of the major ones are described in this section.

7.1 Circulation Services

7.1.1 Circulation Policy

- .1 Privileges. Circulation privileges are offered to senior members, research staff and students of ISSER and RIPS. Others may use materials within the Library.
- .2 Registration. Readers must register with the Library before they will be permitted to borrow materials.
- .3 Non-Circulating Materials. As a rule, periodicals, reference books, reprints, U.N. and government documents do not circulate. (Senior members may be allowed to borrow periodicals if it is expedient for teaching. Permission must be granted by the Librarian for this privilege).
- .4 Reserve Materials. Books and other materials may be placed on reserve by senior members on application to the Librarian. They may be borrowed between 4.00 and 4.30p.m. each day.

but must be returned by 8.30 a.m. the following day.

Patrons will also be allowed to borrow them over the weekend, but materials must be returned to the Library by 8.30 a.m. on the following Monday. Reserve books may not be removed from the Library without permission from a member of the Library staff (i.e. the supervisor in charge of the Reserve Books Collection).

.5 Books.

.5.1 Senior Members/Senior Staff. Textbooks and monographs circulate for two (2) weeks to senior members of ISSER and RIPS, and others in this category who are entitled to borrow from the Library. A senior member may not borrow more than four (4) books at a time and may not have more than four (4) books in his possession at any moment. All loans are subject to renewal. Special dispensation may be granted to senior members for more books or a longer borrowing period by the Librarian should this be found expedient for the purposes of teaching (e.g., when particular texts are required for the teaching of specific courses, arrangements will be made to enable senior members to have such books for longer periods - a term etc.).

.5.2 Students. They may borrow not more than two (2) books, whether of the same or separate works, at any one time. Loans will be for two weeks at a time, subject to renewal.

.6 Renewals. Books may be renewed up to three times upon request, providing no previous reservations have been made.

6.2.2 Procedures

.1 Advising Readers of Policy and Procedures. Readers are informed of the Library's circulation policy and procedures when they are given a general introductory tour of the facility. They are reminded again of the policy when materials are borrowed. Patrons are also provided with the "Brief Guide to the PSS Library", which contains the policy, when they are introduced to the collection and its services.

.2 Registration

2.1 Senior members and staff must present a letter of introduction from the Head of their Department before registration is permitted. This letter is given to the Library assistant and is kept on file in the circulation desk. Staff are then permitted to fill out a registration card. When this is completed they are given a borrower's card - this allows them to borrow and it has to be presented each time lending is requested. This card is valid for the academic year. The typist then prepares four (4) book pockets for the patron. On each is typed the patron's name, university address, home address, and the designation "STAFF". The registration card is placed in one of the pockets. These are filed by surname in the staff file of pockets on the circulation desk.

.2.2 Students must present a student's identity card before registration is permitted. They then are given registration cards which ought to be completed. The registration card must be taken by the student to the Head of his department for endorsement, there it is stamped with the official departmental stamp. It is then returned to the

Library assistant. Two (2) book pockets are prepared for student patrons by the typist, with the student's name, university address, and home address, and the designation "student". The registration cards are filed alphabetically by name by the assistant in the student's section of the card tray sitting on top of the circulation desk. The book pockets are tagged together and filed behind the corresponding registration card.

- .2.3 Other persons must present an introductory letter from the respective heads of departments. They are then given registration cards and borrower's cards. Two(2) book pockets are prepared by the typist with the relevant details (i.e. official address, home address, and the designation "member"). The registration card is filed in the members section of the file of book pockets on the circulation desk.

3. Loaning Books.

- .3.1 The reader presents his borrower's card, the book(s) he wishes to borrow to the staff member in charge of the Lending Room.
- .3.2 The file of book pockets is searched to see if there is a free pocket for the reader. If no pockets are free, the reader has already checked out his allowance of books and may not borrow any more.
- .3.3 The file of circulation cards is checked to see if he has any books overdue. If he does, he is not permitted to borrow any more. The overdue books have to be returned before any more books are permitted.
- .3.4 If he can borrow the book, he signs the circulation card. The staff member stamps the circulation card and the date due slip in the book with the date due

(i.e. date on which the book(s) have to be returned).

.3.5 The reader is given the book and his borrower's card.

.3.6 The circulation card is placed in the reader's free book pocket and is filed by date due and class number in the circulation cards file.

.4 Renewals. The reader must bring the book to the Library for renewal. The staff member retrieves the circulation card from the file, stamps it and the book with the new due date. The reader signs the circulation card again. The circulation card is replaced in the reader's borrower's book pocket. The staff member may request the borrower to present his borrower's card, if in doubt.

.5 Reservations

.5.1 If a reader wants to use a book which has already been issued out to another reader, a reservation may be placed on the book. The reader fills out a reservation request card, which is then attached to the circulation card in the file.

.5.2 The circulation card and reservation request are placed in the book pocket of the book and all three are stored in the drawer of the circulation desk.

.5.3 When the book is returned a note is sent to the reader that the book is available. The book will be reserved for him for three days. The appropriate forms should be used.

.6 Recalling Overdue Books

.6.1 Every Friday the Library Assistant gathers together all of the circulation cards for the books that were due that week but not returned.

.6.2 A recall notice is hand written and sent to the borrower's address.

6.3 If the book is not returned during the week, another recall notice is sent. On the third week, more extreme measures as appropriate may be taken; these include personally visiting the reader, notifying the director of his institute or head of Department, and writing to his home address. The procedure is selected by the Library Assistant in consultation with the Librarian if necessary.

.7 Cancellation of Borrowing Rights

- .7.1 If a reader has seriously abused his borrowing privileges, his privileges may be stopped.
- .7.2 The Librarian is notified by the Library Assistant that this action is being considered for a reader, and the case is discussed if necessary.
- .7.3 In the case of a student, a final letter is sent indicating that if the books are not returned by a certain date his borrowing rights will be cancelled. The letter quotes the University's statutes and penalties covering failure to return library materials pointing to the fact that a formal letter shall be sent to the Registrar's Office to stop the student from writing his examination. A copy of the letter is sent to the student's Head/s of Department.
- .7.4 In the case of a faculty member defaulting, the Librarian shall personally seek audience with the member concerned and if necessary, bring the matter to the attention of the Library Committee for appropriate decision to be taken.

- .7.5 To cancell a reader's privileges, his book pockets are removed from the file and destroyed. His registration card is marked "Privileges cancelled", the reason is briefly stated, the date is given, and the card is refiled in the registration card file.

.8 Payment for lost books

- .8.1 If a reader reports that he has lost a book, he is asked to pay for the cost of the book plus 5 percent processing cost. The price of the book is determined by checking in the accession file of completed order slips, in Books in Print, at the Bookshop, or other sources as appropriate.
- .8.2 The money is paid to the accountant of the appropriate institute by the staff ~~member~~. The accountant issues a receipt in three copies, one of which he retains. One is given to the reader, and the last is kept by the Librarian.

.9 Reserve Books Collection

- .9.1 A month or more to the beginning of the academic year, Reserve Book forms are circulated to senior members, research staff etc. who will be teaching courses during the year. They are requested in a cover letter signed by the Librarian to fill out the form in duplicate and to provide the author and title of the books that they wish to have placed on reserve and to indicate any other bibliographic information that they know. The number of copies of a book to be placed on reserve should also be indicated.

- .9.2 When received, the form is searched in the card catalogue by the assistant. Each citation is marked "On reserve", "On order", or "Not available for reserve" as appropriate. If any books required are not held by the Library, the Librarian is shown the list for decision whether to purchase the item or not.
- .9.3 If necessary, a needed book is recalled by the Library Assistant.
- .9.4 One copy of the form is returned to the senior member for his information while the other copy is retained by the Library and filed by academic year in the Librarian's office by the Departmental Assistant.
- .9.5 A reserve book circulation card is prepared by the typist with the author, title, accession number and call number of the book. This is placed in the book pocket of the book. The regular circulation card is removed and placed in the circulation desk drawer. All cards for books placed on reserve are bundled together and labelled "Placed on reserve". The date is also indicated. A red dot is then placed on the spine of the book and it is shelved on the Reserve Books shelf.
- .9.6 Books are taken off reserve at the end of the academic year or earlier if so requested by the senior member who originally requested it being placed on reserve. The Library Assistant replaces with the Reserve Book circulation card the general circulation card in the book pocket. He then destroys the reserve book circulation card. The red dot is removed, and the book is reshelfed in the general circulating collection.

.10 Circulation Statistics

- .10.1 At the beginning of the day's work, the Library Assistant counts the number of books borrowed the previous day indicating the major L.C. classification groups and records them in the statistics notebook. They are totalled for the day and the figures are accordingly recorded.
- .10.2 These statistics are totalled at the end of the month. The total breakdown of the issues helps to indicate which major subject groups, issues have been made in the month and eventually in the year.
- .10.3 These statistics assist in the evaluation of the lending collection and is thus a useful aid for the acquisition of new materials or the discarding of less used materials.

7.2 Reference Services

Reference service is at the heart of the Library's work. All policies and procedures for collecting and organizing the information in the Library are intended to make materials and information rapidly and easily available for use. Readers are instructed in the use of the catalogue and the organization of the collection, however the Library staff actively and personally assists readers in using various guides and indexes to the collection and to social science literature so that the most can be gained from the resources available.

7.2.1 Reference Policy

Reference services are offered primarily to local users; that is, senior members and staff of ISSER and RIPS, and also to other faculty and senior members of the University, and to students. Mail requests from

elsewhere in Ghana and abroad are handled as rapidly as time permits.

The Library aims to provide personal assistance to its readers, and when appropriate, to provide the specific information required. When necessary, the user is assisted in identifying other resources where specific information may be available, whether on campus, in Ghana, or in another country.

7.2.2 Reference Interview

One of the most important aspects of reference assistance is understanding, from the beginning, exactly what the patron wants to know. He may be looking for any document on a topic or he may have a specific title in mind. He may need a specific bit of information, or, he may need extensive bibliographic and information assistance immediately and/or over a long period of time.

If the reader's question is not immediately comprehensible he is asked to state it in a different way. He is asked if there are any limitations on the information required -- if it must concern a particular country or region, or if it must have been published, say, within the last three years. He is asked about the quantity of information needed, for instance if a short article is desired or if several articles are needed. If appropriate, he is asked how he will use the information.

7.2.3 General Reference Services

General reference services include bibliographic services (assisting a reader to identify materials that will be of interest), and information services (locating specific information required). Also included is assistance in the use of materials in the Library (tours for new readers, explanations of policies, location of a known document that is wanted, and instruction in how to use tools such as the Kardex or card catalogue). All of these services are available from the Library as required by the individual reader, and are handled by the general library staff. In-depth

reference assistance is handled by the Librarian primarily. When a staff member cannot handle a question, it is referred to the Librarian

7.2.4 The Guide to the Library

One of the major methods for informing users of the services of the Library is the "Brief Guide to the Population and Social Sciences Library". It includes the following information:

- .1 Purpose and function of the PSSL
- .2 Library location, telephone number, names of staff
- .3 Description of the collection and its arrangement
- .4 Description of physical facilities
- .5 Aids available for locating materials
- .6 Library services
- .7 Policies, rules and regulations
- .8 Library publications
- .9 Recent major changes or additions to the collection.

The first Guide was issued in October, 1974; new editions are issued as required.

The Guide is compiled by the Librarian with assistance from the staff as appropriate.

The Guide is given to all new users of the Library. Copies are available in the Librarian's office, at the Circulation Desk in the Lending Room, and at the service desk in the Reading Room and Documents Room.

7.2.5 Introduction to the PSSL for New Users

New users of the Library are identified primarily when they first come into the Library to investigate the facilities and resources available, to check out a book, or to request information or research assistance.

- .1 Senior staff are introduced to the Head Librarian, at which time they are acquainted with the general functions of the Library, its services and policies, and resources available (that is, Conference/Seminar support, reserve materials, bibliographic assistance, reference

assistance, photocopying, etc.). Staff are encouraged to suggest Seminar support, reserve materials, bibliographic assistance, reference assistance, photocopying, etc.). Staff are encouraged to suggest materials for the collection, new sources of information, and new services as required. They are requested also to complete two questionnaires: the first as a part of the survey of social science research activity in Ghana, the second as a specific statement of interest for Library use. The Library Assistant conducts the new staff members through the facility, pointing out and describing the location of various parts of the collection, the catalogue and Kardex. They are also given the 'Guide to the Library', and a copy of the latest accessions list.

- .2 Students as a rule do not have an interview with the Librarian. They are, however, given a tour of the facility and the Library Assistant provides them with a copy of the Guide to the Library and an explanation of circulation policies and procedures, of various services available such as photocopying, and of procedures for suggesting new materials.

7.3 Bibliographies

Bibliographies are compiled for senior research staff and projects, in support of conferences and seminars, and for faculty in university departments as time permits.

The Library has no formal bibliography series, however, copies of bibliographies that have been compiled are maintained for reference and distribution in the Library Workroom.

Bibliographies are compiled by the Librarian and the other professional staff members and also by special project staff hired and assigned to do so.

Guidelines on compiling bibliographies may be found in the Appendices to this Manual.

7.4 Conference/Seminar Support

The Library prepares bibliographies, assembles special collections, conducts surveys, and other similar activities in conjunction with conferences and seminars sponsored by ISSER and RIPS.

Requests for such special projects may be made by the Senior Staff of the Institutes to the Librarian in writing or informally, however the former is preferred. Projects may also be initiated by the Librarian in conjunction with the appropriate Institute. Book exhibitions have been organized in support of conferences/seminars and more will be conducted in response to specific requests.

Records of such special projects and any documents generated are kept in the Librarian's office.

7.5 Current Awareness Services

7.5.1 Accessions List

The Library's accessions list is one of its chief ways of maintaining visibility on campus and of encouraging the user to make use of services and the collection.

7.5.1.1 Frequency

A list of new materials in the Library is compiled every two months.

7.5.1.2 Materials Covered

Books, ephemeral documents, and serial titles, theses and research reports are included on the list.

7.5.1.3 Distribution

The list is sent to the directors of the Institutes, their senior members and staff, heads of Departments on campus, the Medical School at Korle Bu, the Ghana Library Board, the Central Bureau of Statistics, family planning organisations, and several interested libraries abroad. The mailing list is maintained by the Librarian. One copy is kept in the Library files in the Workroom for archival purposes.

7.5.1.4 Compilation Procedures

- .1 When directed to do so by the Librarian, the library assistant removes the order slips tagged with an orange tag from the order file and arranges them in alphabetical order. These represent the new books that have been received but which have not yet appeared on an accessions list.
- .2 Cards for new ephemeral documents are retrieved from the circulation desk drawer and the alphabetized by author.
- .3 Both sets are given to the Librarian for review and the addition of the list of new journal titles.
- .4 The slips and list are then given to the typist to be typed on a stencil in the format shown in the Appendix.
- .5 The stencil is checked against the slips by the Library Assistant, and the stencil is returned to the typist for correction if necessary.
- .6 The Library Assistant gets the number of copies that will be required from the Librarian, and duplicates this number of copies. (The number was 90 as of August 1976).
- .7 The typist is given the mailing list, from which are typed the envelopes for campus, Ghana and overseas.
- .8 The departmental assistant places the lists into the envelopes and sees that they are mailed.
- .9 One copy of the accessions list is filed by the typist in the Library files in the Workroom.
- .10 The cards for the new reprints are discarded.
- .11 The coloured copy of the order slip is filed in the accessions file of the Institute to which the item belongs. (Reminder: RIPS -- blue; ISSER--pink;). The white suggestion form is filed in the PSSSL accessions file. All are filed by accessions number.

7.6 Selective Dissemination of Information(SDI), Reader Notifications

The Selective Dissemination of Information(SDI), is a specialized service which the Library offers to the senior members of the Institutes to alert them of new documents published in their fields of interest received in the Library. Initially, to be acquainted with the field of interest of each senior member, questionnaires for the survey of current and completed social science research activities in Ghana were sent to them (see 4.1.1). Based on the information obtained, it has become a policy of the Library to notify as early as possible, the senior members concerned of particular document(s) which falls within their field of interest received.

7.6.1 Procedure

- .1 A standard form is sent indicating the author, title and date of the document to the senior member.
- .2 The senior member is supposed to indicate on the form his willingness/unwillingness to see the document.
- .3 If he is willing to do so, the form is signed by the Librarian and a duplicate left with the Library Assistant manning the Reading Room to keep in the appropriate file.
- .4 The senior member is allowed to use the particular document for one week and it has to be returned to the Library.
- .5 The form is then signed again by the Librarian to indicate that the document has been returned to the collection.
- .6 If the senior member is still interested to use the document for a longer period then he has to go through the normal borrowing procedure of the Library.

7.7 The "Scanning Sheet"

7.7.1 Frequency: Every two months a 'scanning sheet' is produced.

7.7.2 Materials Covered: Periodical publications.

7.7.3 Distribution: To the senior members of the Institutes, and some in various Departments. of the Univesity, such as Sociology.

7.7.4 Compilation Procedures:

- .1 As the various periodicals are received in the Library, the Library Assistant in charge of the Reading Room, makes a list of them.
- .2 The list is carefully examined and the periodicals which are of great interest to the senior members of the Institutes are selected and withdrawn from the shelves by the Assistant Librarian.
- .3 A list is made of these withdrawn periodicals and kept with the Library Assistant manning the Reading Room.
- .4 The Assistant Librarian then makes short annotations of each periodical on a 6x4" card. The other bibliographical details such as the author, title etc. are also provided.
- .5 The cards are then arranged in an alphabetical order according to the titles of the periodicals.
- .6 The cards are checked by the Librarian and then given to the typist to be typed on stencil.
- .7 The stencil is checked by the Assistant Librarian and is returned to the typist to make corrections if necessary.
- .8 Then using the PSSS mailing list, the required number of copies of the scanning sheets is produced by the Departmental Assistant.
- .9 The Departmental Assistant then folds, staples and addresses them.
- .10 The Library Assistant then sends copies to all the senior members of the Institutes and the others in the various departments of the University.
- .11 One copy of the scanning sheet is filed by the typist in the Library files in the Workroom.

- .12 The periodicals are returned to the Reading Room by the Assistant Librarian and the list left with the Library Assistant destroyed.
- .13 The periodicals ~~are~~ shelved accordingly by the Library Assistant.

7.8 Photocopying Service

Photocopying is an essential support service in the Library. A lot of the Library's specialized materials are not in duplicate copies but these individual copies are heavily used. For this, photocopying reduces the pressures on these limited items and relieves the readers of the frustrations in their inability to borrow and use at a specific time, urgently needed items.

A fee is charged which is reviewed from time to time.

Readers are not allowed to operate the photocopying machine and materials to be photocopied are restricted to documents held in the P.S.S.L.

7.8.1 Procedure

- .1 Readers locate the materials they wish to photocopy.
- .2 They fill Photocopying Request form (see Appendix) indicating the bibliographic details of the needed materials. Name, signature and address are indicated at the back of the request form. The Assistant Librarian goes over the pages with the reader to ensure that the right request has been stated.
- .3 If the document is not being used, the request form is inserted in the document and put into a special tray. If the document is being used the Request form only is put in the tray.
- .4 The Departmental Assistant collects all these requests and makes the desired number of copies for each request. He returns the photocopies and the document to the Assistant Librarian.

first letter of the heading. The second line of the title begins directly under the heading at the left margin. No new line begins at the fourth space until the collation; all lines being at the same space as the heading.

- .7.3 If there is more than one author, the "by" statement immediately follows the title.
- .7.4 The edition follows the "by" statement if there is one, or the title if there is not.
- .7.5 The edition is followed by the imprint (place: publisher, date).
- .7.6 A new line is begun, directly under the first line of the title, for the collation.
- .7.7 A new "line" is begun for the series, which is placed in parentheses. It begins directly under the first line of the title.
- .7.8 A new paragraph, directly under the title, is begun for the bibliography note and for any other notes, if any.
- .7.9 Indexing terms are listed directly after all of the bibliographic information. (If there is space on the card, a blank line may be left above the terms). The terms are preceded by Arabic numerals and a full stop, ("1"). If there are less than three terms, they are listed in a column, with the numbers directly under and even with the beginning of the title. If there are more than three terms, they may be listed one after another in a line across the stencil. The second line of such a paragraph begins at the farthest left-hand margin, directly after the indexing terms.

- .5 Readers return at later in the afternoon (or at some agreed to time) to collect their photocopies. When they are satisfied, the photocopies are separated from the document (See III below). Documents are returned to the trolley to be shelved before the end of the day.
- .6 Payments are made and receipts issued before photocopies are handed over to the reader/s.

7.8.2 Payment for service

Members of the academic staff should normally pay for photocopying done on the Library's machine. If they wish to charge the cost to their department or project, they should produce a request endorsed by the head of their department, and produce an invoice for the cost of photocopying which must be endorsed by the head of department

7.8.3 Regulation and Control

- .1 Readers are not allowed to photocopy any part of a thesis or dissertation unless they have obtained the written permission of the author/the University.
- .2 A reader may not photocopy a whole book or journal held in the Library, either at once or in bits over a long period of time.
- .3 Because of (2) daily requests are filed away on the next day, by month. In an alphabetical sequence of the surname of readers for a whole year. After which the Photocopying Request Forms can be destroyed.

During the day, the Library Assistant checks through this file as he receives requests to ensure that Readers are not attempting to photocopy whole documents.

Departmental Assistant records the number of individual requests, received in the day; b) The number of sheets produced, the number of sheets destroyed. These details

enables the Librarian to determine the supplies of photocopying materials to be re-stocked.

- .4 At the close of the day, the Departmental Assistant hands over the money to the Librarian who ensures that the payment received is correct.

7.9 Distribution of Materials - Duplicates

7.9.1 Reprints and Periodical Issues

If the Library has several duplicate issues of these materials in the basement, one may be given away to an interested reader for his personal use. The document may be given away at the discretion of the Library Assistant, but in consultation with the Librarian/Assistant Librarian.

Records are kept of this distribution.

7.9.2 Books

Duplicate copies of books may be sent to the Balme Library or may be used in assisting other population libraries in Ghana to build their collections. Juvenile materials may be sent to the Ghana Library Board (Schools and Colleges Section) for their use. Distribution is at the discretion of the Librarian.

Appropriate records are kept of this distribution.

SECTION 8 - COORDINATING LIBRARY WORK

	<u>Page</u>
8.1 Annual Report	122
.1 Purpose of the report	122
.2 Content of the report	122
.3 Distribution	122
8.2 Budgeting and financial monitoring	123
8.3 The Library Committee	124
.1 Functions and duties	124
.2 Membership	124
.3 Frequency of meetings	124
.4 Conduct of meetings	124
.5 Agenda	124
.6 Minutes	124
8.4 Staff Meetings	125
.1 Frequency	125
.2 Agenda	125
.3 Minutes	125
8.5 Library Workplan and Schedules	126
.1 Daily	126
.2 Weekly	126
.3 Monthly	126
.4 Every two months	127
.5 Quarterly	127
.6 Semi-annually	127
.7 Annually	127
.8 Every two(2) years	127
8.6 Staff and duties	128
.1 Head Librarian	128
.2 Assistant Librarian	128
.3 Library Assistant Grade I	129
.4 Library Assistant Grade II	129
.5 Departmental Assistant	129
.6 Messenger	129
.7 Typists (2) (Clerk/Typist grade)	129

8 COORDINATING LIBRARY WORK

The preceding sections of this Manual have outlined in as much detail as is possible the various activities, services, materials, procedures etc. which a special library such as the PSSSL must undergo in its normal business of attempting to offer meaningful service to its patrons. Though presented as very separate functions, there is no doubt that they are all linked, interrelated and interdependent. It is therefore necessary that the various activities are coordinated so that no activity is slighted and that all are enhanced.

The Librarian as the overall manager of the various functions making up the library, has a duty to master each of the functions so that he can better coordinate taking into consideration budget, staff, space and public relations.

This section takes these in turn and demonstrates how the PSSSL goes about coordinating work for eventual effective service of its clientele.

8.1 Annual Report

8.1.1 Purpose of the Report

The annual report of the PSSSL is intended to report on the Library's activities and progress in the course of the year. It serves as :

- .1 a record of the year's activity
- .2 an evaluation of the library's performance (both good and bad parts are documented).
- .3 a means of measuring progress in the development of the collection and reference activity
- .4 a means of planning for the next year's program and budget
- .5 the supporting document for any special requests (eg. accommodation, budget, staff etc.)

8.1.2 Content of the Report

The report generally covers areas such as collection size (that is, total number of titles and volumes), total acquisitions for the period, types of services offered, the library budget and other pertinent information. Attention should also be drawn to any special projects or services offered, as well as to any major meetings or conferences attended by the Library staff. While due credit is given to achievements, sufficient mention should also be made of any problems encountered as this helps to plot the proper graph for future development of the library.

8.1.3 Distribution

The report is normally meant for the use of the members of the Library Committee and distribution is therefore restricted to it. A copy is kept in the Library's files for reference purposes.

8.2 Budgetting and Financial Monitoring

The PSSL as of now, does not formally submit a budget to ~~the Library~~ Committee. This is because both sponsoring institutes provide separately for the functioning of the library and certain expenditures are charged to one or the other sponsor depending on an agreed formula adopted earlier on for sharing out costs. According to this formula, all purchases which have to be made outside the country are charged to RIPS while all local purchases (including furniture etc.) are charged to ISSER. Again by this formula, certain members of staff are chargeable to ISSER and others to RIPS.

The library however monitors its own expenditures and maintains separate accounts for the two Institutes so as to ensure adequate levels of finances for operation etc.

The arrangement whereby costs are shared ~~out~~ has worked very well and thus allowed the Library much room to develop.

8.3 The Library Committee

8.3.1 Functions and Duties

The Library Committee's major function is to advise on the proper functioning of the Library ensuring that funds and other resources are properly applied.

8.3.2 Membership of the Committee is restricted to representatives of the two sponsoring institutes.

8.3.3 Frequency of Meetings

The Committee meets once quarterly.

8.3.4 Conduct of Meetings

Committee meetings are called by the Director of ISSER who serves as Chairman ; the Librarian's position is that of Secretary/Member, Special meetings may be called if required.

8.3.5 Agenda

The Agenda is drawn up by the Librarian (in consultation with the Chairman) and is circulated at least 7 days in advance of the meeting.

8.3.6 Minutes

Minutes of the proceedings are recorded by the Librarian and typed by one of the Library's typists. They are circulated to all members of the Committee, whether present or absent at the meeting. A copy is filed by the typist in the Library's files in the Workroom; a copy is also kept in the Librarian's office.

8.4 Staff Meetings

8.4.1 Frequency

Staff meetings are called and presided over by the Librarian once each month, customarily on the last Friday of each month.

8.4.2 Agenda

The topics to be covered are determined and compiled into an Agenda by the Librarian. Staff are encouraged to raise issues of concern to them at the end of the meeting.

8.4.3 Minutes

Minutes of the meeting are recorded by the Library Assistant and typed by the typist. They are filed by the typist in the Library Files in the Workroom.

8.5 Library Workplan and Schedules

8.5.1 Daily

- .1 Every morning the date due stamp is changed to the date two weeks away.
- .2 Every morning the number of books borrowed the previous day is recorded in the circulation statistics notebook.
- .3 Every afternoon the books that have been used in the Reading Room, Lending Room and Documents Room are reshelfed.
- .4 Everyday, the Assistant Librarian marks out articles in local dailies for the Newspaper Clippings File.

8.5.2 Weekly

- .1 Every Friday afternoon reminders are sent to readers who have failed to return their books on time.
- .2 Every Monday morning the card catalogue is reviewed by the Librarian/Assistant Librarian. Cards that have been filed above the rod during the previous week are checked, corrected if necessary, and dropped into the drawer.
- .3 Once every month, on Tuesday afternoon, the Senior Staff meets to discuss reference questions, reference books, and cataloguing decisions.

8.5.3 Monthly

- .1 At the end of every month, circulation statistics are totalled and recorded in the circulation statistics notebook.
- .2 A general staff staff meeting is held usually on the last Friday of each month.
- .3 The periodical shelves are put in order on the last Wednesday of each month.
- .4 The book shelves are put in order last Monday of the month.
- .5 The Reprint Files are put in order last Thursday of the month

8.5.4 Every Two Months

- .1 The accessions list is compiled.
- .2 The scanning sheet is compiled.

8.5.5 Quarterly

- .1 Meeting of the Library Committ.
- .2 Review collection and place order with Blackwell's for books
- .3 Review and prepare workplan

8.5.6 Semi-Annually

- .1 Weeding of Reprints Collection
- .2 Review subject section of card catalogue in the light of standardized filing rules, and new subject terms
- .3 Review photocopies of journal articles in the General Reprints Files, to weed out duplicates created by the new journal back-files acquired

8.5.7 Annually

- .1 The Annual Report of the Library is prepared and submitted to the Library Committee at the end of each fiscal year
- .2 Compile comprehensive list of back issues required to bring holdings up to date
- .3 Draw up list of current subscriptions to be started in January (each year)
- .4 Review author section of card catalogue in the light of new rules and regulations for filing
- .5 Review title section of card catalogue in the light of standardized filing rules
- .6 Inventory periodicals collection ; update Kardex
- .8 Fumigation and spraying of books.

8.5.8 Every 2 years

- .1 Stock-taking (i.e. inventory of the whole collection)

8.6 STAFF AND DUTIES

The staff of the PSSSL and their duties are outlined below. Each staff member is assigned work according to his status and professional competence. Although specific areas of responsibility are assigned to each, all staff above the level of messenger or typist is expected to be generally familiar with the overall organization of the Library and its collection, the location of materials, and to be able to assist a reader in signing out a book and in finding a specific title required.

8.6.1 Head Librarian, Librarian grade

Responsible for the overall operation of the Library. Supervises and allocates work. Assigns service, collection development programs, initiates and assigns special project.

Prepares to institutes and insures that service and collection are in accord with activities of these institutions.

Participates in international and national efforts toward improved transfer of social science and population information.

Retain final authority for selection of materials and equipment, preparation of the Library Guide, formulation of policies, development and implementation of Workplans, calling of staff meetings and Library Committee Meetings, personnel, budgeting and monitoring of expenditures.

8.6.2 Assistant Librarian

Responsible for direct daily supervision of staff work, is capable of substituting for the Head Librarian when required.

Responsible for preliminary scanning for selection of materials, development of subject access to the collection, in-depth reference work, implementation of the Workplan, organization of the collection and classification, and special projects as required. Deals with aspects of personnel matters on behalf of the Librarian.

8.6.3 Library Assistant Grade I

Responsible for descriptive cataloguing of all materials, registering readers, conducting tours, providing directional reference assistance, checking of catalogue card stencils, searching of new acquisitions and suggestions for purchase, general maintenance of the card catalogue, (Does preliminary filing of catalogue cards above the rod), accessioning books and reprints, binding or periodicals, assisting readers in checking, supervising the typists and messengers, and other duties as required.

8.6.4 Library Assistant Grade II

Shares responsibilities with LA I in descriptive cataloguing of materials, searching of new acquisitions, providing directional reference assistance, circulation services and record-keeping, and is in charge of the maintenance and access of the U.N. Documents collection, and other duties as required.

8.6.5 Department Assistant

Assists in checking in of new materials, descriptive cataloguing of all materials, searching of entries for books in the NUC, and in helping readers to check books out of the Library. Is responsible for care and use of library equipment such as the minigraph and photocopier, technical processing of materials, labeling, pasting and stamping, and other duties as required.

8.6.6 Messenger

Assist readers in the Reading Room. Is responsible for dusting of the collection, cleaning of the Library, reshelving materials after use, and other duties as required.

Acts as the "odd jobs man" of the Library.

8.6.7 Typists (2) Clerk/Typist grade

Responsible for all typing in the Library, including correspondence and reports, catalogue card stencils and adapting catalog cards, book suggestion forms and order slips, adding terms and entries to the name and subject authority files, and other duties as required.

PSSL STAFF WORK SCHEDULES - Job Descriptions

PROFESSIONAL I	PROFESSIONAL II	PROFESSIONAL III
<p>Administratration of the library Selection of books, reprints, periodicals, docs. etc. to be added to stock. Building up of document collections etc. Responsibility for work in the Documents Rm. Budget, annual and other reporting etc. Current awareness services incl. SDI, current contents lists. etc. General supervision and training of staff (including abstratcs etc.) Lxchange/Inter-Library loans Subject cataloguing (i.e. indexing) incl. thesaurus maintenance.</p> <p><u>Special Project</u></p> <ul style="list-style-type: none"> - PIDSA . Training of abstractors and others . Final editing . Journal categorization . Overall supervision and responsibility for journal(PIDSA Abstracts) . preparation of manuals, training materials etc. . Link network etc. 	<p>Checking of cataloguing, classi. of books etc. Subject cataloguing (i.e. Indexing) Preparation of Specialised bibliographies including Reading Lists etc. Responsibility for the Reserve Book Collection Reference assistance Overall supervision of work on the Reprints Collection. Lending Rm.(i.e. supervise shelving circulations) Supervision of Junior categories of staff and preparation of duty leave roster and Library stores.</p> <p><u>Special Project</u></p> <ul style="list-style-type: none"> . PIDSA . Indexing . Editing(intermediate) . Respon. for preparation of Subject Index (English) . Referral assistance for PIDSA 	<p>Cataloguing and class of books, docs. etc. Analytical cataloguing Preparation of Scanning sheet. Responsibility for the building up and maintenance of the Newspaper Collection Reference assistance - supervision of work in the Reading Rm. Supervises the preparation of the accessions list</p> <p><u>Special Project</u></p> <ul style="list-style-type: none"> - PIDSA . Packaging of docs. (incl. bibliog. description) .Distribution of work to abstractors. Follow-up on work of abstactors. .Checking of abstracts. .Respon. for preparation of Author Index . Responsibility for Newsletter

PSSL STAFF WORK SCHEDULES - Job Descriptions

SENIOR LIBRARY ASSISTANT	TRANSLATOR	LIBRARY ASSISTANT
<p>Descriptive cataloguing (checking in NUC etc. Supervision over ordering processes i.e. general supervision over technical processing</p> <p>Maintenance of order file etc.</p> <p>Preparation of accessions lists at once every <u>two</u> months intervals.</p> <p>Accessioning of books.</p> <p>Tracing of books for ordering and checking of invoices.</p> <p>Bindery preparation - supervision</p> <p>Technical processing -to supervise typing of catalogue s^hancils. cat. cards, adaptation of cards</p> <p>Filing of cards in card catalogue</p> <p>Supervision of shelving</p> <p><u>Special Project</u></p> <p>- PIDSA</p> <p>. Maintenance of master card file, subject and other index files and coordinate index.</p>	<p>Responsibility for all translation work : English to French, French to English, and for Spanish where necessary.</p> <p>Abstracting of French docs.</p> <p>Editorial work.</p> <p>Indexing of all French Lang. docs.</p> <p>Assist. especially in the prep. of the French Index.</p> <p>Assist in the identification of French lang. docs.</p> <p>Edit. French version of the PIDSA Newsletter.</p> <p>Other special projects as may be prescribed from time to time.</p> <p>Mailing list</p>	<p>In charge of the Documents Room</p> <p>Reference services connected with the Documents Room.</p> <p>Maintenance of Kardex and updating of records etc. on docs. and other materials in the Docs. Rm.</p> <p>Preparation of temporary guides to the document</p> <p>Generally assist in the classification of documents in the Docs. Room.</p> <p>Filing of cards</p> <p>Shelving</p> <p><u>Special Projects</u></p> <p>- PIDSA</p> <p>. Assist ME with French language translations</p> <p>. to be responsible for the preparation of cards for the Coordinate Index</p> <p>. updating and maintenance of PIDSA mailing list.</p>

PSSL STAFF WORK SCHEDULE - Job Description

CLERK/TYPIST	DEPARTMENTAL ASSIT.	MESSENGER/S
<p>Serve as clerk/typist for the library</p> <p>Secretarial duties</p> <p>Opening and maintenance of office records etc.</p> <p>Type order, suggestion and catalogue cards</p> <p>Adapt catalogue cards</p> <p>Type spine labels</p> <p>Shelving</p> <p><u>Special duties</u></p> <p>- PIDSA</p> <p>. Typing of master cards, author cards other duties to be assigned</p>	<p>Circulation duties - doing recalls etc.</p> <p>Maintenance of statistics on issues, readers etc.</p> <p>Shelving of books</p> <p>Control of reserve collection</p> <p>Registration of readers</p> <p>Back-up reference assistance e.g. photo-copying</p> <p>Responsibility for stock Room (downstairs)</p> <p>Supervise duplicating services</p> <p><u>Special duties</u></p> <p>- PIDSA</p> <p>. photo-copying (maintain proper records)</p> <p>. mailing list and mailing</p>	<p>Cleaning and dusting of books and other library materials</p> <p>Cleaning and proper maintenance of library premises.</p> <p>Run errands on behalf of the library.</p> <p>Help in the shelving of books</p> <p><u>JA</u></p> <p>- take charge of the Lending Room.</p> <p>Circulations duties - doing recalls, registering readers etc.</p> <p>Maintenance of statistics on issues, readers etc.</p> <p>Control of reserve collection</p> <p>Shelving of books</p> <p>Collection and distribution of mails</p> <p><u>FKE</u></p> <p>Assist APK in technical processing. Run catalogue cards when required and other related functions.</p> <p>Labelling of books.</p>

SECTION 9 - SPECIAL PROJECTS

	<u>Page</u>
9.1 The Population Information and Documentation System for Africa (PIDSA)	134
.1 'PIDSA Abstracts'	134
.2 'PIDSA Newsletter'	134
.3 Document delivery service	134
.4 Training	135
.5 Training and procedures manuals	135
.6 Networking	135

9 SPECIAL PROJECTS

9.1 The Population Information and Documentation System for Africa (PIDSA)

In 1976, the PSSL took part in initial discussions towards the establishment of a world-wide population information system. Following upon this, the Regional Institute for Population Studies (RIPS) actively pursued the possibility of establishing an information and documentation system in the African Region with a view to improving the flow of population information in the Region. Since RIPS itself is involved in teaching and research, the need for a constant flow of population information on the various countries it caters for, had been very greatly felt.

Accordingly, in 1978, a formal proposal was submitted to the International Development Research Centre (IDRC), Ottawa, Canada seeking funds to establish PIDSA and this was approved.

PIDSA currently produces -

- 9.1.1 'PIDSA Abstracts' - an abstracting and index journal published twice a year in English and French. Each issue contains more than three hundred citations and informative abstracts and is widely distributed throughout the Region to policy makers, planners and researchers.
- 9.1.2 'PIDSA Newsletter' - an irregular, bi-lingual newsletter aimed at informing interested persons about developments with the project.
- 9.1.3 Document delivery service - in order to ensure that users of PIDSA have access to documents cited in the journal, PIDSA offers document delivery back-up service. Users within the African region may request for free, a specified number of documents in the journal provided such documents are not classified, restricted, confidential or printed for commer-

cial distribution.

- 9.1.4 Training - in an attempt to help raise the general standards of personnel involved in the acquisition, processing, storage and retrieval of population related materials, training seminars/workshop are organized from time to time.
- 9.1.5 Training and procedures manuals - these are prepared in order to assist in maintaining common norms and standards in bibliographic work in the population field. PIDSA has already produced a procedures manual.
- 9.1.6 Networking - a way to ensure consistent procedures and sharing of experiences etc. is to operate within the network concept. PIDSA is seriously pursuing this goal.

PIDSA is progressing very well and there is no doubt that it is fulfilling an urgent need in the Region as far as population information and documentation goes. For more information about its operations refer to the PIDSA Procedures Manual which gives full details about the system - its history, conceptual framework, geographical coverage, processes etc.

Training and procedures manuals - these are prepared in order to assist in maintaining common norms and standards in bibliographic work in the population field. PIDSA has already produced a procedures manual.

Networking - a way to ensure consistent procedures and sharing of experiences etc. is to operate within the network concept. PIDSA is seriously pursuing this goal.

PIDSA is progressing very well and there is no doubt that it is fulfilling an urgent need in the Region as far as population information and documentation goes. For more information about its operations refer to the PIDSA Procedures Manual which gives

is fulfilling an important role in the region as far as population

ARCHIV Library procedures manual
025(667)(02) A 41

or more information about

c.1

49281

quires Manual which gives



100705

its operation

full details about the system - its history, conceptual frame-

work, geographical coverage, processes, etc. The manual contains

information which is relevant to the time being

trial and the procedures manual. These are prepared in order

to assist in the maintenance, common norms and standards in his/her

photo work in the population field. PIDSA has already produced a

procedures manual.

Networking - a way to ensure consistent procedures and sharing

of experiences exists to operate within the network concept.

PIDSA is seriously pursuing this goal.

PIDSA is progressing very well and there is no doubt that it

will be able to achieve its objectives in the future.

The manual is a very important document and it is

essential for the network to have it.

Those who are interested in the

work of the network should read it.

It is a very good source of information

and it is a very good source of

information about the network.

It is a very good source of

information about the network.

It is a very good source of

information about the network.

It is a very good source of

information about the network.

It is a very good source of

information about the network.

It is a very good source of

information about the network.