

Formats as decided till DCM 5, Bhubaneshwar, Sept 90.

The main discussion at DCM5 was centered round non-book material, under the discussion on non-formal sources. It was agreed that Part 1 of the formats ""for non-formal sources will be the same as formats for index cards, with a few rules which will be enunciated at the end.

FORMAT FOR STANDARDISED INDEX-CARD

(other class nos) (or subjects/SAC/author multiple cards)	Type (1)	Class no (10)	Filer code (12)
-----	GMD code -----	GMD -----	-----
	(6)	(15)	

Title..... (Use maximum of 136 characters including spaces)

.....

Author..... (Use maximum of 60 Characters)

Publication/publisher (Maximum of 30 Characters)

Place of Publication (12 Ch.) Date (8 ch.) Date1 (8 chs)

Description .. (35 Ch.) Pages... (10 ch.)

Publication Code ... (3 charac) Kind.. (3 ch) Remarks.. (10 cha)

Usability Code . (1) Geo. code .. (6 Ch) Last Link.. (25 ch)

keywords ----- (Maximum of 63 characters including spaces.)

Cross classifications (20 chrs)

Main subject .. (? chrs)

Sub-subjects .. (?chrs)

Notes.....

Abstract.....

(To be used for joint indexes & bibliographies):

other centres' centre code	Type	Class no	Filer code
-----	-	-----	-----
-----	-	-----	-----
-----	-	-----	-----

EXPLANATIONS FOR THE DIFFERENT CODES AND FIELDS

Accessibility Code: The accessibility code (not to be confused with the term accession code used in libraries) is a set of three fields that together uniquely identify a particular document and indicate its location.

It consists of (1) Form Code (code indicating type of storage location) (2) Classification Number (3) Filer code (precise location indicating code).

(Accessibility code is usually to be written in the right-hand-top corner of the index card. But for centres who already have cards and are using this spot for some other details, another place can be given to the entire accessibility code. However, all the three parts of this code must necessarily be written together, in one line.)

Form : (One space). This is a one letter code which indicates the form in which the document exists. (More accurately, it is the physically distinct sections of a centre, distinguished from each other by the form of the document and not subject.) This comes first since in all centres, books, journals and box-files are stored separately and hence form code has to form the first indicator of location. Therefore form refers to the type of storage location and not form of material. For example a bibliography kept in the report section will be labelled R for report as it is stored in the report section. Before DCM5 this field was known as "type" field.

When the actual form of the material is different from the code selected for the "form", a separate (new) field known as GMD code ie General Material description, will be used. (DCM5)

The following are the codes for different forms of material, agreed upon at the meet:

(C - Newspaper clippings kept in files, folders or box files
F - Other material in the file besides, or instead of, newspaper clippings; eg. other loose sheets that cannot stand on their own, like pamphlets, small articles, circulars, etc. (A separate C section for newspaper cuttings could exist)

B - Books, and all other material accorded the status of books and kept with books in the library cupboard.

R - Reports, including documents, studies, research papers, government documents, other data material which is neither kept in the library of books nor in the box files . (These may also include some special issues of journals which are given document status.)

N - Newsletters, pamphlets, brochures, if kept separately and have a distinct identity (Please note that if the newsletter is kept in a box file alongwith the clippings it will be F)

G - Government reports, inquiry reports, Census, gazetteers, etc. only if kept separately . (If these are kept alongwith other reports in the reports section they will be R, or if they are in the books library they will be B and so on.)

W - Workshop, conference, or seminar papers, if they are kept separately (like they are in VHAI, CERC and RCWS)

O - Annual reports of corporations, NGOs, foundations, institutes, etc. if kept separately

J - Journals, including those magazines which are preserved in full and bound or tied together. Access to these is normally through indexes.

Magazines, which are neither cut and kept alongwith the clippings nor are they preserved for many years and nor are they indexed. Very often these are just kept for a year and at the end of the year perhaps a few articles may be cut and kept elsewhere. (Most people felt that this was a redundant code but nonetheless it was decided to retain it in case someone did need it.)

D - Mainly data-sheets, statistical material

E - Encyclopedias, directories, dictionaries, if not kept as R or B

I - Indices, bibliographies, catalogues

K - Book reviews

V - Video or film material.

S - Slide shows

A - Audio material like cassettes.

P - Posters, photographs, flip charts, individual slides etc.

T - Maps, cartographic material

X - Micro film, micro fiche, epidiascopic material

Z - Non-formal sources and other primary data

Q - Survey data

H - Geographic Information Systems like satellite maps in the form of CCT & floppies

L - Material stored on floppies

Classification number : (10 spaces for this field.) This is the classification number or code given to the material by the centre according to the subject. It was emphasised that this code is particular to each centre; it cannot be standardised. Each centre has to have its own code, and if it doesn't already have a classification system but needs one, it could easily be created with the help of some experienced centre.

Note 1: In many centres that do not have a proper classification system, while there is a serial number for the file, it is usually referred to only by the subject. The best coding system for access in such cases is the Subject Abbreviated Code (SAC) . The first three letters of the first word as represented in the list of root-keywords for that subject will be used. Break-up if any will be indicated by the optional 4th & 5th letter in lower case.

Eg. Housing-Alternatives will be HOUal

Women (General)	WOM
Women-Health	WOMhe
Women's Movement	WOMmo

This is particularly useful for those who have only a few categories and do not need codes, or for those who keep their files alphabetically ordered.)

Note 2: Those who do not have any classification code or number and do not wish to evolve one can leave this blank.

Filer code : (12 spaces for this code.) This is the third part of the accessibility code. This indicates the precise physical location of the material, within the broad location allotted to that subject. Since location is specific for different centres this aspect has been left entirely upto the individual centre. Here again it was stressed that this code is

peculiar to each centre and cannot be standardised.) In the case of multiple copies of a book /2 /3 can be put in the filer code. For reference books R is added in the filer code after the serial number. For journals like EPW that have serial page numbering for all the issues brought out in a year, only the year is necessary not the date and month e.g. 89EPW5119

Note: Just to give you an example we give below the convention followed by CED. For books the first letter indicates the surname of the author (or the lead author in case of multiple authors). The next 3 spaces are for number indicating the serial order of their acquisition within this particular class no & author letter. For reports, the filer code is a serial number within the first letter of our classification which indicates the broad area under which the document falls. For magazines & clippings, we do not yet have a system but plan to utilise the first six spaces for the date of the publication. Following this the next three spaces will show the publication code. Likewise other centres must be having their own retrieval logic which they can use in creating a filer code, if they do not already have one, that is.

GMD code & GMD meaning General Material Description. This is distinct from "Form" or what was earlier referred to as type. Unlike "form" or Type which describes the physical section in which the material is kept, GMD & GMD code is the more accurate description of the nature of material. As explained earlier a bibliography could be kept in a library along with the books and the "form field will be marked as "B" whereas in GMD field it will be marked as "BIB". This field will be finalised at the next DCM, following discussion at the mini-DCM in Delhi in January 1991.

For List of GMD code see section on description.

Title : (136 spaces for this field.) If the title begins with an article (a, an, the) then this should be put at the end of the rest of the title after a comma eg . Wealth of Some Nations, The . Title is entered using upper lower case.

When it is a chapter of a book, the title of the chapter is written in inverted commas followed by In in curved brackets, and then the title of the book.

For example: "Struggle of the Warlis, The" (In) Peasant Movements in India

If the material is in a language other than English the title is written using the Indian National Bibliographic transliteration system, followed by the English translation in brackets and indication of what language.

For example: Samajwad (Socialism, Hindi)

Vikas Pan Kona Sathi (Development, but for whom ?, Marathi)

For a series, the convention should be as follows:

"Law is an ass, The" - ISI Legal Aid Series I

"Women Workers in the Free Trade Zone of Sri Lanka" - Voice of Women Publication Series No 1.

For conference, seminar or workshop papers the convention will be

"Working Women's Problems" - A paper presented at the National Conference on Women, Chandigarh, November 1986.

For non-formal material or untitled works: The style to be used is " On followed by a short description of the topic covered.

Author : (40 spaces for this field.) Surname will be entered first followed by comma and then name or initials. eg. Rajabali, Anjum

If the author is the editor of the collection then "Ed" will be written in bracket eg. Rajabali, Anjum (Ed)

If there are multiple authors, the following format will be used: Surname, Name & Surname, Name and others. eg. Rajabali, Anjum & Menon, Lakshmi and others.

Common titles like Dr, Justice should not be used for author except where the title is integrated with the name like Swami Agnivesh. (DCM4)

Publication/publisher: (30 spaces for this field.) If the document concerned is a book, the name of the publisher will be entered in this field. If it is a journal or newspaper, the title of the publication will be entered. If it is a study or report or thesis, the name of the institution publishing such a report will be entered. If this is too long to fit, abbreviations should be used.

Note: For conference papers the name of the conference should be put in the publication/publisher field.

Publication code : (Three spaces for this field.) For magazines, newspapers and other periodicals a standard list of codes has been made, and all centres should use that code for this field. This field is optional for manual systems.

Place: (12 spaces for this field.) While place of publication has a separate field, on the card this will appear immediately after the publication field preceded by a comma. For example, the publication and place fields together will read - The Hindu, Delhi. City of publication should be mentioned not instead of country. For a lesser known city, city, country can be mentioned.

Description 35 characters: (not an appropriate name): The earlier issue field has been changed to a description field, to accommodate accurate description, attributes of the publication/material.

For normal print material, what used to go in the old issue field stays. i.e: The volume number and issue number, if relevant, would occupy this field. For example: Volume 122 Number 11 would be written as Vol 122, No 11. For magazines and journals that don't have vol. no. indicated, and for books and non-periodicals, this field would of course be left blank. In the case of books the edition can be mentioned in this field.

The general style of description for non-book material is:

- Physical description : Other physical description/category ; dimension ie -xyz:abc;pqr. In case of multiple media like slide tape, the following style is used -xyz:abc;pqr + xyz:abc;pqr

The following are some examples with GMD code. Please note that Correct GMD code will have to be given, for proper interpretation of the contents of this field, even though in most cases, the contents are self explanatory.

((

C .. Newspaper reports and Clippings

LS .. Loose sheets -Nature;xx pp (Nature Could Be Mimeo., Cyclo.,
 Handwritten etc.) eg. -Mimeo.; 4 pp

PAM .. Pamphlets -Nature;xx pp eg. -Cyclo.;10 pp

ART .. Articles, features -Vol.__,No.__ ; __-__ pp eg. -Vol 3,No 4;10-13
 pp

CIR ..circulars -Nature;xx pp eg -Handwritten;5 pp

BR ..Book reviews

B ..Book: -__Ed.;XXX + vix pp or -Vol__. (or Part__);XXX + vix pp
 eg. -5th Ed.;129 + ix pp

R ..Reports -Nature;xxx + iii pp eg. -Cyclo.;23 + iv pp

AR ..Annual Reports -Nature;xxx + iii pp eg. -Handwritten;12 pp

RP ..Research Papers -Nature;xxx + iii pp eg. -Cyclo.;12 + vii pp

G ..government Reports -Nature;xxx + iii pp eg. -Cyclo.; 123 + iv pp

GIR ..Goverment inquiry reports -Nature;xxx+iii pp eg. -Cyclo.;34 + iv pp

GZ ..gazetteers Vol__;xxx + iii pp eg. -Vol.7;500 + iv pp

D ..data-sheets As Per Original Material

DS ..statistical material

E ..Encyclopedias -__Ed.: Vol.__ ; xxx + vix pp eg. -5th Ed.; Vol.6;
 123 + ix pp

DIR ..directories -__Ed.;xxx + vix pp eg. -2nd Ed.;23 + iii pp

DIC ..dictionaries:-__Ed.;xxx + vix pp eg. -4th Ed.;123 + ii pp

I ..Indices: -__Ed.;xxx + vix pp eg. - 5th Ed.;45 + ii pp

BIB ..bibliographies -__Ed.;xxx + vix pp eg. -2nd Ed.; 234 + iii pp

CAT ..catalogues -Nature(if other than Book):__Ed.;xxx + vix pp eg.
 -Mimeo.:2nd Ed.; 123 + ii pp

W ..Workshop, conference, or seminar papers -Nature:__ Papers;xxx + vix
 pp eg. -Cyclo.:3 papers;122 + ii pp

M ..Magazine as a whole Issue -Vol__,No__;xxx pp eg. -Vol 5,No 9;12 +
 ii pp

MA ..Magazine article -Vol __,No__;pages eg. -Vol 2,No 9; 23 pp

N ..Newsletters -Vol __,No __; Pages eg. Vol 3,No 4; 12 pp

J ..Journals as a whole issue -Vol__,No.__; xxx pp eg. Vol 2, No 2; 123
 + iv pp

JA ..Journal Article -__Ed.;__-__ pp eg. -2nd Ed.; 12-17 pp

BC ..Chapter from Book - __Ed;__-__ pp eg. -5th Ed.; 12-16 pp

V ..Video -Format:colour/B & W; duration eg. -VHS PAL:col;30 min

FLM ..Film -Format:Colour/B & W;Duration eg. -16mm:Col;30 min

ST ..Slide Tape -Gauge:col;No. of slides + gauge:speed;__mins
 eg.-35mm:B&W;134 + 1/4":7 1/2";60mins

A ..Audio cassettes -gauge:stereo/mono;duration eg. Cass.:Mono;15 mins.

P ..Posters -Col:Size;No. of Posters eg. - Col.:20"x15";5 posters

WC ..Wall charts -Col:Size;No.of charts eg. - Col.:20"x15";5 charts

PHO ..photographs set -Neg/Pos:Col;Size;No. of Photos eg. -Pos:Col;4"x6";
 10 photos.

FC ..flip charts -dimensions; No. of Cards eg. -9"x12";12 Cards

FL ..flash cards -dimensions; No. of Cards eg. -9"x12";12 Cards

S ..individual slides -size:Col/B&W eg. -35mm:Col.

PH ..individual photographs -Neg/Pos:col;Size eg. -Pos:Col;4"x6"

X ..Micro Documents -Size:Reduction Ratio;No. of Frames:Location eg.
 -2mm;100x;90 frames:32-121 ff

XF ..micro film, -Size:Reduction Ratio;No. of Frames:Location eg.
-35mm;30x;200 frames:121-320 ff

XCH ..micro fiche -Size:Reduction Ratio;No. of Frames:Location eg.
-2mm;100x;90 frames:32-121 ff

XT .. transparency -Col:size;No of shots eg. -Col:120mm;5 ff
H 59 3480 3480 0 0 0 0 1 1 0 0 0 0 0

0 0H

Z.. Non-formal sources and other primary data - Nature;xxx + iii pp

Q.. Survey data - Nature; xxx + iii pp

FL .. Floppies -Size of floppy:Density;size of file in KB
eg.- 5 1/4":48 TPI;108KB

CD ..CD Rom ?

BL ..Braille - Nature; No. of Pages eg -Book;345 pp

TD ..Technical drawings -Nature;Scale:Size;No. of Drawings
eg. - Ammo.;1:1000: 10"x 15";30 drawings

T.. Maps -Scale:size; No. of Maps eg. -1mm=100cm;10"x15";12 maps

TS. satellite maps -Scale:Size; No. of Maps eg 1cm=100km; 10"x15"; 12
maps

MOD ..Models - Material: dimensions eg. Thermocole:6'x2'x4'

* use convention as below:

2 0 0 0

Date: (Eight spaces for this field.) The date of the document will
always be written in the form of dd/mm/yy i.e. September 26, 1987 will be
denoted by 26/09/87. For documents which do not boast of a date but have
seasonal/festival-based periodicity the following standard conventions were
adopted:

Spring 1987	-	01/03/87
Summer 1987	-	01/06/87
Autumn 1987	-	01/09/87
Winter 1987	-	01/12/87
Easter 1987	-	01/04/87
Holi 1987	-	01/03/87
Dussehra/Pooja 1987	-	01/10/87
Diwali 1987	-	01/11/87

Usually for periodicals the issue is identified by the first date given on
it. e.g. September 1987 issue will be dated 01/09/87. Likewise September
15-30, 1987 issue will be dated as 15/09/87. For books which only carry the
copyright year the first of January of that year will be its date for us.

Note: The above convention will be followed for all publications except for
annual reports wherein the last date of the period covered by the report
will be the date entered on the card. e.g. BUILD Annual Report 1987 will
have its date on our card as 31/12/87.

In case of books which have had multiple editions, without revision or up
dating, the date of the first edition will hold good for us. If the docu
ment has absolutely no indication of its date of publication, then it is
better to write "Received on dd/mm/yy" on the document before putting it in
the file or the cupboard, and in the card leave the index field blank.
There are 2 date fields Date and Date1. The Date field(numeric in case of
ISIS, date in Dbase) is the one referred to for a listing of records form a

given date. Date1 is a character field and is the date as it appears on the book itself and which gets printed in a bibliography. Please note that date field in the format suggested is only for computerised documentation centres, so that the programme can locate a document by its date. For manual centres however, there is however only one date field, the convention for which is the same as it appears in the Book itself.

Pages : (10 spaces for this field.) If the publication is a book and the particular index card refers to the entire book or report, this field will carry the total no. of pages in the publication. If it is part of a book or journal, or is a magazine article then the page numbering will be written as under: xxxx-xxx or xxx-xxx or xx-xxxxx (this means that the maximum number of characters including the hyphen should be ten.) To be written as 232+vii or totalled and written as 239. For complicated cases starting page number, (total number of pages)

Kind of Publication : (Three spaces for this field.) This code is being used to describe the material being documented. Three spaces have been provided to give three attributes to a particular document. This field is optional.

a) Common codes - The following codes have been accepted as codes that will have a common meaning for all documentation centres and will be only used to denote that:

- B - Bibliography, index, listing of material
- C - Creative writing, paintings, artistic work, etc.
- D - Directory, address lists, funding resources
- G - Government reports, policy statements, white papers
- H - Historical accounts
- I - In-depth and comprehensive coverage of the issue
- J - Journalistic account
- K - Case studies, interviews
- M - Manual, instructional text, guide book
- N - Descriptive account
- S - Statistical material, data monitors, updates,
- T - Theoretical, ideological, analytical or conceptual writings
- V - Visuals included
- W - Introduction, preface, etc. as in Seminar's "The Problem"
- X - Book review
- Z - Current comments, edits etc.
- F - Fiction
- E - Encyclopaedia
- R - News item
- O - Seminar papers
- A - Appeals/Open letters/Memorandums
- L - Legal documents/Acts/bills/Judgements
- U - Non government/Non official commission reports/fact finding reports

c) Free codes - The following letters are left free for centres who wish to have special descriptors/kind codes.

A, P, Q, Y, Z.

Usability code : (One space for this field.) This one letter code indicates what the users' relationship with the document will be. This field is also optional.

The following characters have been reserved for the following expressions:

R - Reference only

B - Borrowable
S - For sale as well as borrowable
F - For free distribution; and borrowable when out of stock
X - For restricted reference only

For restricted sale

Z - For restricted borrowing only.
L - Not physically present at the centre; located elsewhere
P - For sale only
N - For reference, but non-reproducible
M - Missing/Lost book or document(DCM4)
W - For restricted free distribution only

Remarks: (10 spaces for this field). This is a remarks field wherein you can enter any specially required information like Price Rs:--, or odd size therefore kept separately, or out of print (if for sale) or any particular characteristic which needs to be mentioned but is not covered by any other code, etc.

Keywords : (63 spaces for this field.)

Keywords are basically any words by which a user may seek access to any material.

(A) In the computerised system, keywords provide good access points. (In fact keywords are also considered sufficient access points.)

(B) In manual systems, where catalogues are arranged subjectwise separate cards will have to be made for each keyword. (1) Where catalogues are kept alphabetically, the keyword will have to be written on the top left corner. (2) where catalogues are kept according to classification numbers, the classification number corresponding to each keyword should be written in the top left corner.

It must be remembered that the accessibility code will have to be written on the top right hand corner or in some other easily spottable place in each of the cards. For convenience of arrangement of the cards itself each classification number can carry a filer code after the decimal place, provided a separate register is kept to keep track of the last number utilised. Centres may also want to write just below the keyword for that card, all the other keywords or classification numbers being used for that document.

?? Suggestion: Not decided upon; Geographical code (Optional) : As per rules of HURIDOCs; Some Centres can include it as a keyword

?? Suggestion: Not decided upon; Cross classification numbers: Rather than give keywords, some have found that they are ready made controlled terms for access.

Abstract : (Usually a maximum 5000 spaces for this field. However if need be this field need not have any limit; may depend upon the actual physical space available on the card or form.) For documentation centres like ours the field usually contains the descriptive type of abstract. Everyone agreed that in the abstract it was better to not let the indexer's views enter the card; preferable to be objective. Abstracts would then usually be a summary of the document of variable length (approximately 100 words). (No field for source of abstract was considered necessary.)

Card Index for Audio-visuals

Card Indexes for visuals are always difficult. Most of us have separate and special systems for each of the different types of visual material. Yet these along with documentation on audio-tapes can be a useful source which people would like to know about. Besides, when we do searches for bibliographies and in our joint indexes, it would be good if we could include all the visual material available on the subject.

With this in mind, we suggest the following rules for Visuals:
In the title field, we shall write the title of the programme in capitals, followed the language in Brackets. For example ..
HAMARA SHAHER (Hindi: English subtitles)

In the place of author, we can enter the Director's name. If it is a photograph or single slide, the photographer's name will be used. Where the publisher is, there will be the Producer. In the pages field, we will put in the duration in Minutes viz. 60 min. Price can be included in Rem field etc.

Codes for different centres:

To be increased to 6 characters (DCM4)

ADS for Academy of Development Sciences, Karjat
AIC for AICUF, Madras (Madurai, Trivandrum?)
AK for Asha Kendra, Puntamba
ASH for ASHIRWAD, Bangalore
BUILD for Build Documentation Centre, Bombay
BGIA for Bhopal Group for Information and Action
CDS for Centre for Development Studies, Trivandrum
CEC for Centre for Education and Communication, New Delhi
CED for Centre for Education and Documentation, Bombay
CENDIT for CENDIT, New Delhi
CHD for Centre for Human Development and Social Change, Madras
CIEDS for Centre for Informal Education and Development Studies (CIEDS), Bangalore
CISEC for Centre for Industrial Safety & Environmental Concerns,
CLC for Christian Centre for Labour Concerns, Bangalore
CNE for CINEMART Foundation, New Delhi
CPSC for Centre for the Promotion of Social Concerns, Dindigul
CERC for Consumer Education and Research Centre, Ahmedabad
CSA for Centre for Social Analysis, Madurai
CSD for Council for Social Development, Delhi
CSE for Centre for Science and Environment, New Delhi
CISRS for CISRS, Bangalore
CSS for Centre for Social Studies, Surat
CWC for Concerned for Working children
CWDS for Centre for Women's Development Studies, New Delhi
CYSD for Centre for Youth & Social Development, Bhubaneswar
DA for Development Alternatives, Delhi
DEF for Delhi Forum, New Delhi
DRC for Development Resource Centre, Madras
EKL for Eklavya, Bhopal
EQU for Equations, Bangalore
FRCH for Foundation for Research in Community Health, Bombay
GRID for GRID, Goa
ICRA for ICRA, Bangalore

ICSSR for Indian Council for Social Science Research, New Delhi
IDLM for Integrated Dalit Liberation Movement
IEDRC for IEDRC, Bombay
ISITC for ISI Training Centre, Bangalore
IKD for Ishvani Kendra Documentation Centre, Pune
ISST for Institute of Social Studies Trust, New Delhi
JAGORI for Jagori, New Delhi
JWB for Joint Women's Programme, Bangalore
JWC for Joint Women 's Programme, Calcutta
JWP for Joint Women's Programme, New Delhi
KB for Kishore Bharati, Bhopal
KSSP for Kerala Sastra Sahitya Parishad
LAYA for Project Laya, Visakhapatnam
LOCOST for LOCOST, Baroda
LOK for Lokayan, New Delhi
MAI for Maitreyi, Bombay
ME for Mass Education, Calcutta
MESCA for MESCA, Bangalore
MID for Madras Institute of Development Studies
MPSM for Maharashtra Prabodhan Seva Mandal, Bombay
MVP for Mahila Vikas Prakalp, Satara
NIP for National Institute for Public Cooperation and Child
Development, New Delhi
NVSC for National Vocation Service Centre, Pune
PRIA for Society for Participatory Research in Asia, New Delhi
RCPED for RCPED, Madurai
RUWS for Research Unit on Women's Studies, SNTD Bombay
SC for Service Centre, Calcutta
SETU for SETU (Centre for Social Knowledge and Action), Ahmedabad
SKVS for Sagan Kshetra Vikas Samiti, Sevapuri
SVK for Samajika Vikas Kendra, Srikakulam
TDC for Tribal Development Centre, Chaibasa
URG for Union Research Group, Bombay
UYN for Unnayan, Calcutta
VAK for Vikas Adhyayan Kendra, Bombay
VHAI for VHAI, New Delhi
WCB for Women's Centre, Bombay
WCS for William Carey Study and Research Centre, Calcutta
YUVA for

Note on Formats for Non-formal or Primary Information

The information available in the field could be of varying types.

a) Recorded: Groups reports, letters of activists notes, diaries, local press, wallpapers, pamphlets, slides, photographs Annual reports & old Survey data etc..

b) Non-recorded: Folklore, stories, songs, plays, rituals, bhajans, oral knowledge like on medicines etc. These maybe then recorded by the documentatlists or toher like the activists. These include interviews, photographs, slides, video, audio tapes,

c) Incident/status investigation, like human rights issues, where we might go an investigate different cases, over different geographic areas and over time. Other issues that can under this category are housing, land, farming practices, pollution, environment, violence against women. These also include survey data as a sub-category.

ci)

Each document will be given a title as under on "_____"

In the author field, you will put the name of the person who is credit with information. ie: the interviewee, the person writing the diary etc.
In the Producer field, the documentalist or documentation centre making that record

In the abstract field, background information on the following field should be included :-

1. The person giving the information or interview like sex etc.
2. The community context.
3. The geographical context.
4. The historical context, including rough dating of events, process mentioned.
5. Other related events.

Also included should be an indication , other supporting data, visuals etc.

The third category of information (ie. the incident or status investigation) is the most challenging, because it has a longitudinal dimension. The information required for this should form another part of the format and not replace or be confused with Part I, because Part I is required for efficient filing, indexing cross-referencing as well as interfacing it with the other parts of our documentation centre and the index for the formal sources.

Thus, Part I is contained in a half quarto size page stapled to the front of the document, while Part II could be one of two pages of cyclostyled or handwritten text. Each type of issue will have to have a separate format as far as Part II is concerned as the details required for each of them are different.