

Minutes of DCM3
held in September, 1988 at Asha Kendra, Puntamba, Maharashtra

The agenda was discussed and decided on as follows:

1. Read and explain minutes of DCM2
2. a) What we mean by primary documentation
b) PRIA presentation
c) Discussion on problems associated
3. Where do we go from here ?
 - a) Further collaboration
 - Technological advances
 - System of index, modifications
 - Indexes Joint indexes
 - Journal 12
 - Thesaurus
 - Exchange of documentation Evaluation of programmes taken up last year
 - b) Sharing of documentation
 - Problems
 - Research in documentation
 - c) Follow-up work
 - Translations
 - List of literature in the vernacular
 - Sudden Issues
 - Newsletter ?
 - Training

The minutes of DCM2 were read and explained in detail.

"Batta Patra" is a publication of Unnayan, which contains more or less verbatim interviews or discussions with people from the community, in this case slums and pavement dwellers. The issues cover settlement, immigration, problem of evictions etc. The Patra is circulated back to this and other communities for further feedback. It is part of Unnayan's action programme and community work. (Bhattacharjee ?)

Three types of questions arise from this.

One -- In what way is this, namely mere recording and giving back as it is, helping the people? (Sr. Lydia) Information from one community is given to another community. Others learn from the experiences of others and make them better equipped when they are facing a similar struggle say against evictions.(Battacharje?)

Two -- How valid is the process of information from the people? How far is the perception of the people valid or sufficient? What would be valid or needed is to supplement information from the people with scientific study, other documentation and reports (George). It would also be better if experts go to the community and give their opinion (Joyce). For example in the case of overnight evictions, it would have been better if actions groups had gone to the community, made a detailed study, including background information and history and also examined if there are any alternatives (Avinash)

Three -- What exactly is primary documentation? Is mere collection or only collection of information from the people, primary? Besides, if you first take the information and then give your analysis, the information would become secondary. (George). New-papers can be taken as a primary source (Ramani), but they have a bias and therefore are secondary (George). There is no such clear cut distinction. Technically, Information is primary even when a journalist goes to the field and reports. We mark (document) this primary information and that makes it secondary. Thus what is primary for us, becomes secondary for others who come and use our documentation. (Avinash)

Is every one clear about what is primary documentation ? (Anjum) By primary documentation is meant information from the grass roots namely information got directly from the people. (Sr Lydia) True, primary can be defined in terms of source, but it would be more useful for us to define primary documentation in terms of the method of inquiry used or areas or the subjects of inquiry .^

(Avinash). Documentation should be considered Primary, if the routes of information from the source are different from the normal information flows like Newspapers (Avinash). The routes could be grass roots groups, documentation centres, some researchers and the like. They are primarily mainly meant for small private circulation. As and when it gets mass circulation, it becomes part of the normal routes of information and thus can be seen as secondary -- or at least of secondary importance.

But then, any first hand information is primary and second hand or reportage of events like these minutes are secondary. Thus the issue is not whether it is first or second hand (John) what is important is the method of inquiry (Anjum)

The primary distinction is not between primary and secondary documentation, but between different methods of primary documentation (avinash). Methods would have to be value based and values and issues relevant at the lower or rather community level (John)

; -w/ why or on what you do documentation is important. We do documentation depending on "needs" or various project (ISST). The dissemination and the dialogue aspect is what is crucial. For example in Women's documentation our first task is to disseminate information on broader issues, and new special issues as and when they come up (Saroj). Here again the documentation on Women and Creativity is basically primary as it basically covers self-expression and is dialogic (Saroj)

Thus the question is how to take the library/documentation to the lower areas. Here language is important. Therefore must work in Hindi or the local language.(?) like the erstwhile peoples' library of ISRE (John). The major way open is to strengthen work at the grass-roots level and that of voluntary organisation. CYSD disseminates information in the local language using both primary as well as secondary information, like the kit on environment was made in Oriya from secondary information and the kit in Drug abuse was based on Primary documentation and research (CYSD)

We haven't started with primary documentation (?) We haven't got an idea of Primary or Secondary documentation (?RCPED)

To conclude, while by primary documentation we are referring to material collected directly from the people, and more specifically through routes closer to the grass roots like voluntary group, it is not the fact that it is first hand information that makes it important. What must be considered primary to our documentation, is the kind of material, its relevance, the method of inquiry adopted, the persons involved. This type of information gathering or documentation has been called Participatory Research.(Step in

Atreyee, - John)

Participatory Research

PRIA (Participatory Research in Asia) is a support organisation which helps grassroots organisations, organises Trainings and is more specifically involved in issues like Occupational Health and Safety, Women as income generators, Land and land relations.

PRIA does not classify anything as primary or secondary documentation. It basically operates with two types of documentation, one, the case study approach and Two, Process documentation and ongoing documentation.

The main task of PRIA is to help an action group with their ongoing documentation. This means working out a system of ongoing documentation so that the group can take stock, reflect as well as plan their actions. Thus primary documentation to PRIA is working with the people to help them do their own documentation, analyse it themselves, plan and do their own action. Thus we are not implementors of the action.

Thus the methodology break away from the classical methodology, in so far as it is based on this participatory philosophy.

In classical research, the data is taken out of the community, analysed there and the community is not part of the process. Participatory research on the other hand believes that people can take part in their own change. They have the potential to take part in the collection as well as validation of data. Our role is only to be a catalyst, as a kind of participant observer.

Thus Participatory research is more of a subjective commitment as opposed to the classical method which is said to be "objective". This subjective commitment leads to enter into the process of data collection through dialogue and not a questionnaire, for both search as well as validation. The search is basically a problem-solving approach which involves look at the problem, helping people to analyse the problem and last helping them to act on the problem. Thus Participatory research is more a political stand. (Atreyee)

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From PRIA's presentation, Six practical steps can be perceived as far as primary documentation or research is concerned. While these may be common to both classical as well as participatory research, participatory research would contain all the departures mentioned by Atreyee in her presentation:

1. Defining the problem. Mainly involves establishing links, contact with the community. Finding out the perceptions of the community of the problem. Whether they are willing to or are in a position to do anything about the problem.
2. Deciding what data is required. Here too, what data is required is decided largely in consultation with the community. Very often "positivist" research requires the data, which apparently has no connection with the local problems and therefore these questions are suspect and people respond to these questions like they do to Government enumerators on questions like number of children. If there is a definite connection between the problem and the question/data, the community can easily be taken into confidence.
3. Decision on how to gather the information/data. Here too, participation, on gathering data is problem related. The decision

on how to gather data itself, must take into account which ways will enhance participation and even mobilisation of the community on the issue involved.

4. Method, actual gathering, mobilisation

5. Revalidation, That is mainly taking the results back to the community and discussing them, so that they could re-validate the data collected and such "corrective" adjustments.

8. Action . From the manner in which these steps are to be undertaken, it is obvious that any participatory research or non-formal documentation by the Documentation centres, will have to be done in close association with local action groups. Besides it means that the fields and areas of non-formal documentation will have to coincide with the programmes and action plans of the local groups concerned.(John)

The ideological framework of Participatory research , namely social change through awareness is understood, but where does documentation come in all this. It is fine a study is done, an action taken, but how do we see all this being documented and kept for future use or disseminated over a period of time. (Anjum)

Secondly, Are we talking of social problems only ? What about natural phenomena. Efforts at social change seem to be inherent in the definition of primary documentation. (Anjum) We should be able to see and work towards documentation itself being an important aspect of change. A lot of what society is, is dependent on information flows and the institutions that carry it be it the educational set-up, mass media or informal socialisation. Somewhere primary documentation must touch and be a part of this socialisation (John)

Three areas/sources of Primary Documentation

1. Unnayan Type: Record what people say, feed it back in almost the same words/pictures through publications, video etc, hoping that this generates current issues and exchange

2. Participatory research: mainly for ongoing process documentation and or case study of a certain problem intended for action

3. Non-formal sources documentation. Systematically documenting information as and when it is generated, on a wide range of issues, in non-formal form be it notes, interviews, videos etc. The problem is that each of these need to be broken down to its constituents units of information, and a way must be found to retain its non-form at the same time, give it a bibliographic identity. Thus a working title, authorship, date, etc need to be given. How to do this ?

The other problem is how can it be classified. Stored, retrieved and disseminated.

And lastly how these inputs or rather sources can be got into our documentation on a systematic and sustained basis. Various Centres need to put in their experience. CED to present a paper at the next DCM on how we can go about this.

Further collaboration between Documentation Centres

Technological advances

Many of the Centres are considering computerisation and other technologies. There are also centres who are more advanced in terms of techniques. There is need to share information on this so that others can benefit.

Regarding Computerisation hardware aspects. During the recent liberalisation vis-a-vis computers by the Government, the IBM PC compatibles have been purchased by the thousands. Given the needs of most centres and the finance situation, the PC-XT, with 640 K RAM and 20 MB hard disk running at enhanced speeds of 8Mhz or 10 Mhz, has been found to be most suitable. People having large amounts of data, who want a little more speed and are willing to pay more can go in for an IBM PC-AT. Prices of PC-XTs mentioned above range from 32,000 to 34,000. ATs are about 20,000 more. You would need at least one printer. The 80 column EPSON printers, are the most basic and will do most of your jobs and they cost between 8000 and 11,000. Those who are also planning to do accounts, may need 132 column (double width) printers. Costs for these range from 18000 to 25000. Those who want to do some publication work could go for a more expensive printer. Laser printers are also available, but the prices have not yet crashed, and are expected to do so in two years time, but

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consumables like paper and on-going expenses are high. This means that you may have to go in for a dot matrix printer for drafts and most jobs and use the laser for publications.

Other new computers in the market are the
386 IBM PC compatibles
PS/2

But the prices of these have yet to crash and they are currently very expensive. Besides, software to use the enhanced capabilities have yet to be standardised and popularised. Of course both these can also run IBM PC programmes, but it is like using a bus to transport two people.

Computer Communication & Networking. Possibilities for these have been enhanced and are quite cheap. Right now it is possible to connect various computers so that we can leave messages for each other, using an ordinary telephone line. These messages could be requests for index, data etc. This means getting a modem attached ^ to the computer. While some modems are very cheap abroad (as less as Rs. 3000), the Post and Telegraphs has approved only a few modems which cost about Rs. 10,000/-. The Post and Telegraphs are also charging Rs. 3000 a year as rental charges, for allowing you to use their switching system. However it is feasible to directly connect to each computers using the cheap modems, in which case you only pay STD charges, which has now been reduced to 25 percent for night calls. You dont have to stay awake till then, the computer itself does it in the middle of the night! These are only feasible ideas. Permissions and actual tests have still to be done. They have been successfully done in other third world countries!

On software:

The general conception is that information can be got "at the press of a button". This statement needs to be qualified. Firstly if you go to put in the entire documents themselves, you would need storage that is available in super computers to house an average sized documentation. Thus, computerisation is basically restricted for practical reasons to indexes and catalogues. The second important restriction follows from the fact that the computer does not create information of its own. Every thing that you ask for has to be keyed in. True you need to do it only for each document, after that you could use the same for a variety of purposes at the press of a button, namely, catalogues, indexes, short listings, stock taking etc.

Besides the above, computers are useful for all the other repetitive work like letters of reminders, subscription, mailings etc. The other main area of use is correspondence, writing papers, publications etc as re-drafts, proof-reading, making copies later does not involve the additional typing and correcting work,

Of course you could also use the computer for things like accounts, budget planning, programme planning etc.

As far as the documentation centres are concerned, we are talking mainly in terms of using computers for indexing, cataloging, making bibliographies etc.

For this the following programmes are available

1. CED's documentation programme. This will be made available free of charge to any documentation centre in the voluntary sector. We have taken great pains to do it in such a way that it can serve the needs of all DCMers. You will recall that we visited all centres in 1987 and we have evolved quite a few standards at the various DCMs. This programme is fully compatible with these systems. The other programme, which is also available free of charge from the UNESCO is Micro-ISIS (We had not mentioned another programme developed by HURIDOCs called bibsys). While we don't know much about these system, it is possible to interface between these systems and exchange data. But this will have to be worked out.

Microfilming

Micro filming is another option open to Documentation centres, but this is quite expensive, and the initial equipment takes quite a bit of space and retrieval. Though fast from the librarian's point of view, is a bit of a hassle for the reader, who has to go frame by frame, which is okay if they are to refer to a limited number of documents. Besides most of those who use our documentation centres are not used to this kind of "reading". Besides the number of readers at a time is restricted to the number of monitors that are installed.

In any case, despite its disadvantages, some of the bigger centres may have to go for this, in order to fight the problem of space as well as the deterioration of the documents.

System of index, modifications

The common or more currently the interfacing index card, was discussed in detail. For details , please separate section on Index card.

The joint indexes planned, flopped due to lack of response from centres. Even the revision of the Housing index was not done as centres have not sent in their repetitive codes for items mentioned in the index, much less send indexes of publications which were not included in the first edition of the index on Housing. It was felt that the main reason for this is that joint indexes are not in the priority of centres who are in any case trying to cope with their own work. It was thus felt that we should not decide on any joint indexes for the moment and at least till some Centre is interested in a particular issue and is willing to go a long way in getting other persons to contribute. Till then in-

dividual centres should bring out indexes of their own material on topics of their interest and make sure they circulate this to other Centres.

On Journal 12, it was felt that here again indexing of journals are low priority for individual centres. The few Centres who manage to do indexing for themselves are not regular in their work and there is a lot of backlog. All present agreed that we should pursue the idea of joint indexing of journals, but wanted a more practical approach and modest tragecs. It was therefore decided that we should take only two or three journals and that too only monthlies for the time being. After much discussion it was decided to amend Journal 12 programme to Journal 3.

The three publications selected and the centres who are document the journal are:

Lawyers CSA, ISS, CED, AK, JAG, DRC, CYS, UYN
Manushi CSA, ISS, IKD, CED, AK, JAG, DRC, CYS, UYN
Health for the Millions CSA, CED, AK, JAG, DRC, CYS, UYN.

Manushi will be indexed by CYS, Health for the millions by DRC, and Lawyers by CED

CED once again offered to print the indexes using their computer on cards and circulate it to members. Two card sizes and one sheet size was arrived at. 3" x 5" and 4" x 6" for cards and 1/2 A4 for sheet indexes. The costs per card is : And the cost per sheet is . This cost will be charged along with postage on actuals to all Centres.

Each documentation Centres who wanted preprinted index cards are to intimate CED, the size of their cards, the journals for which they need the index and also give a deposit of Rs. 100/- for the cost of cards and printing., ISSI, IK and UYN have already paid their deposit.

The following are the card sizes of each Centre

AK 3x5 want all three
CSA 3x5 HTM
ISS 3x5 all three
CYS 4x6 HFM & LC
IK 1/2 A4 MAN
CED all three
JAG 3x5 all three
UYN 3x5 all 3
DRC 4x6 all three

The schedule for Journal3 is as follows: Within 10 days of recieving journal, indexes should be despatched to CED and the indexing organisation should send the indexes in the agreed format. CED will compile them and despatch them within 10 days of recieving them. Starting date 1.11.88.

Thesaurus

John explained background Purpose 1. Systematise a setof keywords

2. Classification grid

Added codes for thesaurus

I this topic is spread over files named issue-wise

S statewise

D industry wise

C countrywise

T city or town wise*

P period wise

Where there is no specific class number for that particular word or classification

1 files distributed over issues

2 distributed over states

3 distributed over industries

4 distributed over women related files

- Exchange of documentation
- Evaluation of programmes taken up last year
- b) Sharing of documentation
 - Problems
 - Research in documentation
- c) Follow-up work
 - Translations
 - List of literature in the vernacular
 - Sudden Issues
 - Newsletter ?
 - Training

The above points were not discussed due to lack of time

DCM 4

DCM4 will take place in three parts

Part 1: 16th September - To be attended by those who did not attend DCM2 or DCM3 (ie GOA or PUNTAMBA meetings) The main agenda is to explain the index system, joint projects and all other technical matters discussed so far.

Part 2: 17, 18, 19, 20th of September - Main sessions.

Agenda:

System of Documentation for information from non-formal sources
.. CED to prepare initial paper
.. Jagori to see if they can prepare paper on their experiences.
.. Request UYN to prepare a paper on documentation from non-formal sources - experience from Bartha Patro

Documentation History & perspective.. S.V. Ramani Rao to prepare paper

Computers in documentation & Linking up

Finalisation of thesaurus

Joint projects
Sources
Newsletter
SAC

Journal 3 Sharing work -
new projects

Visit to Madras Documentation Centres on 20th September 1989

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Part 3:

Computer usage for Documentation Centres

1. Basics of computer operating
2. Operating and using CED's documentation programme
3. Brief & display of other documentation programme namely ISIS and HURIDOCs

FORMAT FOR STANDARDISED INDEX-CARD

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

Title..... (Use maximum of 138 characters including spaces)
Author..... (Use maximum of 40 Characters)
Publication/publisher (Maximum of 30 Characters)
Place of Publication (12 Characters)
Issue..(6 Characters) Date (8 charac) Pages...(10 characters)
Publication Code ...(3 charac) Kind..(3 ch) Remarks..(10 cha)
Usability Code . (one character)
keywords----- (Maximum of 83
characters including spaces.)
Abstract.....

(To be used for joint indexes & bibliographies):
other centres* Type Classno Filer code
centre 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) Type Code (code indicating type of material)
(2) Classification Number (3) Filer code (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.)

Type: (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 type code has to form the first indicator of location.

The following are the codes for different types 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)
- 0 - 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.

- M - 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, epidiastic material

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 clas-

sification 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: (10 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.)

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.

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.

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.

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.

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. Service Centre is making a list of standardised abbreviated forms which will be sent to everyone by December 87.

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.

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.

Issue: (Six spaces for this field.) The volume number and issue number, if relevant, would occupy this field. For example: Volume 122 Number 11 would be written as 122/11. 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.

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 1387 - 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 1887 - 01/10/87
Diwali 1387 - 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 updating, the date of the first edition will hold good for us. If the document 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.

Many centres felt that the limitation of style of date, brought about by the computer system needs to be overcome. It was therefore suggested that the normal style of writing dates should be followed with however the limitation of 8 characters. This was agreed to. However CED pointed out that in the joint index, centres writing the indexes, should write the old style as well as the dd/mm/yy style. CED said that it would try to get printouts from the computer, giving the traditional style (Editors note: CED has managed to work out its programme to incorporate the above suggestion. Thus all centres can use the traditional system. Computerised centres, will however have to have both the traditional date and the dd/mm/yy format

(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-xxxx (this means that the maximum number of characters including the hyphen should be ten.)

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.

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

b) Reserved codes - The following letters have been kept in reserve for use as common codes in the future.

E, L, O, R, U.

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 Y - 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

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.

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.) Lakshmi's paper was referred to in this session, and the different types of abstracts that she had outlined were discussed. It was realised that for documentation centres it was usually the

descriptive type of abstract that was more relevant. Everyone agreed that in the abstract it was better to not let the indexers 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.)

Codes for different centres:

ADS for Academy of Development Sciences, Karjat
AIC for AICUF, Madras
AK for Asha Kendra, Puntamba
ASH for ASHIRWAD, Bangalore
BDC for Build Documentation Centre, Bombay
BGI 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
CEN for CENDIT, New Delhi
CHD for Centre for Human Development and Social Change, Madras
CIE for Centre for Informal Education and Development Studies (CIEDS), Bangalore
CLC for Christian Centre for Labour Concerns, Bangalore
CNE for CINEMART Foundation, New Delhi
CPS for Centre for the Promotion of Social Concerns, Dindigul
CRC for Consumer Education and Research Centre, Ahmedabad
CSA for Centre for Social Analysis, Madurai
CSE for Centre for Science and Environment, New Delhi
CSR for CISRS, Bangalore
CSS for Centre for Social Studies, Surat
CWD for Centre for Women's Development Studies, New Delhi
DBF for Delhi Forum, New Delhi
DRC for Development Resource Centre, Madras
EKL for Eklavya, Bhopal
EQU for Equations, Bangalore
FRC for Foundation for Research in Community Health, Bombay
GRD for GRID, Goa
ICR for ICRA, Bangalore
ICS for Indian Council for Social Science Research, New Delhi
IED for IEDRC, Bombay
IK for Ishvani Kendra, Poona
ISS for Institute of Social Studies Trust, New Delhi
JAG 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
KSP for Kerala Sastra Sahitya Parishad
LOC for LOCOST, Baroda
LOK for Lokayan, New Delhi
MAI for Maitreyi, Bombay

ME for Mass Education, Calcutta
 MES for MESCA, Bangalore
 MID for Madras Institute of Development Studies
 MPS for Maharashtra Prabodhan Seva Mandal, Bombay
 MVP for Mahila Vikas Prakalp, Satara
 NIP for National Institute for Public Cooperation and Child
 Development, New Delhi
 PHI for Society for Participatory Research in Asia, New Delhi
 RPD for RCPED, Madurai
 RWS for Research Centre on Women's Studies, SNDT Bombay
 SC for Service Centre, Calcutta
 SET for SETU (Centre for Social Knowledge and Action), Ahmedabad
 SKV 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 VHI for VHAI, New
 Delhi WCB for Women's Centre, Bombay WCS for William Carey Study
 and Research Centre, Calcutta

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 by a semicolon and then (in the same line) the
 format (ie VHS or 16mm or 35mm or slide-tape) followed by another
 semicolon; Color or Black & White; Language. (All in one line) For
 example .. HAMARA SHAHER; 18mm; Color; Hindi

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.

