The Pre DCM : 7th & 8th September.

There will be two parallel streams:

1. Documentation Systems:
(this stream is for those who have not attended DCMs unto now).

This workshop will go through the different technical discussions that we have had unto now.

DCM indexing/cataloguing formats.
Sources of secondary information, coding
Classification systems used, coding
Keywords, Thesaurus

Please write to us at CED, if you need copies of the DCM catalogue formats

2. Electronic Documentation Systems:
(For those who have attempted to organise their electronic information.)

This is the first time we will be discussing this topic at the DCM. The purpose of this workshop is to gather the experience of those who have already attempted electronic documentation, and to try and work out some preliminary recommendations & Framework for systems such that exchange of information and distributed documentation is made easy.(See Appendix)

DCM9 9th & 10th September

Session 1. Introductions:
Besides introducing oneself, please come prepare with a short note
on the developments at your Centre over the last two to three
years, the issues/problems you have faced, and an account of some
of your plans.

Session 2. Electronic Documentation:
Introduction.
Taking stock of our Needs, Electronic Information available.
Sharing of Exchange at the Pre-DCM.
Systems Followed & Current Programmes used.

Session 3. Electronic Documentation-II:
New Technologies and Possibilities and Opportunities.
Planning for the future.
Training and technical requirements.
Joint Programmes & Efforts.

Session 4. Session on Joint Catalogue

Session 5. Right to Information:

Session 6. Documentation on Current Issues:
Communalism
Globalisation

Session 7. Training Requirements

Session 8. Looking back. Looking Forward.
Plans for the Future
Joint Programmes

EXHIBITION

We plan to have an exhibition of NGO books, posters, pamphlets and other interesting stuff at the dcm site.

PLEASE BRING WITH YOU COPIES OF YOUR PUBLICATIONS / POSTERS / VIDEOS etc. FOR SALE

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<u>Other notes</u>

Those of you who have Internet Access, Please visit CED's Website: www.doc-centre.org to get an idea of the manner in which we have tried to organised our information on the web.

Meeting New & Old Challenges - A conference Workshop for documentation centres in South Asia organised by AKSHARA, JAGORI, SANHITA in December 1999. Contact Akshara.

Hosts:
ISI, Bangalore: 24, Benson Road, Bangalore 560 046. Ph 5555189
NCAS, 2, Santosh Apartment, Shilavihar Colony, Paud Road, Pune 411 038
CED, 7, 8th Main, 2nd Phase, Domlur, Bangalore 560 047. Ph. 5543397

Note for discussion on Electronic Documentation

Introduction

Upto recently, we were using computers mainly to
Make catalogue and indexes, bibliographies of our documentation
Bring out publications, using Word or Page maker
Research, Statistical analysis, number crunching.

Now more and more information is first available in electronic
form, be it in

- Word Documents
- Email, Bulletin Boards,
- CDs, Floppies or
- Web pages (Internet)

Discussion points

At the Pre DCM, we will discuss three aspects of electronic
documentation.

1. The Nature of Documentation available in electronic form
2. How this information is or can be organised and catalogued
3. Retreival and dissemination systems

Participants are expected to make a presentation (preferably with
a written note) sharing their experience on electronic
documentation. Below are some of the issues they shoudl cover.

1. The Nature of Electronic Documentation
A. The types of electronic information i.e. Email, Compact Discs
(CD), indexes (databases), Word /Text Files
B. The characteristics of available information: Electronic
Information can be of all kind. You can have

i) news reports. small annoucements, pamhlets etc which people have sent you by email or you have downloaded.

ii) a collections of analytical articles, Reports, Studies produced internally or downloaded from the Net.,

iii) data/statistics from the Census Cds, Or,

iv) editorials, opinions, exchanges in mailing lists

C. What do you see is the value in collecting, organising and documenting electronic information or Indexing such information.

2. Method of Organisation & Indexing

A. Do you have a method of storing the information?

i) Is it organised

subjectwise?

chronologically?

in separate floppies/CDs or in Hard disks?

Any particular file naming convention?

Classification?

ii)Is the file format changed for uniformity.

B Do you have any indexing/cataloging system?

i) Any system of marking important attributes like title, author, keywords. dates. publisher, copyright holder, original source of information etc. within the file.

ii) Is there a catalog system to tell you where each file is and what is contained in it? What is the structure of this database? Does it match with the catalogue of Books, Reports etc.

3. Retreival & Disemination

What are your ideas for dissemination and making available this information and databases? Are you planning to use it for

i) In house reference/publications

ii) Intranet access to your users

iii) making it accessible in your Website?

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Leo Fernandes, our guru on Computer information Exchange and

communications, and convenor of INDIA-LINK will facilitate this workshop. Leo will then lead the discussion on various New technologies that are available more particularly :

WEB Type access be it in the forms of
links to URLs(Unique Resources Locator) of documents or sections of documents.
searching of databases in the background.
Automatic full text search for any query, is becoming increasingly popular and dominant. How can we organise ourselves and our current systems to make it Web compatible.

At the MAIN DCM

Based on the Pre-DCM workshop, Leo and others will present an overview of the kind of electronic information that we have been accessing and the kind of electronic information that we are generating, systems that are being used to organise that information.

Besides, the documentation systems, we will also discuss some suggestions on Software, Traning requirements, and work out plans for computerising information at all the three levels:

Internal: within the organization, including LAN
tranet: within our constituency/members, including WAN
Internet, WWW, Web search by email, URLs. WEB Pages

We will also discuss India-link. The various services especially email, mailing lists, and training programmes that we have conducted.

We will also discuss some of the India-Link plans for facilitating Information exchange and computer communications.

Some Possible Concrete DCM plans for India-Link:

- Promoting LINUXware, which provides the best free platform for Information at all these three levels.
- Programme for Developing a Demonstration Site & Systems for such information exchange.
- Specialised E-mail Lists while relating to issue based networks of organizations
- Training/Apprenticeship programme on Linux / Linux related Information Sharing & Networking systems, spread over seven four day sessions over the year
- One day Training in different cities. Exposure on: How to make more use & creative use of email to get documents and information and organizing them. Different organizations could host these.
- Exposure Programme for CEOs of NGOs on Electronic Information Systems
- Distributed catalogues of URLs (Unique location of documents) on development especially India related material.
- Develop exchangeable systems.
- Back-up archives for such information.

Note based on two day preparatory meeting between Leo Fernandes, Shubha Chacko, Radha Kunke, Vinod Kumar, B Veena, and yours truly, John!

So, Finally, See you in Bangalore. Since we have not met for quite sometime, we have a lot to catch up on. I am particularly looking forward to seeing you individually, renewing relationships and having fun...