

## DCM I, December, 1986, Mumbai

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List of publications received by selected Documentation Centres.

### Introduction

The meet began with participants introducing themselves.

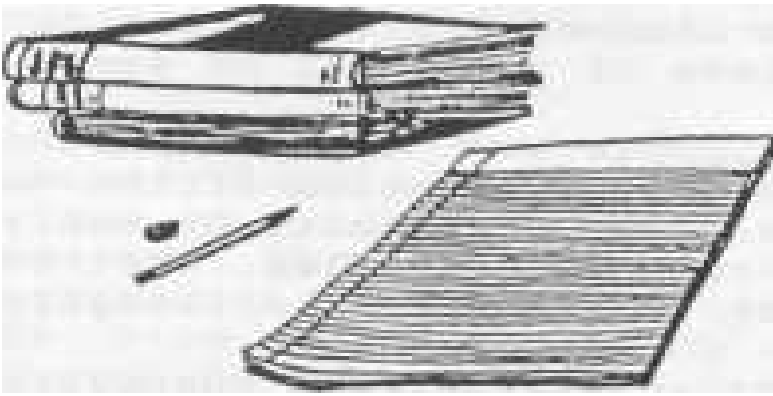
Then there was a brief discussion on the purpose of the workshop.

The main objective of the documentation centres' meet was to share some ideas on documentation- as well as on some of the problems being faced by the various Documentation Centres.

Now that there are so many of us in the voluntary sector, it has become important to evolve some conventions and norms especially for operations that can lend themselves to a collective effort eg. indexing, bibliographic services etc. This basically means that we are trying to move towards some kind of compatibility between our various centres. This might lead to common methods of documentation. Besides it would help us develop newer and better systems for our own documentation.

The third objective would be to try and develop a higher level of cooperation between various centres. This could be in the form of exchange or mutual borrowing of documentation, or could reach high levels of work sharing or distribution of specialisation.

Lastly, we hope that in discussing these various aspects, we would be able to inject clarity into our work.



**NEED, RELEVANCE AND ROLE OF DOCUMENTATION CENTRES** Chairperson:

Vikasbhai

Vikasbhai began by stressing that Documentation Centres too are victims of the problem created by the prevalence of the "English" culture. As a first step towards solving this problem, there should be better exchange between the vernacular and the English language documentation centres. Both may have to change their systems and learn from each other.

If we call ourselves alternative documentation centres, we must be clear about our bias and keep it in mind when we are selecting material and the medium for storing and disseminating the material. The first characteristic of the bias is that it is ideological. This means that the Centre concerned has taken a basic stand on certain issues.

The next element in the bias, if it may be called so, is that the documentation is meant for a certain type of target group. Namely, the material and its medium is aimed at and should be relevant to the activists, unions or workers. Thus, in view of the growing vernacularisation of action groups, especially in the north, documentation centres also will have to change.

Another major question that confronts Documentation Centres is: Should Documentation Centres process data and present analysis or should they give out material 'objectively' and concentrate on gathering and classification?

The answers to these two questions must account for the fact that information is not value free and that there is always an ideological bias. We must be able to recognise this bias and its forms. Then only will we be able to use that particular material for information purposes.

Given the various biases of alternative documentation centres, three kinds of roles can be seen:

1. Their role as suppliers of counter-information. This involves countering the information of the establishment whether propaganda v/s propaganda, or analysis v/s analysis, or education v/s counter education, etc. Campaign oriented organisations also fall under this category.

2.Their role as organisations who support/supplement the role of activists. Here the documentation centre's role is only seen as secondary to that of activists.(playing second fiddle).

3.Their role as organisations attempting to build alternative information flows. Here the Documentation Centre sees itself as an activist organisation. It sees the structure of information as an important and distinct area of intervention. But it also perceives that merely a change in government or ism/mode of production will not necessarily bring about a desirable information order, and intellectual oppression and fascism in information flows could easily continue .

Whether these roles are explicitly and consciously chosen or not, there are some endemic problems that lead to a confusion of roles. Firstly there is a personal felt need among documentalists to be activists or to feel involved in the process of social change as it is understood traditionally, (with slingbag. khadi et al). Therefore basically there is an identity crisis.

This identity crisis is compounded by the fact that the information collected at their centres is not and cannot be used by the masses directly, but at best by activists, intellectuals , researchers and their organisations.The documen-talist is not satisfied with this second fiddle role. But then, he also cannot escape the fact that most Documentation Centres were originally established to service the information needs of activists and mass oriented organisations.

Even this seemingly simple role presents major problems to the serious documentalist. Firstly,this category of user namely the activists may not know exactly what its needs are. Some activists would expect documentation centres to provide packets of processed information that would be useful to them. This could be newly researched material or compiled from existing sources.

Still others may want Documentation Centres to take up an issue like amniocentesis. This means that Documentation Centres must also act in order to crystalise certain issues and aid the activists in what Chhaya called the culturisa-tion process.

There are also those activists who expect Documentation Centres to continuously look out for new issues, research them and present them on a platter, to be used for "organising the masses". Thus more and more the documentalist is being pressurised not only by his own confusion but also by others' view or understanding of the work of Documentation Centres and of course the demands and expectations arising from such a view.

The only way to get out of the confusion is to be clear about the role of the documentation centre itself. Documentation Centres cannot be activists organisation who are or

ganising the masses.Yet they are in some way connected. This connection is mainly ideological.

Since the Documentation Centres do not interact with the masses

directly, communication between the grassroots worker or the target audience and the documentation centres needs to be at a high level. This communication can get skewed or distorted. One of the main reasons for this is language. Though all documentation centres cannot serve all the needs of all the groups, some of the centres could change their language medium if this is their primary problem.

Another related dilemma facing documentation centres is that of sources. Most Documentation centres rely on secondary sources for information. These sources are in fact tertiary sources as they generally base their opinion on information collected from elsewhere. At best the Documentation moves to secondary sources. These are mainly established 4<sup>th</sup> sources like government reports or scholastic studies. The main question is can Documentation centres document information from the 'people' or from alternate nonformal sources?

Common people have their own language and life experiences which give them an awareness. We cannot underestimate the capacities of the people. Therefore people as primary source is important. The main purpose then becomes processing or collating this information ultimately enhancing communication and exchange between themselves. The latter function should not be underestimated or undermined. The fact that the anti Hindi riots in the South are totally incomprehensible to those in the north, including activists is proof enough of the importance of this kind of role. Documentation Centres can help in this by actively seeking information and distributing it.(vikas)

But then we come back to square one namely that in order to obtain information at the local level, Documentation Centres may have to be physically involved in the issue. This once again leads us to the problem of activism which we discussed earlier. Besides the role dilemma, there is the practical question as to whether systematic documentation can be done while one is living the chaotic and uncertain life of an activist.

Thus while it is desirable to go in for alternative sources, the problems and the methods of doing so still need to be sorted out.

Meanwhile it must also be recognised that even the role of documenting existing material and making it accessible to people is a major job that needs to be done and improved upon. If this is so, shouldn't some documentation centres continue with their present task if they are doing it well and leave it to others to concentrate on alternative sources? The latter category of Documentation Centres will do this only if they have confidence that the former category of documentation centres will do their job well and of course make their work easier. It would however be ideal if they can get the standard material at their own Centre itself at low cost and labour.

Documentation Centres also tend to take on multiple tasks. If it is not possible for them to do all properly, it is better that they define what they can do and collaborate with others who are able to do those other tasks better. Each Documentation Centre will have to find its own mix of activities ranging from documentation, research, publications to campaigns, media, policy lobbying etc. Thus no single model exists. We must however be careful that while choosing our own

mix we do not unnecessarily duplicate efforts especially when there are so many tasks like primary documentation, language documentation, alternative literature and media yet to be done.



### Classification Systems

Lakshmi summarised her paper on Classification Systems. While rejecting traditional systems as unsuitable and inadequate to our needs, she gave examples of different types of classification systems developed and used satisfactorily by NGOs. She also emphasised that we must accept the fact that every Documentation Centre has a different classification system, most of them designed for their specific needs. She suggested that we could work towards building up a thesaurus that would enable us to find out the classification numbers of other centres.

Some centres by the nature of their specialisation, eg URG, have to keep files alphabetically companywise. This is by and large the exception, as most of our users are not academics who know more than just the subject that they are going to inquire into. Therefore for our needs subjectwise classification is very important.

[ We later learnt that CENDIT does not have classification system according to subject. Each Document is marked serially and is accessed by keywords. Here also the thesaurus of keywords will help provided that CENDIT sends us a list of keywords that they use.]

Every Centre will have to evolve its own classification system depending on how it sees its own role and what areas it seeks to tackle. The classification system alongwith indexes for catalogues and bibliographies are at the heart of the documentation process. The Classification system is most important because it breaks down the information subjectwise and most requests to alternative documentation centres are according to subject. Besides, when we have our own system, we can give due importance to areas of our concern as well as areas hitherto neglected by the established information set-ups.

It was discovered that some Centres have different classification systems within their own Centre. Some Centres use the Dewey's system for their books and another numbering system for their files. The main objective in Alternative Documentation Centres classification efforts is to make it intelligible for usage by the target audience who mainly come to refer to a particular subject or at the most to some specific

journals like the EPW. Thus this different classification may be convenient to the librarian as he/she has a convenient ready made system in which all books seem to be in order. In fact the users may have to constantly go to the librarian and may never be in a position to manage on their own.

For cooperation between Documentation Centres we need to find a way of knowing both the class no. as well as the nomenclature of each file or subjectwise heading. It was therefore decided that the thesaurus should be able to locate the root keyword for any of the words or subkeywords used by each centre. This will also help in preparing index cards.

It was decided that we should therefore have a dictionary of all kinds of keywords which will help a person locate a root keyword. From there another listing will tell you the coverage under a particular keyword and the respective classification numbers for different centres. To achieve this a list of preliminary keywords has been circulated. Each centre is expected to fill in their respective class nos. Please note that under each rootkeyword there can only be one class no. for each centre. But for one class no. there may be many root keywords. This is because there may be other centres that have a more detailed breakup in that particular section. If you come across a particular keyword which has more than one class, no. in the preliminary list, please break up the keyword giving different keywords for each class no.

The Structure of the dictionary will be as follows:

#### PART I

rootkeyword

word: see rootkeyword

for example femininity:see women girl: see women ladies: see women women

#### PART II

rootkeyword: description of the coverage under the particular file; Other words that describe file; CED XXX; BDC XXX.X; UYN XXX etc.

for example

**women:** general file which also covers position in society,

sex ratio, religious attitudes towards women, the issue of equality, statistics on women and women in politics; femininity, girl, ladies; CED L30; BDC 800.0; UYN XXX etc.

During this session there was also a discussion on specialisation and specialised documentation centres.

During the discussion we soon realised that most of us only talk of specialisation. This was evident from the fact that most of us had nothing much to say.

Most specialised documentation centres are informal setups for internal use. Besides they have also not been able to regularise their inputs, most of which largely depend on the people in the larger institution who go for seminars, workshops etc.

The other problem is that quite a lot of time, money and effort is spent documenting material from general sources. This is probably because general documentation centres may not be very reliable as they could very easily omit classifying or filing what they (the specialised centres) may consider important or significant. The only way out for the specialised Doc. Centres would be to come to some agreement with general centres. These general centres could even consider xeroxing at nominal costs, the relevant material so that the specialised centres have inhouse access to the material. CED has already started such a system through its DOCPST.

Another area of cooperation between specialised and general centres is sources like journals. General centres may not be able to afford certain specialised journals nor would they have the personnel and expertise to index and process the information. Here again these centres will have to get together and work out cooperation agreements.

In any case there are only a few areas of specialisation among NGO Documentation Centres. They are-:

1. Health
2. Environment
3. Labour, Labour resources
- 4i Women \_ ^
5. Housing ~i
6. Rural technology, appropriate technology
7. Peasant studies, peasants

## 8. Region wise or regional documentation.

CED does exhaustive documentation from general sources on topic nos 1,2 & 4

BUILD does the same for topic no. 3

The above organisations may be used or approached for collaborative agreements in their fields. Other general documentation centres may also offer to take care of other areas. These will be added to the above list and circulated along with the quarterly index.

### Sources of information

In his untitled paper, Sandeep said that Documentation Centres rely heavily on secondary sources. But then even with secondary sources we have a lot of work to do like making the information accessible and available in readily consummable forms.

Ideally, the nature and role of the Documentation Centre concerned would determine the kind of sources that they would tap for information. However the main problem seems to be more how to be selective about our sources. The information available at easily accessible centres can be ignored by a particular centre. For this to be feasible, we have to work out a way whereby material from one Centre is accessible to the other without much difficulty or expense. This is specially useful for those sources that are expensive or difficult and expensive to process.

It is also necessary to restrict the quantum of inputs into the documentation, so that it becomes more manageable and more focused, therefore there is a constant need to evaluate the need relevance and status of sources for one's own centre.

A documentation centre largely depends on the sources of information. These constitute the major raw material input. Therefore a systematic and intelligent acquisition policy is a must.

Sandeep outlined the various kinds of sources viz. established printmedia, govt. reports, surveys and publications, reports of other institutions, Seminar and research papers, small and local newspapers, publications of people's organisations, publications of NGOs and other Documentation Centres.

He said that we could also stock articles and reports made for newspapers but not published by them.

No single Documentation Centre can keep a track of and gather all relevant information. Only close cooperation on a give and take basis can help a documentation centre keep track of the relevant information.

A basic question that was asked was: What is Information? Is it data or fact (Chinu). Information could be considered as an organised set of data (Mankad). It is how you organise that information that is important. This means that you give it a bias. (Jagdish)



All information is not biased. Take scientific research. (Ramani). There is a large body of scientific information giving its premises where what is right or wrong is defined. There is an anti-scientific attitude among development groups. Bhopal has shown us that we should be careful about being unscientific. (Chinu)

The bias is nonetheless there. First we must ask whose science is it any way who is it meant to serve? (Vikas).

At this point, the Chairperson brought us back to the topic under discussion namely sources.

Certain topics get well documented because they are well known or are popular in the established media while other topics are comparatively left uncovered. These areas as well as some other areas of darkness exist as far as the activists or development work is concerned. Are we conscious of this gap and what are we doing to correct this skew. (Suri)

We should try find ways and means to document and keep a track of non formal sources especially information at the grass root level like notes of activists and informal papers. Maybe the less general centres or the rural centres can make special attempts to do this. In exchange the general centres could serve by providing the formal information needed by these centres. (John). The people are now more willing to share information as they see the need for it. But the problem is how to do it systematically. Besides the information is not codified nor do they have the skills to codify it well. If this is organised it is possible to get primary information from this field. (Vikas)

An important source not yet tapped by Documentation Centres are papers and theses at the Universities (Ramani). These can be known from the all India Union of Universities Publication and Guide to Indian Periodical literature (Mankad). The Cendit and SALUS Abstracts are also a good way of knowing the kind of publications that exist (Chinu).

Other good sources of information include govt. records like Debates in Assembly and in Parliament. These and other sources are easy to find. But because of the Official Secrets Act it cannot be used. (Vikas said this and elaborated).

There are many sources like the Journal of Parliamentary Affairs but then we cannot follow up all the issues. Information is always generated when there is a need for it, especially when there is some action. In fact when there is an issue based programme for collecting information either due to a specific action or because of specialisation it is possible to go in for primary sources (Chinu) be it people or retired govt. officers (Vikas) or other studies.

It is therefore clear that Information is available, but the problem is how to use it? and disseminate it? Presently newspapers, and journals have a host of information that in most cases is sufficient for our needs. To be helpful however, it has to be classified properly. (Anjum)

Besides being classified properly, the information has to be provided

in a concentrated manner like in the amniocen- j tesis campaign which was taken up in the papers, thus generating a movement. (Nandita)

Another problem with the information that we put out or with the sources we quote is credibility (Reggie). This could be either because we have not researched and documented the information properly (Chinu) or because the authorities concerned are biased like in the Zuari Agro chemicals case in Goa (Reggie). Personal contacts with groups and Unions as well as well-documented information\statistics make our work credible. (Lakshmi)

Some recommendations:

There should be cooperation and sharing of sources. The non general Documentation Centre should take up at least one issue that they will do good documentation on along with documentation of primary sources and other nonformal documentation (John) Thus the general centres can provide them will all the general information that they need. To ensure equality of response all information could be provided not under open contract but on standard charges. Documentation Centres should bring out a regular two sheeter (at least) giving information on new additions to the library, some interesting sources and data etc.

It is decided that a consolidated list of sources regularly documented by every Centre should be compiled. Based on some of the information provided at the meeting we have made a list of publication. See Appendix 1.

### Compatibility between Documentation Centres

The first and the main area of compatibility between centres discussed was the format for indexing. While it is not essential for all centres to have indexes or catalogue of documentation, it is necessary to have some conventions or norms for doing so. Here again all centres need not have identical index cards. As a first step, it is sufficient to have compatibility - in the sense that we can easily tranfer information from one type of card/record to another.

The following is the format of the index:

(other class nos)                      Type Class no Filer code

Author

Publication/publisher Date                      Pages

Publication Code--- Kind--- Usability - Rem-----

Title \w

Abstract.....

-from

keywords-----

other centres Type Classno Filer code

#### NOTES AND EXPLANATIONS

Accessibility Code - is a set of fields that together

uniquely identifies a particular document and suggests its location.

It consists of (1) Type of material (2) Classification Nos (3) Filer code (location indicating code).

(In case of people already having their own cataloging system where top right-hand-corner is used for some other details - another place can be given to the entire accessibility code. However the various parts of this code must be in one line.)

Type of material: This is a one letter code which indicates the form in which the document exists. This comes first because in all centres, books, journals or boxfiles are stored separately and so form the first indicator of location.

The following are the codes agreed upon at the meet:

F - or C - Files, including all material kept in box

files like clippings, pamphlets, small articles.

B - Books including all material stored in the library

cupboard for example sometimes a particular special issue of a periodical is classified like a book.

R - Reports including government documents, studies, other

data which are neither kept in the library of books nor in

the box files . These may also include some special issue of

journals which are not regularly received but more or less

cover one topic. . .

M - or J - Journals, including those magazines which

are preserved in full .Access to these are normally through indexes.

V - Video or film material.

S - Slide shows

A - Audio material like cassettes. y,

P - Posters, photographs, flip charts/etc.

Class, no.: This is the classification number or code given to the material according to the subject covered. This number shall represent only the main subject classification. For subsidiary subjectwise access see section on keywords.

Filer code: This is third part of the accessibility code. This indicates the physical location of the material. Since location is specific for different centres this aspect has been left entirely to the individual centre. Just to give you an example we give below the convention followed by CED. For books the; first space is the letter indicating 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 chronological number within the first letter of our classification which indicates the broad area under which the document falls under. For magazines, we do not yet have a system but plan to to utilise the first three spaces to indicate the publication. Here we will be using the same code that we will use under "publication code". Following this three letter code we will give the date of the publication using the same convention as for the date field. Still we have not uniquely identified the article as there could be two articles in the same issue which cover the same topic thus the last letter will identify the article in the same publication with a number.

Author

It was decided that we should enter the surname of the author first in the following format: Surname, Name (ed) [if applicable] & Surname,Name and others. In case one is making a separate index for an important article by a famous author and it is basically a reprint of important article, the format will be as under: Marx K/Rajabali A. (ed)

Title: If the title begins with an article (a, an,the) then this would be put at the end of the rest of the title. Cos- cVno^KA\ CJ,M^Kk^\\^, Xxn .\*AUJ\vao-

Publication/publisher: \*»«- \*- ^v\j\K>^..\ov.v\VvrW-U.  
kA0€jjv\jw>J£,cnv .?> «>'[\_\*} 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. We should try and develop a dictionary of commonly used abbreviations

If there is need to include the place of publication or price as it is in bibliographies. John suggested that this can be done through a field called REM (Remarks) where there will be details like Price

Rs:\_\_\_\_\_.

Date:

The date will be written in the following format: dd/mm/yy

If the date of a publication covers a time period, the first

date will be entered eg. publications marked 8-15 feb

1986, will be written as 8/2/86. If however the document is

an annual then the last day of the year will be entered, eg.

financial report 1985-86 will be entered as 31/3/86 & Annual

report 1986 will be entered as 31/12/86.

Similarly Spring 86 will be entered as 1/3/86, Summer 86 as

1/6/86, Fall as 1/9/86, and Winter 86 as 1/12/86.

If there is absolutely no date and no indication of date or

time frame then enter month of receipt as 00/xx/xx. the 00

indicates that the date is approximate or guessed.

Page numbers: If the publication is a book and the particular index refers to the entire book 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 no of characters including the hyphen should be eight.)

Publication code: This is an optional field which is more relevant to those who will be computerising their indexes. This field is necessitated as very often the inputting of the name of the publication is done in different styles and short forms. This code will be entered according to the convention fixed by each centre. However if at a later stage we are to exchange floppy disk containing each other's indexes we may have to standardise this code. The code the CED will be using shortly is given in a separate column called code in the list of sources.

Kind of Publication- Three spaces have been provided to give three attributes to a particular document. Each one letter code will denote the kind of article. Each index card should be able to taken in a maximum of 3 descriptors/codes.

a) Common codes - The following are already agreed upon comon code

A - Analytical

B - Bibliography, index, listing of material

C - Conservative perspective  
D - Directory  
G - Government report,  
I - In-depth  
J - Journalistic account  
M - Marxian -Perspecti  
N - Narrative, descriptive  
P - Progressive perspective  
Q - Comprehensive  
T - Theoretical,  
V - Visuals included

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

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

As agreed at the meeting these codes have been worked out by CED and those wanting any changes must immediately react with proper alternative suggestions.

Usability code:

This one letter code indicates whether the user's relationship with the document. 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 - Free distribution as well as borrowable when out of

stock.

X - Restricted access and for reference only Y - Restricted sale Z - For restricted borrowing only.

Abstract - This will contain a summary of variable length. Rajiv Jain suggested approximately 100 words. Lakshmi is to do a small paper on abstracting and circulate it to all.

Source of Abstract The card should indicate at the end the source of abstract. The following sources are currently available - author's (if abstract taken from preface), publishers (if taken from back flap of the book or publicity material), review (in which case say name of

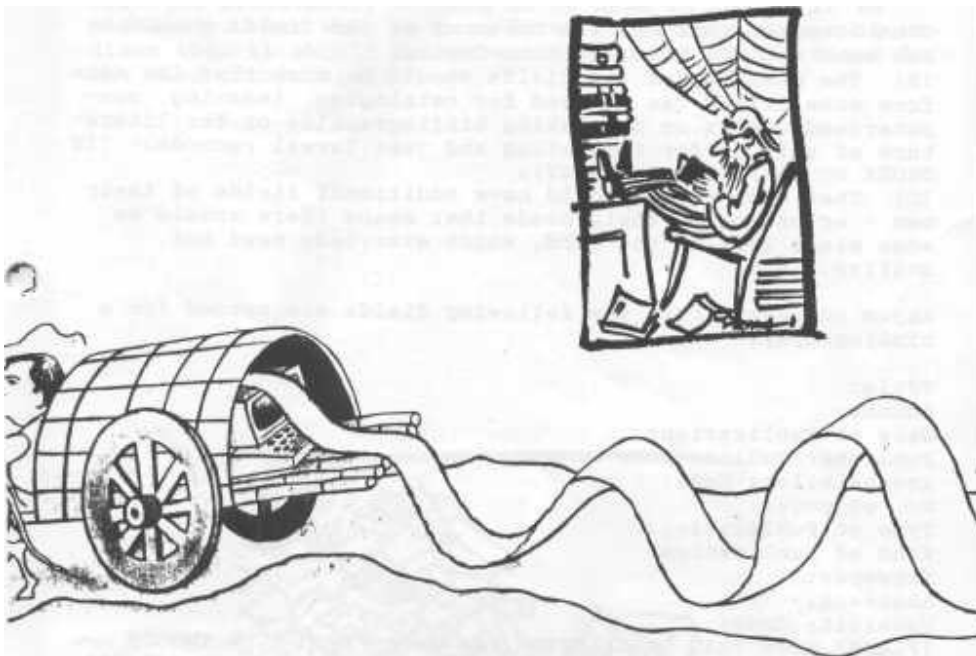
reviewer & publication), ICSSR Abstract, or members of the "JOURNAL 14" (written as - from BUILD or from CED etc.).

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

(B) In manual systems, where catalogues are arranged sub-jcctwise 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 class nos. the class nos. 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 some other convenient place in each of the cards. For convenience of arrangement of the cards itself each class no can carry a filer code after the decimal place provided a seperate registeris kept of the last no.utilised. Centres may also want to write just below the right hand accesibility in the left hand carding code all the other keywords or class nos. entered for that document.

Rem: This is a remarks field wherein you can enter any specially required information like Price Rs:—,or funny or odd size therefore kept seperately, or out of print (if for sale) etc.





### Dissemination: The case of bibliographies.

Anjum stressed the need for a standard method of making bibliographies

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John stressed that (A) The break up of the fields should be the same for all Documentation Centres,

(B) The break up of the fields should be such that the same form once filled can be used for cataloging, indexing, computerised access or for making bibliographies or for literature of sale or for footnoting and just formal records. (IN ORDER TO SAVE TIME & ENERGY).

(C) That each centre could have additional fields of their own - according to their needs that means there should be some place left in the card, which everybody need not utilise.

Anjum suggested that the following fields are needed for a bibliography:

Title: Author:

Date of Publication: Publisher/Publication: Accessibility Code: No. of pages: Type of Publication: Kind of publication: Keywords: Abstract: Usability Code:

[PLEASE NOTE THAT DESCRIPTION FOR EACH FIELD EVEN THOUGH DISCUSSED IN THIS SESSION, HAS BEEN TAKEN ALONGWITH THE SESSION ON INDEXING IN ORDER TO AVOID DUPLICATION]

Not all documents will have all these information/fields. Nonetheless, we must work out a format and leave irrelevant fields blank (please note that in most computer programme one field, like the title, must be filled in even if it is written as "000" or NIL; our convention for titleless document should be - 000 - as this will be enable print out by title to be more rational).

Notes: Field is a technical term in computerised data base. It means



an individual data item in a record. In the case of books it would mean any entry like author, title, pages,

In response to a question it was explained that keywords as well as abstracts were necessary, so that access points can be defined and determined. Besides the computer can offer multiple access through these keywords faster.

Also, order of fields is not important; the elements or break-up is. If a centre's card or bibliography is currently arranged differently - there is no need to change it immediately. But when we have joint index or exchange of indices then it should be convertible to the standardised format when transcribing.



PaanuMi

IF WE USE WORD  
PROCESSORS ANP ,  
CALCULATORS, WE WON T  
PRETTY SOON WE WON'T  
HAVE TO LEAK\* TO  
WRITE  
HAVE TO KNOW ANVTHING  
OR 00 MATH... \_

if we watch tv all  
The time we won't have  
to learn to reap...



Dissemination

Chairperson:Lakshmi; Rapporteur: Nandita Shah

At this session there was an open discussion on the problems of dissemination. One problem was how to make our documentation useful for action and how and in what form could we generate material that would fuel actions like campaigns and protest(munni).

The other question was how to make our documentation reach the people it is meant for (suri). Most of our Documentation reaches already initiated people or the same group of people.

One primary question that seemed to be bothering most centres was the need to ascertain whether their work was really as useful as they would like it to be for their target audiences. Therein the necessity of feedback was stressed. However the methods for getting this feedback were not considered satisfactory. Whatever small efforts have been made upto now, have met with poor response (sandeep).

The main reason why we have not been able to reach people is that we have not gone out of our way to try new and innovative methods of dissemination. We also need to professionalise our publications and methods of publicity. Maybe even advertise in mainstream media.

#### METHODS OF DISSEMINATION

I. Through the Centre's publications.

- material at Centre is processed and carried in the publication, researched
- choice of topic and material, internal or based on contacts.
- feedback usually via questionnaires.
- audience is taken from mailing list based on contacts .

Also from community centres, where the publications are read out eg. (Unnayan)

- important articles reprinted and highlighted
- material that can be acquired elsewhere is also mentioned
- subject-wise bibliographies

III. Open access system by post eg. DOCPOST

IV. Physical reference

- Mobile libraries
- small satellite libraries in community centres

V. Through film shows, visuals, exhibitions, slides etc.

## VI. Through workshops (RCPED)

While discussing the above methods it was felt that there wasn't enough time to discuss various aspects in detail. Some aspects that were mentioned are : pricing of publication, marketing, publicity, how to enhance mailing lists, working out a system of discounts for distributors, simpler and cheaper methods of publications . It was also pointed out that CED and VNS are planning to organise another workshop on book publication and marketing. Persons who are interested should contact CED.

## II. Index, bibliography, lists, "additions to the library", catalogues

### APPENDIX

#### List of publications received by selected Documentation Centres Jjn\_the voluntary

#### sector

(Note that with each publication we have given the three letter publication code. These are the same codes that we were asked to decide on at the Documentation Centres meet. We have also given the three letter code for the various documentation Centres. They are CED for Centre for Education and Documentation

BDC for Build Documentation Centre

CRC for Centre for Consumer Education and Research Centre

UYN for Unnayan

GRD for GRID

RPD for RCPED (Madurai)

FRC for FRCH

AK for Asha Kendra, Puntamba

AIC for AICUF, National Secretariat

LOC for LOCOST, Baroda

VHI for VHAI, Delhi

VAK for Vikas Adhyan Kendra

The codes used under each publication are also similar to those decided for the index, viz.

C means the publication referred to is stored in files

J means the issues are bound as a whole with indexes for each article.

B means that that material is kept as a book in the library.

R means that the material is stored alongwith reports, studies,etc and is mainly meant for reference.



Report prepared by