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MANUSCRIPT REPORT

Second Plan for a National Documentation, Information, and Library System for Jamaica

**National Council on Libraries, Archives
and Documentation Services**

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Second Plan
For
A National Documentation, Information
And Library System For Jamaica

SECOND PLAN FOR
A NATIONAL DOCUMENTATION, INFORMATION,
AND LIBRARY SYSTEM FOR JAMAICA

National Council
on Libraries, Archives and Documentation
Services

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OFFICE OF THE PRIME MINISTER

Second Plan
For
A National Documentation, Information
And Library System For Jamaica



NATIONAL COUNCIL
ON
LIBRARIES, ARCHIVES AND DOCUMENTATION
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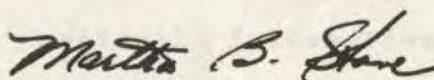
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FOREWORD

It is with great pleasure that IDRC is able to assist the National Council on Libraries, Archives, and Documentation Services of Jamaica with the publication of its second national information system's plan.

As early as 1977 Jamaica identified the need to formulate a concrete strategy for the development and implementation of a feasible information plan which would ensure that information services would be available to all segments of the society. Five years after the acceptance of the "plan" by the Government of Jamaica, a viable documentation, information, and library system has been achieved. IDRC is honoured to have played a role in the realization of the objectives of this system. The success of the NACOLADS plan is internationally recognized. In an attempt to determine the impact of the information system on the various target groups and user communities within Jamaica, IDRC supported an external evaluation, the results of which have been reported in IDRC's publication With Our Own Hands (IDRC 246e, 1986).

Even though NACOLADS can feel justly proud of the progress made to date, it is recognized by all that much work remains to be done to realize the plan's objectives. To ensure that the remaining tasks for solidifying the National Information System and its network, the original plan of 1977 has been rewritten to reflect the new directions, thrusts, and guiding objectives. The following pages present in a most coherent manner the future program of work to be carried out within the framework of the second plan. I am fully confident that all stated objectives will be met and the recommendations implemented.



M.B. Stone
Director
Information Sciences

PREFACE

Over the past decade, computer and telecommunications technologies have developed at an accelerated pace and have produced micro-systems and data transmission systems at greatly reduced costs. These advances have opened up, for industrialized as well as lesser developed countries, new possibilities for improved management and control of information.

Together with greater demands for more specialized information, they serve to underscore the vital need for upgrading national capability in harnessing the vast reserves of knowledge which are being produced at an alarming rate.

NACOLADS has sought to respond to these imperatives by undertaking in 1983, a revision of the **Plan for a National Documentation, Information and Library System for Jamaica**. This has enabled it to conceptualize, more accurately, short, medium and long-term development objectives, to take stock of what has been done, to map out what needs to be done and to state or restate those principles and values which are now necessary to reinforce the right to inform and be informed.

Chapter I provides the links with the first Plan, the rationale and the methodology for the revision. Chapter II records a summary of the achievements of the major information institutions and the progress made in areas pervasive to the entire system, as well as relevant developments regionally and internationally. Chapter III is devoted to the principal recommendations, while Chapter IV comprises the edited reports of the Working Parties and ad hoc Committees. Details of the strategies for the implementation of the national information network system are treated in Appendix I, while the Report of the Consultant provided by IDRC to assist with the revision of the Plan, constitutes Appendix II.

The main thrusts of the recommendations are:

- the early automation of the national information system;
- increased training and development for all levels of manpower;
- improved salaries and conditions of service for librarians/information specialists, particularly in the government, and including educational institutions;
- the need for stated government policies in respect of locally-generated materials and most importantly
- the need for a dynamic user education programme.

At every stage of the revision, members of the library and information community have been fully involved, through participation in the Working Parties and ad hoc Committees and in meetings with the Consultant. All professionals were invited to a one day Seminar at which the draft principal recommendations were discussed.

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The National Council on Libraries, Archives and Documentation Services (NACOLADS) acknowledges gratefully and with pride the significant contribution made to this document by the following groups and individuals:

Members of the Policy and Planning Committee (NACOLADS)

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The library and information community in Jamaica

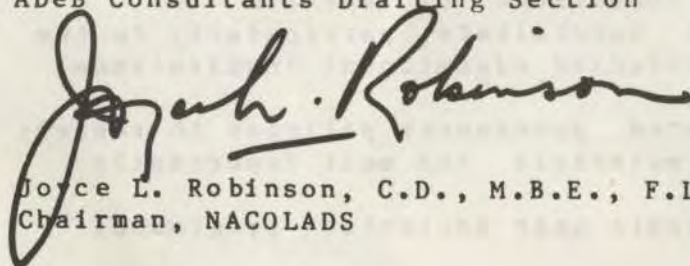
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LIST OF ACRONYMS

ACURIL	Association of Caribbean University, Research and Institutional Libraries
AGRIS	Agricultural Information System
AIRS	Automated Retrieval Information Service
BNBMARC	British National Bibliography Machine Readable Cataloguing
CARICOM	Caribbean Community
CARIMAC	Caribbean Institute of Mass Communication
CARISPLAN	Caribbean Information System for Economic and Social Planning
CARNEID	Caribbean Network for Educational Innovation in Education
CAST	College of Arts, Science and Technology
CDB	Caribbean Development Bank
CES/ISIS	Computerized Documentation Service/Integrated Set of Information Systems
CFNI	Caribbean Food and Nutrition Institute
CLADES	Latin American Centre for Economic and Social Documentation
COLINET	College Libraries Information Network
DEVSIS	Developmental Sciences Information System
DLS	Department of Library Studies
DPP	Department of Public Prosecutions
EBS	Educational Broadcasting Service
EDDC	Educational Development and Demonstration Centre
EDIAC	Educational Information Analysis Centre
EEC/ACP	European Economic Community/African, Caribbean and Pacific Group
H.E.A.R.T.	Human Employment and Resource Training
IDRC	International Development Research Centre
IFLA	International Federation of Library Associations and Institutions
INFOTERRA	International Referral System for Environmental Information
ISBN	International Standard Book Number
ISER	Institute of Social and Economic Research
ISIS	Integrated Set of Information Systems

JAMAL	Jamaican Movement for the Advancement of Literacy
JARD	Jamaica Archives and Records Department
JBC	Jamaica Broadcasting Corporation
JIS	Jamaica Information Service
JLA	Jamaica Library Association
JLS	Jamaica Library Service
JMB	Jamaican National Bibliography
LC	Library of Congress
LINET	Legal Information Network
MPS	Ministry of the Public Service
NACOLADS	National Council on Libraries, Archives and Documentation Services
NAVL	National Audio-Visual Library
NLJ	National Library of Jamaica
OAS	Organization of American States
OCLC	On-Line Computing Library Center
PIOJ	Planning Institute of Jamaica
RJR	Radio Jamaica Limited
SECIN	Socio-Economic Information Network
SLS	Schools Library Service
SRC	Scientific Research Council
STATIN	Statistical Institute of Jamaica
STIN	Scientific and Technical Information Network
UAP	Universal Availability of Publications
UBC	Universal Bibliographic Control
UCC	Universal Copyright Convention
UN	United Nations
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNIDO	United Nations Industrial Development Organization
USAID	United States Agency for International Development
UWI	University of the West Indies
UWIDITE	University of the West Indies Distance Teaching Experiment
WIRL	West India Reference Library

PART I INTRODUCTION

"Everyone has the right...to seek, receive and impart information and ideas through media".

Universal Declaration of Human Rights Article 19

The decade of the seventies has taken on special significance world-wide among those seeking to change the structures and processes of information in contemporary societies. During this period, inter-governmental conferences and academic groups at national and international levels met to formulate specific suggestions and resolutions aimed at modifying some basic concepts and systems of information, and to re-formulate principles regarding the social responsibility and role of those who discharge specialized information-related functions.

These delegates focused largely on what professional training, educational and institutional requirements should be met in order to maximise each nation's capacity to generate information for economic progress, socio-cultural enhancement and the enrichment and preservation of national heritage and identity.

The United Nations Educational, Scientific and Cultural Organization (UNESCO) has been at the vanguard of efforts to promote, over the past two decades, the concept of national information systems designed to rationalize resources and provide more effective information services to all sectors of the society. The General Information Programme (GIP) of UNESCO, established in 1976, is designed to promote, not only bibliogra-

phic information (which was its original emphasis), but also numerical and non-bibliographic data, non-conventional information required for industrial development (design specifications, standards, patents, laws and regulations); financial and economic information and information on research and development - in short, a wide range of information in a multiplicity of formats to support political and socio-economic structural transformations which will make possible the attainment of national development goals.

UNESCO has also initiated the production of computer software, both for mainframe and micro-computer application, with a view to enhancing the capabilities of developing countries in the storage, retrieval and manipulation of information.

In addition, standards have been formulated and promoted to ensure compatibility and participation in information systems at all levels. Programmes to improve access to information such as Universal Bibliographic Control (UBC) and the Universal Availability of Publications (UAP) are also being promoted worldwide.

These initiatives are indicative of a trend to involve less developed countries more actively in the development of a global information system, to enable them to exchange

ideas, experiences and knowledge with other developing countries as well as more technologically advanced nations, thereby strengthening their capacity to develop their own national systems and participate in international networks.

The analysis and re-evaluation of national information policies and institutions and the implementation and monitoring of new structural changes in the system was an essential first step in the process. In the case of Jamaica, the need was felt for a formalized body to undertake assessment and policy recommendations as a service to Government for planning and decision-making.

To this end, a National Council on Libraries, Archives and Documentation Services (NACOLADS) was established in 1973 as an advisory body to Government; placed in the Office of the Prime Minister and given responsibility for guiding and co-ordinating the further development of the national information network.

The demand for change in the information infrastructure was legitimate and essential. Immediate and concrete actions were needed to strengthen the capabilities of national information institutions to acquire, process and organise the rapidly-increasing volume of information in its diverse forms. The revolutionary changes in information technology, while posing a challenge to the storage, retrieval and transmission of

information, highlighted the inability of the existing framework to cope with and respond to these changes.

Selectivity and conscious planning were needed to minimize hard currency expenditure in light of foreign exchange deficits and to establish clear technical criteria with regard to the upgrading and standardization of equipment throughout the system. Coupled with this was the need to develop local expertise and capabilities and to optimize the use of existing resources in line with the acquisition of new technologies.

Another urgent requirement was to stimulate greater co-operation and co-ordination among institutions to overcome bottle-necks and the duplication of effort and resources.

NACOLADS formulated, in 1977, a **Plan for a National Documentation, Information and Library System for Jamaica** with a view to the rationalisation of limited resources and the more effective provision of information to all sectors of the society.

This was the starting point of a system of scientific and technological assessment, monitoring, forecasting and policy design which not only permitted a better bargaining position for the information sector, but also created a solid base for the elaboration of development plans. The Plan was hailed as a solution to the information crisis and during 1977-1982, provided

valuable guidelines for the development of the national information network resulting in significant progress being achieved.

Steps were also taken to appropriate new concepts and strategies into the Plan in order to ensure more effective provision of information. With assistance from UNESCO, the Organization of American States (OAS) and the International Development Research Centre (IDRC), efforts are being constantly made to build up the national infrastructure for a truly effective information system. Of utmost importance, however, is the need for Government, not only to recognise the importance of information in the development process, but also to take the necessary action and develop the policies required to fully implement such a system. The

analysis and questioning of national policies and institutions is an integral part of efforts to achieve real structural changes in the information and communication order. The approach proposed by the Plan goes beyond mere policy-making. As its major objective is the provision of information to meet the needs of the society, the Plan will become what its users want it to become - a tool to further the process of implementing a national information system. It represents the commitment of individuals and institutions in the information field to build on what has been done so far, and requires, for its effective execution, the active participation, interest and involvement of all who recognise the need to correct present deficiencies in the flow, content and quality of information, for the benefit of the population as a whole.

Chapter I

A. BACKGROUND

In his letter to the Prime Minister in April 1977, the Chairman of the National Council on Libraries, Archives and Documentation Services (NACOLADS) referred to "the impressive and invaluable complex of library services existing in Jamaica at that time", and the development among our people of a "wide-spread appreciation of and massive popular participation in libraries".

He attested, however, to the fact that "the important libraries at the Institute of Jamaica, the University of the West Indies, the Jamaica Library Service, the large number of small libraries in the government ministries and quasi-government agencies as well as libraries in the Private Sector, have all started independently at different times and in different circumstances" which meant that they are unrelated to each other and lacking in any co-ordination. This resulted in uneven development, unnecessary duplication of resources and deficiencies and gaps in many areas.

It was precisely in recognition of this situation that the National Council on Libraries, Archives and Documentation Services (NACOLADS) was set up by the Prime Minister in 1973, to study in detail, and make recommendations to Government regarding the co-ordination and further development of all library and information services.

The Council's roles and responsibilities were to:

- i) review national needs in libraries, archives and documentation services;
- ii) formulate a national plan for the development of libraries, archives and documentation services including:
 - a) establishment of a national deposit library;
 - b) establishment of national standards, with legislation as necessary to facilitate the upgrading of libraries, archives and documentation services in Jamaica;
 - c) initiation and fostering of libraries, archives and documentation services in the private sector;
- iii) advise and make recommendations to Government regarding the development of a national information system.

In 1977, the Council formulated a **Plan for a National Documentation Information and Library System for Jamaica**, with the assistance of UNESCO Consultant, Dr. Dorothy Collings and ten Working Parties, viz.

National Priorities, Legislation and Financial Resources
National Library of Jamaica

Archives and Records Management
 Public, School and Teachers College Libraries
 Government and Special Libraries exclusive of Science and Technology
 Information Services for Science and Technology
 Libraries of the University of the West Indies
 Manpower Resources
 Data Bases and Automation in Libraries
 Publishing and Production: Books and Audio-visual Materials

Each of the Working Parties dealt with a particular type of library or a topic of current concern. Wide community participation was achieved through the involvement of recognised experts in specific subject fields, as well as information professionals.

Major recommendations relevant to the establishment of a national information system were:

- i) establishment of the National Library of Jamaica, so designated by law and with its functions and responsibilities clearly defined;

- ii) co-ordination of established networks such as the Jamaica Library Service, the University of the West Indies and the Jamaica Archives;

- iii) co-ordination, into appropriate networks, of special libraries and documentation services under subject or functional groupings, to eliminate gaps and duplications and to overcome deficiencies;

- iv) introduction of new technologies for improved storage and retrieval of information;

- v) enactment of modern legislation for Archives, Legal Deposit and Copyright;

- vi) improvements in training and education for information personnel.

The Plan was accepted by Government in 1977. Since that time each successive administration has reviewed, endorsed and strengthened the Council's programme.

REVIEW OF THE PLAN

1. Rationale

In the five-year period following the publication of the Plan, a concerted effort was made to implement its recommendations with particular reference to the development of the national information system. NACOLADS was becoming increasingly aware of significant developments in library and information services taking place in the region and abroad. Current expansion in the scope of information dictated a re-examination of the types of information to be included in the national information system - numerical and other non-bibliographic data; non-conventional information required for industrial applications; financial and economic data and statistics on current research and development.

Developments in information/communication technologies and informatics were opening up new possibilities in the field of information transfer including the development of machine-readable data bases, micro-processors, satellite technology and the use of fibre-optics and laser.

Programmes aimed at facilitating access to information on a worldwide basis, for example, Universal Availability of Publications (UAP) Universal Bibliographic Control (UBC), and International Machine Readable Cataloguing (International MARC) also influenced the thrust towards expansion and revitalisation

of the national information system.

In light of this, a decision was made to assess progress made in the implementation of the Plan and to identify recommendations which had not been implemented as well as adjustments and new directions necessary.

2. Objectives

The Objectives of the review were to:-

- i) Assess the level and extent of achievements since the formulation of the 1977 Plan.
- ii) Identify problems and needs in existing services.
- iii) Make recommendations for future development.

3. Methodology

- i) The Working Parties which had been originally set up to develop the Plan were reactivated. In addition, new Working Parties were created to address the areas of conservation, a National Audio-Visual Library and public education.
- ii) A one-day workshop was mounted to examine additional areas to be addressed in the review, viz. statistical data, telecommunication developments and a National Conservation Centre.

iii) A Consultant, funded by the International Development Research Centre (IDRC), was appointed to assist in carrying out the review by:

- meeting with Working Parties;
- visiting major institutions and network focal points;
- collecting and analysing data;

- preparing a draft report for presentation to the Council (see Appendix II).

iv) A one-day seminar involving the entire spectrum of information personnel was mounted to review the Consultant's recommendations and discuss proposed changes.

v) The first draft of the revised Plan was prepared by the NACOLADS Secretariat.

Chapter II FINDINGS

1. ACHIEVEMENTS

During the period 1978 to 1983 considerable progress was achieved in the Plan for a national information system. This was largely due to the commitment and support of the Government of Jamaica as well as of institutions and individuals, and to the effective co-ordination of library and information systems. Valuable technical assistance was also provided by regional and international organizations. Added to these were the enthusiasm and hard work of information professionals.

Achievements will be reviewed in the context of the Reports of the Working Parties (See Part II Chapter IV).

1.1 The National Council on Libraries, Archives and Documentation Services.

- i) In collaboration with the Latin American Centre for Economic and Social Documentation (CLADES), completion of a survey of existing library and information units and the publication of a **Directory of Development Information Units: Jamaica (1982).**
- ii) Publication of a **Directory of Information Units in Jamaica: libraries, archives and documentation services (1980).**

iii) Preparation and management of technical assistance projects for the development of human resources and information networks.

iv) Hosting of meetings, seminars and workshops sponsored by regional and international organizations; planning and mounting of training courses for different levels of personnel.

v) Designation, in 1980, of the NACOLADS Secretariat as the national focal point for UNESCO's General Information Programme (PGI).

vi) Participation in regional and international meetings.

1.2 National Library of Jamaica

- i) The creation of the National Library of Jamaica (NLJ) under Section 5 of the **Institute of Jamaica Act, 1978** as a semi-autonomous unit with its own budget and staffing.
- ii) Improvement of the organization and services of libraries and information units in government ministries, departments and agencies through the establishment of a Library Extension Services Department.

iii) Production of a preliminary computerized union list of serials for the Scientific and Technical Information Network.

iv) Inauguration of a national referral service as the chief focal point of the national information system.

1.3 Jamaica Archives and Records Department

i) Transfer of the Jamaica Archives from the Registrar General's Department to the Office of the Prime Minister and the enactment of new archives legislation - the **Archives Act, 1982.**

ii) With technical assistance from the Organization of American States:

a) survey of the maintenance and disposition of Government records;

b) mounting of seminars on records management for Government personnel;

c) production of a Records Management Handbook;

iii) Provision of equipment by the Organization of American States (OAS) to support the work of the Archives Department.

iv) Establishment of an Intermediate Records Centre, for the temporary storage of government records and the appraisal of records, for transfer to the Jamaica Archives on a permanent basis.

1.4 Public, School and College libraries

The Jamaica Library Service

The Jamaica Library Service includes the Public Library System, the Schools Library Service and libraries in High, Vocational and Technical High Schools. Teachers College Libraries, originally assigned to this network, are now incorporated into a College Libraries Information Network.

Since the publication of the Plan in 1977, the Jamaica Library Service has continued to contribute to the educational and cultural life of the country. More specifically, several programmes have been initiated in an attempt to meet the goals and objectives of the 1977 Plan as follows:

i) Public Libraries

a) Establishment of a Bookmobile Service in all Parish Libraries as a result of the acquisition of twelve bookmobiles through a line of credit arrangement between the Dutch Government and the Government of Jamaica.

b) Provision, out of the regular Book Fund, of specialized materials for new literates and the handicapped, also audio-visual materials.

c) Continuation of staff development programmes through the award of undergraduate scholarships to the Department of Library Studies, University of the West Indies and in-service training for various categories of staff.

d) Preparation of proposals for the restructuring of the service.

e) Continuation of the development of the rural service.

ii) School Libraries

a) Acquisition of four new bookmobiles, three through a line of credit between the Dutch and Jamaican Governments and one as a gift from the British Government.

b) Continuation of support for the remedial reading programmes in schools.

1.5 College Libraries

i) Establishment of a College Libraries Working Party to make recommendations for the co-ordination and rationalisation of libraries in tertiary educational institu-

tions and to conduct a survey of these libraries.

ii) Introduction of a compulsory course in library skills for all teachers.

iii) Opening of the Educational Development and Documentation Centre (EDDC), including an Educational Information Analysis Centre (EDIAC), for the collection, organisation, documentation and dissemination of research in education, both locally and abroad.

iv) Participation of EDDC in the Caribbean Network of Educational Innovation for Development (CARNEID).

1.6 Libraries of the University of the West Indies at Mona

i) Compilation of:

a) a union catalogue of monograph holdings of the libraries on the Mona Campus;

b) a computerized union list of serials;

c) a check-list of abstracting and indexing publications in the social sciences;

d) a computerized indexing service for Caribbean medical literature.

ii) Feasibility study on the automation of library processes and services on its three campuses.

iii) With technical assistance from the European Economic Community (EEC) and the United States Agency for International Development (USAID), the establishment at the Institute of Social and Economic Research (ISER), of a Documentation and Data Centre for:

a) the building of core collections of published and unpublished monographs on development issues in Latin America and the Caribbean;

b) the creation of computerized indexes to:

- Social and Economic Studies

- research in the Caribbean region;

- source documents repatriated from the Public Records Office, London.

iv) Development of improved information storage and retrieval as well as document delivery services to the region by the library of the Caribbean Food and Nutrition Institute (CFNI).

1.7 Special Libraries

i) Establishment of co-operative networks encompassing broad subject areas, e.g. science and technology.

ii) Conduct of workshops and seminars, and in-service training courses.

iii) Production of bibliographic tools, e.g. preliminary union list of serials, and an abstracting journal.

iv) Conduct of user needs and resource surveys.

v) Introduction of automated systems.

vi) Participation in regional and international information systems, e.g. the agricultural information system (AGRIS), CARISPLAN, INFOTERRA.

vii) Promotion of user awareness programmes.

1.8 Manpower Resources Development

i) Provision of 67 graduate librarians through the Department of Library Studies, University of the West Indies.

ii) In-service training and continuing education courses for different categories of information personnel conduct-

ed by several organisations.

iii) Scholarships, fellowships and short-term attachments funded by the Government as well as by regional and international organisations.

iv) Production of promotional materials by the Jamaica Library Association (JLA), for recruitment to the profession.

v) Representation to Government by NACOLADS and the JLA on behalf of librarians in Central Government in relation to improved conditions of service.

1.9 Publishing and Book Production

i) Establishment by the Prime Minister of Jamaica of a Task Force on publishing and printing which comprised a wide cross-section of individuals and interest groups.

ii) Survey of the book publishing industry which yielded recommendations relevant to the establishment of a viable publishing and book production industry.

iii) Formation of a Jamaica Book Publishers' Association.

iv) Collaboration with the Book Development Council of the United

Kingdom in the organisation of training programmes in publishing and printing.

v) Inauguration of a Provisional Book Development Council by the Jamaica Library Board as the basis for the establishment of a National Book Development Council.

vi) Significant increase in the number of books published locally, particularly text books.

vii) Participation in a regional mechanism for the assignment of International Standard Book Numbers (ISBNs).

1.10 Automation & Data Banks in Libraries

While progress towards the achievement of the recommendations on Automation in the 1977 Plan has not been significant, a number of developments did take place in various institutions. These included:

i) the expansion of the National Library's Automated Retrieval Information Service (AIRS) into the Historical Research Project which covers Jamaican serial publications from 1937 to 1962;

ii) the compilation of the computerized union lists of serials for the Scientific and

Technical Information Network (STIN) and for the network of Libraries of the University of the West Indies;

iii) the use of micro-computers for library operations in some institutions;

iv) the creation of data bases and data banks;

v) the acquisition by a number of government ministries, departments and agencies of main-frame computers which are being made available for storage and retrieval of bibliographic records in libraries;

vi) the installation of computer terminals for accessing overseas data bases;

vii) the development of satellite telecommunication.

Because activities in Automation were taking place on so many fronts, the Working Party recognised the critical need for co-ordination and the establishment of norms and standards to guide developments in this area.

1.11 Legislation, Standards & Financial Resources

i) Enactment of:

a) The Institute of Jamaica Act 1978 which created the

National Library of Jamaica.

ii) Enactment of the Archives Act, 1982 to:

a) acquire and appraise Government records;

b) provide and validate duplicates and reproductions.

iii) Formulation and publication by the Jamaica Library Association of standards for libraries.

iv) Success achieved in attracting technical assistance and financial support from overseas funding agencies and Government.

1.12 Regional and International Developments

In recent years regional and international developments have occurred which have had positive implications for the future growth and direction of the national information system.

Increased collaboration and dialogue with regional and international organisations and institutions contributed to greater standardisation and compatibility.

These organisations and their activities include:

i) The Association of Caribbean University, Research and Institutional Libraries (ACURIL).

a) Publication of **CARINDEX**: a guide to articles in West Indian Journals in the field of the Humanities and Social Sciences.

b) Programmes and activities including the annual conferences in which increasingly more Jamaican information professionals have become involved.

ii) The Caribbean Community (CARICOM) Secretariat

a) Publication of the **CARICOM Regional Bibliography**.

b) Production of Reports and Model Laws for Legal Deposit and for Copyright and Neighbouring Rights by its Unit for the Harmonisation of Laws.

c) Machinery for the allocation of International Standard Book Numbers (ISBNs).

iii) The Caribbean Development Bank (CDB)

a) Installation of the CDS/ISIS software, provided by UNESCO to developing countries for the storage, manipulation and retrieval of bibliographic information.

b) The development of a data base of energy and appropriate technology information.

iv) The Caribbean Documentation Centre (CDC)

a) Development of CARISPLAN - a Caribbean data base of socio-economic literature, and its by-product **CARISPLAN Abstracts**.

b) Training programmes conducted through national centres, for standardization and co-ordination of input into **CARISPLAN Abstracts**.

v) The International Development Research Centre (IDRC)

Technical assistance for the development of effective information infrastructures both at the national and regional levels, viz.

a) provision of scholarships, fellowships, workshops and training courses;

b) provision of technical expertise;

c) support for the development of information networks, particularly the Caribbean Information System;

d) provision of essential equipment and resource materials.

vi) The Organisation of American States (OAS)

Provision of:

- a) postgraduate scholarships for training of information specialists, archivists and documentalists in the region;
- b) training opportunities at the undergraduate level;
- c) programme for the "Improvement of Activities for the Development of an Integrated Information System in the English-Speaking Caribbean Countries";
- d) promotion of archival, records management and conservation programmes.

The United Nations
Educational, Scientific
and Cultural Organization (UNESCO)

- a) Establishment of a Pilot Project for the Co-ordination of National Information Systems in the Caribbean Region and the establishment of a Bureau to monitor its progress.
- b) Consultant missions to:
 - advise on the design of national information plans, the development of national information infra-

structures and to survey regional manpower needs;

Carry out studies on:

- the problem of identification, location and acquisition of government publications and non-conventional materials;
- a standardized and compatible bibliographic format;
- national and regional computer capabilities and telecommunications facilities;
- the possibilities and requirements of establishing national referral centres and their eventual link into a regional network.

2. Proposed Modifications

- a) The incorporation of statistical and other non-bibliographic data as an essential component of the national information system.
- b) Adjustments to the organisational structure of the national information network system.
- c) Systematic collection, recording and analysis of statistics on libraries, archives and documentation services.

d) Methodology for the development of the information networks.

e) Proposals for an ongoing public education programme.

f) Costing of implementation on a phased basis.

g) Periodic review and evaluation.

3. Recommendations

The main thrust of the recommendations:

- placed emphasis on the computerization of the national information system, as well as on the recommendations of the 1977 Plan which were found to be still relevant and necessary;

- endorsed and made proposals for the strengthening of the national network system;

- identified the need for standardizing the collection and reporting of statistical data from all library and information units;

- urged the enactment of legislation to facilitate the protection and preservation of local creative output;

- reiterated the importance of rationalisation and the enforcement of the necessary norms and standards for improved efficiency in government libraries;

- stressed the need for improvement of salaries and conditions of service for all levels of library staff;

- endorsed the establishment of a National Book Development Council as a means of stimulating the growth of the local publishing industry and in particular, the production of indigenous reading materials for children and new literates;

- advocated national planning for conservation and preservation of information materials;

- emphasized the need for a public education programme on the national information system;

- recognised the existing and projected role of NACOLADS as the co-ordinating mechanism for the national information system.

INTRODUCTION

The basic assumptions underlying the formulation of the 1977 Plan were taken into account at the time of the Review and were found to be still valid.

The national information system continued to be viewed as an integral part of the country's overall plans for social, economic and cultural development.

Furthermore, an effective national information system would be based on and result from careful co-ordination of all types of libraries, archives and documentation services, and their planned development on a phased basis, aimed at providing the information services and materials needed by all sectors of the society with maximum effectiveness and economy.

Statements relevant to the value of information also remain valid and dictate the planning and implementation of a vigorous and systematic programme of user education and awareness in educational institutions, as well as in the wider community.

However, in the review of the Plan, new emphasis was placed on the automation of the national information system through the development of three bibliographic data bases.

Additional proposals concerned the establishment of a National Audio-Visual Library and a National Conservation Centre.

The recommendations will be dealt with according to specific subject areas addressed in the review of the Plan.

1. The National Council on Libraries, Archives and Documentation Services (NACOLADS)

- i) The role of NACOLADS as outlined in the 1977 Plan is endorsed. It states:

"The National Council on Libraries, Archives and Documentation Services, set up in 1973 should be continued on a permanent basis as the national body with clear responsibility and authority for advising the Prime Minister on planning and co-ordination in this field".

- ii) Efforts of NACOLADS to co-ordinate existing library and information services into a cohesive national information system should be supported.
- iii) In collaboration with information specialists, administrators, policy-makers and other relevant persons, NACOLADS should advise on:
 - a) the formulation of national information policies;
 - b) the preparation of plans for the imple-

mentation of these policies;

c) the activities necessary for the implementation of plans and policies.

iv) Urgent attention should be given to upgrading and diversifying the staff structure of the NACOLADS Secretariat in response to needs, giving priority to specialists, for example, in the area of mass communications.

v) NACOLADS should collect, review and analyse statistics of library networks annually.

c) education and training of librarians and information specialists to meet the needs of the national information system;

d) the introduction and use, where appropriate, of new information and communications technologies for the efficient storage, retrieval, reproduction and transfer of information;

e) the promotion of the use of information resources in educational institutions, and in the community.

2. National Information Policy

2.1 Provision of Information

Recognizing that information is an important source of support for national development and that the basic elements for the provision of information need to be addressed;

i) existing information policies should be carefully examined to ensure their adequacy with regard to:

a) information provision for all sectors of the community;

b) support for national development objectives and priorities;

ii) existing information policies should be co-ordinated and harmonized in order to ensure the effective use of effort and resources;

iii) where information policies do not exist, they should be established.

2.2 Standards

The establishment, implementation and evaluation of standards for information services, are essential for the effective operation of the national information system. Standards which have been compiled for school, college and special libraries need to be constantly updated and revised to reflect new developments and emphasis in the pro-

fession. In addition, standards need to be formulated to address new areas particularly in respect of the computerization of the national information system.

2.3 Financial Support and External Aid

The primary objective of a co-ordinated national information system is to provide improved information services to all sectors of the community. The rationalization of financial resources will ensure optimum use of limited resources. In addition, the total expenditure can be increased through requests for funding and technical assistance.

- 1) The total budgetary allocation provided for information services should be ascertained in order to make the most effective use of financial resources and to plan for the phased development of the information system.
- ii) Measures should be taken to ensure the rationalization of all aspects of library operations throughout the system, e.g. centralized acquisition, processing and storage.
- iii) Requests for funding should be closely monitored to avoid unnecessary duplication and to ensure co-ordination of technical assistance programmes.

2.4 Regional and International Co-operation

Co-operation at regional and international levels will serve to strengthen the national information system.

Information professionals should continue to:

- i) collaborate closely with regional professionals and representatives of regional and international agencies in order to:
 - a) keep abreast of new developments in the information field both regionally and internationally;
 - b) ensure compatibility of systems and procedures;
 - c) share knowledge, skills and resources.
- ii) carry out efficiently national obligations with regard to regional programmes and projects;
- iii) contribute by whatever means to the development of effective information systems.

3. Automation

The rationale for automation of the national information system is to improve the management of information resources held in various locations throughout the country. This will facilitate co-ordination, more efficient access and greater use.

A critical examination of the needs of users, the volume of activity and the kinds of services offered, pointed to the development of three bibliographical data bases rather than a single data base for the national information system.

Principal recommendations are:

- i) Three central bibliographic data base systems should be created, each serving the purposes and within the control of the parent organization.

- a) the National Library of Jamaica Central Data Base System should incorporate four sectoral information networks comprising public and private sector library and information units for:

- Scientific and Technical Information (STIN)
- Socio-Economic Information (SECIN)
- Legal Information (LINET)
- College Libraries Information (COLINET).

- b) the Jamaica Library Service (JLS) Central System should provide for bibliographic and circulation control as well as for centralized purchasing

for all public and school libraries;

- c) the University of the West Indies Central System should be encouraged to pursue the recommendations by their Consultant, that software packages, for example the Integrated Set of Information Systems (ISIS), be mounted on the computer configuration at the Mona Campus, U.W.I.

- ii) The Automation Working Party, established as a result of the 1977 Plan, should monitor the development of computer applications in library and information services.

- iii) Financial assistance should be sought to support the development of automation in library and information services and make provision, on a continuing basis, for the recurrent maintenance costs.

- iv) The services of a Consultant/Systems Analyst should be obtained to work with NACOLADS.

- v) An Automation Project Team should be established, comprising representatives of each data base system and other institutions, and under suitably experienced and competent leadership, to conduct a survey of Jamaican in-

formation resources, established or planned, in machine-readable form, with technical guidance by a Consultant/Systems Analyst in Automation to perform the following tasks:

- a) undertake a survey of computerized information resources, facilities and services, both existing and projected, including their costs;
- b) assist with planning for automation in relevant institutions;
- c) encourage inter and intra system compatibility through the selection and adoption of appropriate standards;
- d) investigate the feasibility of acquiring the Integrated Set of Information Systems (ISIS) provided by UNESCO to developing countries or MINISIS developed by the International Development Research Centre;
- e) develop machine-readable data bases and promote appropriate use of external data bases in keeping with national priorities;
- f) examine, with the Jamaica Telephone Company, available options for reduced

rates with regard to local data transmission;

- g) recommend to Government the negotiation of favourable rates for information transfer to and from external sources;
- h) compile a Register of Government related data banks on the basis of information supplied by agencies.

4. The National Organisational Framework

Figure I shows the structure of the national information system which is based on a series of information networks.

The review indicated that certain adjustments were necessary in keeping with developments, as shown in Figure II.

i) The National Library of Jamaica (NLJ) Central Data Base System

The National Library of Jamaica as chief focal point of the national information system will continue to stimulate, guide and co-ordinate co-operative activities based on sectoral networks of public and private sector libraries, including co-operative acquisition and processing, sharing of resources and the development of computerized data bases.

The system will comprise networks for:

a) Scientific and Technical Information (STIN) with its focal point at the Scientific Research Council and including sub-systems for Agriculture, Engineering, Health, Mining and Energy, Science, Technology and also Physical Planning, originally designated as a separate network.

b) Socio-Economic Information (SECIN) with its focal point at the Planning Institute of Jamaica (PIOJ) (formerly the National Planning Agency) and consisting of sub-systems for Business, Finance, Industry, Management and the Media.

c) Legal Information (LINET) with its focal point at the Supreme Court Library (SCL) and comprising information units in the Ministry of Justice, the Houses of Parliament, the Jamaica Constabulary Force Library, Courts of all kinds and other legal institutions.

d) College Libraries Information (COLINET) with its focal point at the College of

Arts, Science and Technology (CAST) and including libraries in tertiary educational institutions outside of those associated with the University of the West Indies. It is recommended that libraries of Teachers Colleges and of the Cultural Training Centre, associated with the JLS network in the original structure, should be transferred to the College Libraries Information Network.

ii) The Jamaica Library Service (JLS) Central System consists of an island-wide network of public and school libraries with centralized administration, acquisition and processing of materials. The JLS should continue to play a vital role in the overall national information system with its 704 public library service points and its invaluable non-fiction stock of some 628,451 volumes.

iii) The Libraries of the University of the West Indies (UWI) which under the co-ordination of the UWI Main Library, compiled a number of important union lists and other bibliographic tools, should continue its co-ordination of campus information resources.

This will facilitate access to its rich information resources not only by the total university community but also by other users in the national information system.

iv) The Jamaica Archives and Records Department (JARD) which has responsibility for the acquisition and appraisal of government records.

v) The Statistical Institute of Jamaica (STATIN) (formerly the Department of Statistics), which has legal responsibility for co-ordinating statistical activities among government agencies, and developing integrated and social economic statistical series for Jamaica.

5. Network Development

i) Component parts of the information network will exercise full internal control and management of their own systems.

ii) Communication should be maintained between NACOLADS and all institutions participating in the national information system through:

a) continued representation on NACOLADS by the chief executive officers of network focal points;

b) dissemination of news on information activities to all library and information units in the system.

c) regular submission of reports and statistical data to NACOLADS;

d) the sharing of information on technical assistance projects, invitations to overseas meetings, local training courses and seminars, as well as other activities and developments, knowledge of which would be useful in the planning and co-ordinating process.

iii) Increase collaboration with NACOLADS regarding all matters which affect the development of the overall national information system, (viz. the introduction of new technologies).

iv) Co-operate in the organisation of continuing education and in-service training programmes for network staff.

v) Collaborate with NLJ and other libraries in the network in:

a) acquisition and processing of materials;

b) production of bibliographic products;

- c) storage of little-used materials in order to maximise the availability of materials and services at the least cost.

vi) STATIN should pursue its plans to:

- a) develop and maintain a bibliographic data base of statistical publications and other data collections as a first step;
- b) develop other levels of data organisation and co-ordination as set out in its Report.

6. The National Library of Jamaica (NLJ)

The role of the National Library of Jamaica as the focus of the national information system networks should be strengthened.

Particular attention should be paid to ensure that:

- i) the organisational structure, accommodation, staff and finance are adequate to enable the continued development of the National Library to carry out efficiently and effectively its functions as the chief focal point of the national information system;
- ii) legislation be enacted to make the National Library:

- a) the chief legal repository for information materials printed or published in Jamaica, by Jamaicans and about Jamaica through a new legal deposit law;

- b) the Copyright Centre for the deposit and registration of printed and audio-visual materials, if necessary under new or revised copyright legislation;

- iii) a National Audio-visual Library be established for the collection, documentation, preservation and dissemination of audio-visual materials including photographic materials, records and sound tapes;

- iv) automated systems be developed for the effective storage and retrieval of information from both local and overseas sources and in support of the National Referral Service;

- v) the National Library be authorised to promote co-operation and resource-sharing in government libraries in support of the national information system;

- vi) the National Library, as chief focal point, be equipped to conduct the required research and studies which will faci-

litate improved services and document delivery, particularly within government special libraries of the national information system;

- vii) conservation activities be improved through the application of modern scientific processes.

7. Special Libraries

Libraries attached to Government ministries, departments and agencies as well as to private firms, organisations, institutions and businesses should be co-ordinated to enhance their capabilities in the provision of information for research, planning and decision-making.

- i) A plan for a structured system of library/information units in the central Government Service should be formulated.
- ii) Include at least one library/information unit in each Government Ministry as a central and integral component of its operations.
- iii) Improve employment opportunities for information professionals in the Government service by:
 - a) regrading and reclassification of posts;
 - b) the creation of a career structure;
 - c) on-the-job training for both new recruits and existing staff.

- iv) Provide adequate budgets for the acquisition of books, other library materials and equipment.

8. College Libraries

The findings of the College Libraries Working Party set up by NACOLADS in 1982 to consider the feasibility of establishing a College Libraries Information Network (COLINET) led to a number of recommendations, of which the principal ones are:

- i) Establish a network of libraries in tertiary educational institutions, excluding those of the University of the West Indies and including libraries of teachers colleges and the Cultural Training Centre, which were originally linked with the Jamaica Library Service Network.
- ii) Designate as the network focal point, the library of the College of Arts, Science and Technology (CAST) with responsibility for spear-heading the development of the network.
- iii) Include in the network, libraries for teachers colleges, community colleges and other educational institution libraries which should be structured as sub-systems.
- iv) Promote resource-sharing and other co-operative activities within the network.

v) Promote the implementation and evaluation of **Standards for College Libraries** prepared by the Jamaica Library Association.

vi) Increase budget allocations for improving college library collections to include adequate print and non-print materials.

vii) Designate librarians in academic institutions as members of the academic staff and the chief librarian, a departmental head.

9. The Jamaica Library Service (JLS)

A network of over 700 public library service points, ranging from bookmobile stops and book centres in deep rural areas to sophisticated libraries in each parish capital, provides the major channels for the dissemination of information outside of metropolitan Kingston.

Public Libraries

i) Restructure the Jamaica Library Service in keeping with the rapid expansion of the service and consequent increase of responsibilities over the past two decades.

ii) Enhance salaries, conditions of service and training opportunities in order to attract new recruits and retain staff members in the public library network.

iii) Increase budgetary allocations in order to meet user needs more effectively in both general and specialised areas, for example, new literates and the handicapped.

iv) Diversify library collections in the network to include audio-visual as well as printed materials.

v) Introduce computer technologies for more effective control and management of materials and operational procedures.

vi) Provide for the establishment, in collaboration with the private sector, of a commercial and technical library in downtown Kingston.

vii) Promote the establishment of libraries in new communities and upgrade physical accommodation for libraries, making special provision for the physically handicapped.

The Schools Library Service

The Schools Library Service network, operated by the Jamaica Library Service, comprises 813 primary and all-age schools and 92 secondary schools. Just over 50% of these have independent library rooms and under 25% have trained library personnel.

i) An educational effort to promote the importance of library service in

schools should be vigorously pursued among opinion leaders, government decision-makers and relevant sectors of the society.

ii) The Schools Library Service should include all government-funded schools, viz. high, vocational and technical as well as basic schools.

iii) The staff complement of the Schools Library Service should be increased by the creation of permanent posts in order to provide more effective service to schools.

iv) Ensure that school libraries are staffed by appropriately trained information personnel on a full-time basis and that the library is fully integrated into the educational programme.

v) Make adequate budgetary allocations to the Schools Library Service in support of:

- a) effective staffing;
- b) acquisition of an adequate supply of equipment and other resources;
- c) maintenance, management and control of library facilities and bookmobiles;
- d) introduction of effective user education programmes.

vi) Make provision for the training and continuing education of teacher/librarians.

10. Jamaica Archives and Records Department (JARD)

The Archives Act (No. 20 of 1982) which is now in force, is expected to contribute to a considerable increase in the number of records permanently housed in the Archives. Recommendations have been made with respect to expanding the space available for housing, maintenance and rapid retrieval of the records, also the recruitment and training of staff to carry out these responsibilities.

i) Provide the necessary physical facilities and equipment to ensure adequate storage, and preservation of historically valuable national records by:

- a) extending the present Archives building by the construction of a third floor;
- b) accelerating the microfilming of records, initially those in danger of deterioration, for preservation and storage.

ii) Investigate the feasibility of installing computer operations for the effective management and control of archival records to facilitate effective storage and rapid retrieval of information.

iii) Treat as a priority human resource development for the continued effective administration and preservation of records in this important national institution by:

a) introducing courses in archival studies and records management at the Department of Library Studies, University of the West Indies and other appropriate institutions;

b) recruiting adequate staff and organising ongoing technical training for personnel at all levels of Government, responsible for administering the records management programme.

iv) Upgrading existing posts in the Jamaica Archives and Records Department in order that the posts reflect the qualifications required and the responsibilities attached.

11. Libraries of the University of the West Indies

While the University's obligation is primarily a regional one, this has not limited the participation of its libraries in the national information system. Because of its important and rich research library resources and the quality of its professional staff, the libraries of the University continue to play a vital role in the development and functioning of the national information system.

This invaluable contribution is limited, however, by extremely restrictive library facilities for the accommodation of the University community itself and consequently, for planners, researchers and students outside of the University as well as the storage of needed information materials.

Initiatives have been taken by the University to investigate the feasibility of automating library operations on the three campuses at Mona, Cave Hill and St. Augustine, each using its own computer facilities. In addition, recommendations of James E. Rush Associates Incorporated regarding use of the Integrated Set of Information Systems (ISIS) at the Mona Campus have been accepted. Accordingly, it is recommended that:

i) The University of the West Indies at Mona should be encouraged to:

a) continue with its automation programme;

b) work in close collaboration with the national Automation Project Team to study opportunities for data base creation and in order to ensure compatibility of systems hardware and software.

ii) UWI should be given Government support to:

a) expand and improve the physical facilities of the Mona Library as the focal point of the network;

b) train its staff in specific technological areas.

iii) Information professionals in the University Libraries Network should be exempt from work permit restrictions to which members of the University academic community are subject.

iv) UWI Library, Mona be named a legal depository for Government documents and be granted the right to claim a copy of every book printed in Jamaica.

v) UWI Library, in collaboration with the NLJ and Jamaica Archives, undertake a national programme for the preservation of research materials.

12. Legislation

Essential to the effective functioning of the national information system is appropriate legislation to ensure the creation, documentation, protection and preservation of the country's intellectual output.

i) Legal deposit legislation should replace the archaic **Books (Preservation and Registration of Copies) Act** of 1887 in order to ensure the deposit, documentation, preservation and dissemination of the national imprint.

The following organisations should be designated as legal depositories for specific categories of materials:

- the National Library of Jamaica

- the Jamaica Archives and Records Department

- the Jamaica Library Service

- the Library of the University of the West Indies

ii) New or revised copyright legislation should be enacted to stimulate the creation and to ensure the protection of all types of creative materials, both print and non-print including computer software produced in Jamaica.

iii) The National Library should be designated the National Copyright Centre.

iv) The Government should also consider as a priority acceding to the **Universal Copyright Convention (UCC)** which protects the rights of authors and other creators of works of intellectual creativity in countries which are signatories to UCC.

13. National Audio-Visual Library

The National Library of Jamaica has established the nucleus of a National Audio-Visual Library.

Recommendations are made with a view to the establishment and development of the library, expansion of training opportunities for audio-visual

information specialists and the provision of an effective service.

These are to:

- i) Prepare a comprehensive proposal for the establishment and development of a National Audio-Visual Library.
- ii) Submit the proposal for technical assistance to appropriate funding agencies.
- iii) Formalize co-operative measures for the pooling of resources by Government institutions to form the nucleus of such a library.
- iv) Identify training possibilities and develop training courses for the development of the skills needed to establish a cadre of information professionals to operate and maintain the service.
- v) Make representation to Government for all audio-visual materials acquired for educational purposes to be exempted from duties.

14. The National Conservation Centre

Conservation programmes exist in a number of institutions in Jamaica. These programmes suffer from a shortage of skills, materials and modern equipment, limited

space and lack of formal training for conservationists. These problems have adversely affected the efficient storage of invaluable historical and cultural records and caused rapid deterioration in collections of materials.

In keeping with the priority needs of the institutions concerned and with funding available through the Organisation of American States for conservation programmes:

- i) Establish a permanent Committee for National Conservation to prepare a comprehensive proposal for the development of a Multipurpose Conservation Centre.
- ii) Identify suitable premises for a central facility.
- iii) Encourage the pooling of equipment and materials in order to make maximum use of limited resources.
- iv) Identify a suitably qualified professional for the planning and development of the Centre.
- v) Prepare, as a first phase, a proposal for the establishment of a national centre for the conservation of paper-based materials.

15. Manpower Resources

Specific problems associated with the provision of manpower resources for the effective development of the national information system of Jamaica relate to salaries, pension schemes, grading of posts and training opportunities.

In order to correct these imbalances which affect the recruitment and retention of trained information personnel in the profession:

- i) Posts should be regraded and reclassified and a career path provided for librarians in the public service.
- ii) More opportunities for professional training should be provided in order to attract new recruits.
- iii) More opportunities should be provided for continuing education in specialised areas, for example, management studies, computer studies and research methodology.
- iv) Additional funding should be sought to revise and expand the curriculum of the Department of Library Studies, UWI, in keeping with advances in the information field, e.g. computer and archival studies.
- v) Financial support should be provided for training

and where possible, certification for library-support staff.

- vi) Relevant professional associations should be strengthened and information professionals encouraged to become members. The associations are urged to pursue:

- a) improvement in conditions of service for its members;
- b) acceptance and implementation of standards for libraries;
- c) improvement of services offered.

- vii) Efforts of Professional Associations in this regard should be strengthened.

16. Publishing and Book Production

The effectiveness of the national information system depends on the availability of accurate, comprehensive and reliable information geared to local needs.

Hence, local information, both published and unpublished, is vitally necessary and a strong publishing industry will support this.

- i) A National Book Development Council should be established to:

- a) review Government publishing programmes with a view to rationalisation and control;

- b) formulate and promote implementation of policy;
- c) offer advisory services to publishers and related bodies.
- ii) Measures necessary for the purchasing of paper to be used for the production of books at the official rate of exchange should be implemented.
- iii) Manufacturers should be assured of an adequate supply of paper and paper procurement procedures should be made less costly and cumbersome.
- iv) Licences should be issued for the importation of equipment, spare parts and materials, for printing and the competitive cost disadvantages of import duties should be eliminated or minimized.
- v) Low interest finance, preferably with foreign exchange component, should be made available.
- vi) Facilities for shipping and distribution of printed materials to overseas markets should be improved.
- vii) Educational institutions with the necessary facilities should be encouraged to run courses for publishing and printing personnel.

- viii) A National Bookshop should be established under the management of professionally qualified staff responsible for the acquisition, sale and distribution of all non-classified publications, reports and documents emanating from the public sector.
- ix) Legal Deposit legislation should be enacted to facilitate the compilation of the National Bibliography which will ensure widespread dissemination of information on Jamaican publications.
- x) Local publishing should be supported by the publication of award-winning items in the national literary competitions.
- xi) Ongoing training programmes both local and overseas should be identified for persons engaged in book production.

17. Public Education

The need for a public education programme was recognised in the original Plan which states:

"Information is valuable only if it is used, hence a vigorous and systematic programme of user education and awareness should be planned and implemented in all educational institutions, in all

training programmes and through the use of mass media to demonstrate the value of information and to develop skills in its use."

Public education programmes have been organised on a limited scale by the Scientific Research Council, Planning Institute of Jamaica, Jamaica Library Service, National Library of Jamaica, Jamaica Library Association and the Department of Library Studies, University of the West Indies by way of seminars, exhibitions and the media.

A widespread lack of awareness of the benefits of an efficient national information service limits the effective use of information. Hence, a comprehensive programme of Public Education should be planned to reach every level of society.

- i) An officer trained in mass communications should be appointed to develop and coordinate a public education programme, using available media;

- ii) The programme should address the need to educate the public in general, and in particular, the principals, staff and students of schools, as well as decision-makers in the public and private sectors regarding the value, importance and direct benefits of library and information services, research and library skills and the role of the librarian/information specialist.

- iii) Networks comprising the national information system should compile and make available relevant information on services offered.

- iv) Where libraries do not exist, other appropriate agents should be appointed to assist in the dissemination of information.

NATIONAL INFORMATION NETWORK SYSTEM

Figure 1

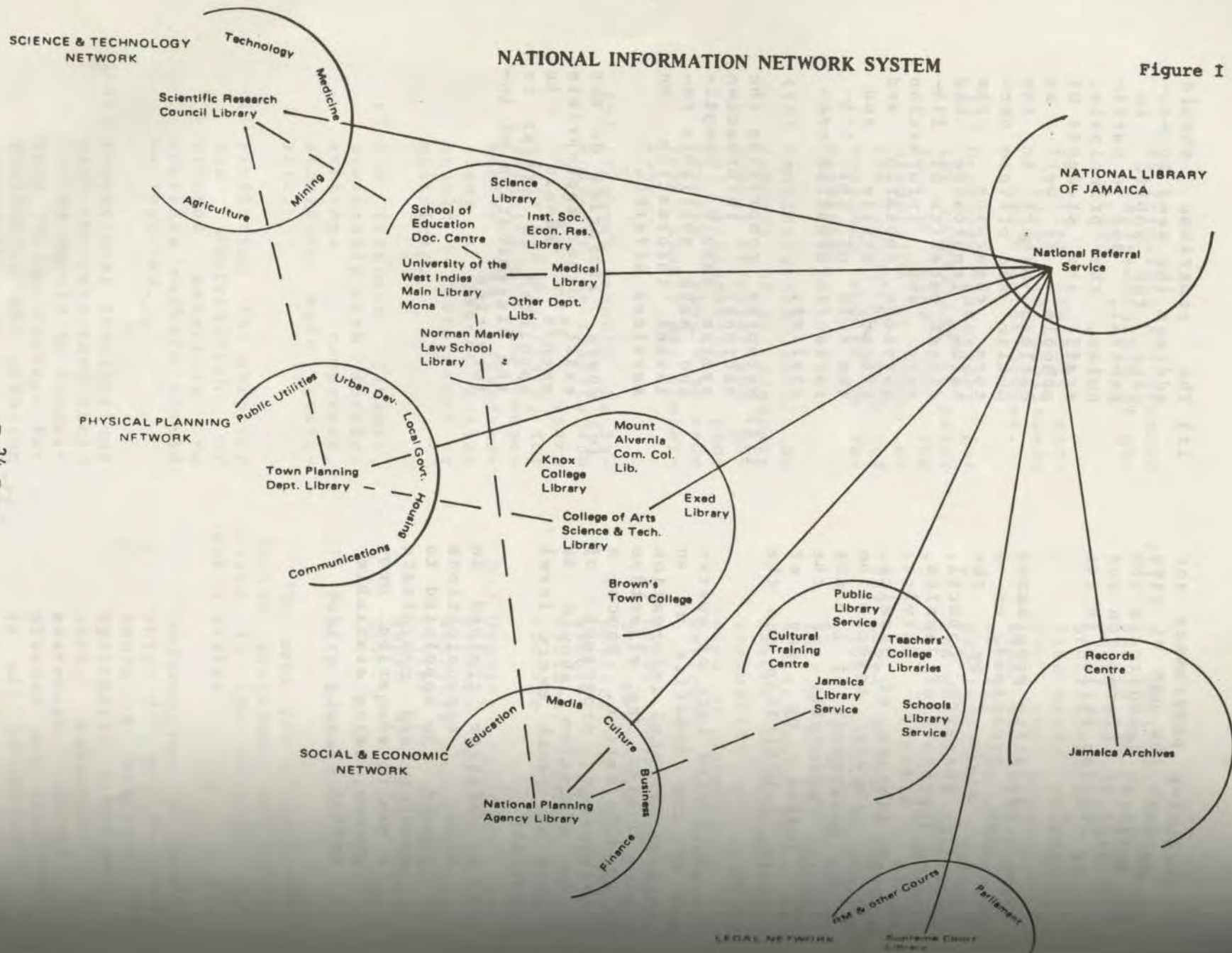
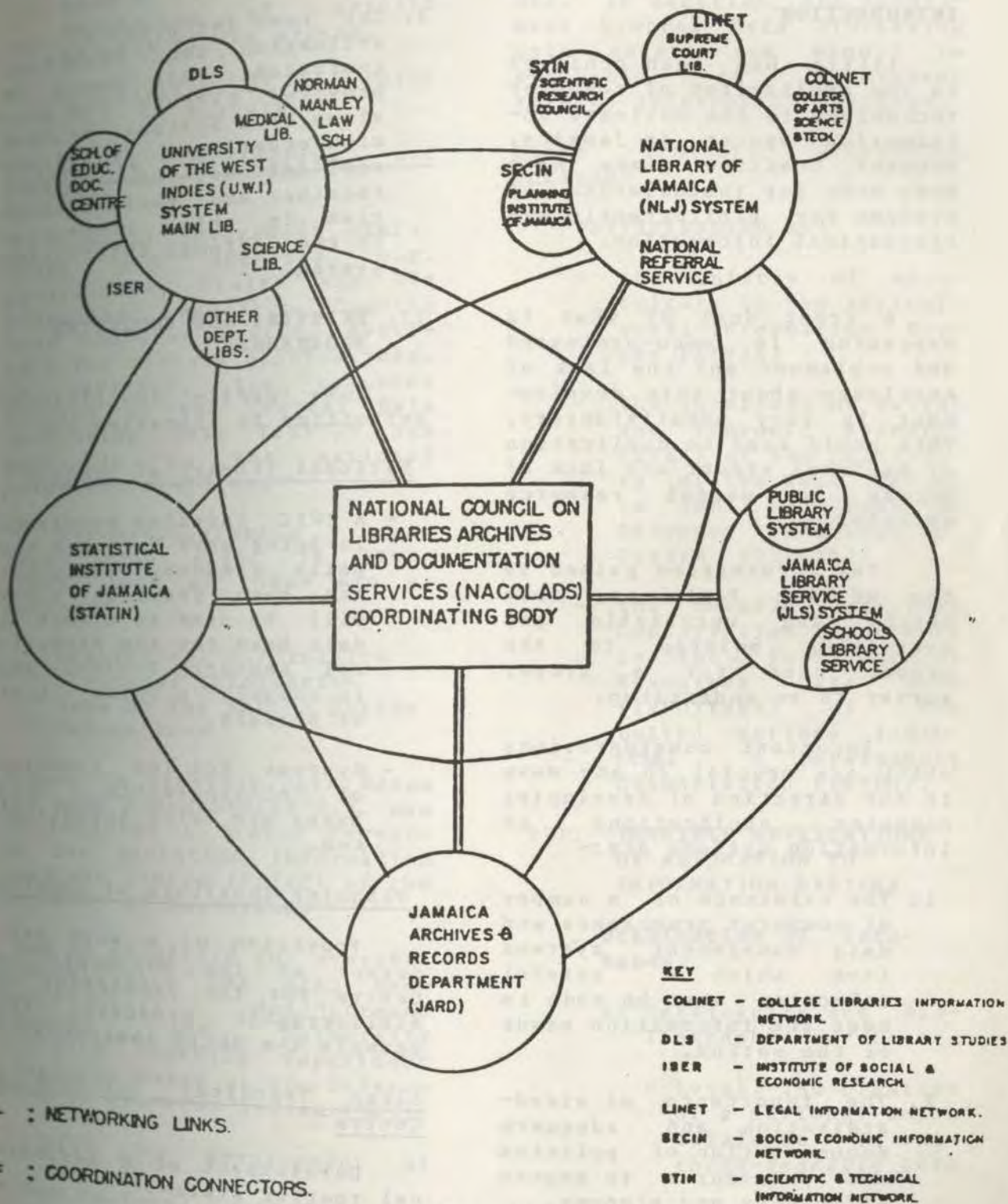


CHART ILLUSTRATING THE COORDINATING ROLE OF NACOLADS AND THE NATIONAL NETWORK



PART II

Chapter IV REPORTS OF THE WORKING PARTIES

No. 1 Data Banks and Automation in Libraries

INTRODUCTION

Little has been achieved in the application of computer technology to the national information system in Jamaica. However, positive plans have been made for installation of systems for bibliographic and statistical information.

A great deal of what is happening is unco-ordinated and unplanned and the lack of knowledge about this development is very unsatisfactory. This could lead to duplication of national effort and lack of access to useful resource material.

The information gained by the Working Party was very patchy and unreliable and everything pointed to the urgent need for a proper survey to be undertaken.

Important considerations which are crucial to any move in the direction of developing computer applications in information systems are:-

1. The existence of a number of computer programmes and data management systems from which a careful selection must be made to meet the information needs of the nation.
2. The importance of standardization and adequate documentation of policies and procedures to ensure efficiency and economy.

3. The need for planning, co-ordination and technical expertise. This could be provided through the services of a Systems Analyst with experience in library applications, who can pull together and guide activities in this connection in the national information system.

II. EXISTING AND PROJECTED PROGRAMMES

Some readily identifiable activities in libraries are:

National Library of Jamaica

- A KWIC indexing programme is being used to index the Daily Cleaner. Equipment has been provided which will be used to create a data base for the Historical Research Project and to compile a Union List of Serials.
- Systems for the creation of bibliographic data bases are being investigated.

Planning Institute of Jamaica

Provision of a word processor at the Documentation Centre for the production of bibliographic products, for example the SECIN Abstracts.

Alcan Technical Information Centre

Development of a periodical routing system.

University of the West Indies

- Completion of a systems analysis survey as a first step in the planning for automation of certain aspects of the system.
- Compilation of a Union List of Serials.

Government Ministries and Agencies

Several Government Ministries and Agencies e.g. Agriculture, Health and the Scientific Research Council have computer systems available for library applications. In addition, the computer service of the Central Data Processing Unit (CDPU)* are available to the national information system.

Non-bibliographic data banks also exist in other areas, some of these are as follows:

Statistical Information
Electoral Information
Data on the School System
Census Data

Access to overseas data bases has been demonstrated e.g. use of Lockheed's Dialog Service by the Education Information Analysis Centre (EDIAC) of the Ministry of Education.

Use of satellite for overseas communication has also been successfully demonstrated through the University Distance Teaching Experiment (UWIDITE) based at the University of the West Indies (UWI).

With the development of

* Now National Computer Centre (NCC)

mainframe installations, as well as ready access to micro-computers most libraries have access to computers and are already negotiating for their use. In addition, the Government Central Data Processing Unit exists and should be available to Government related information services.

Other Projects identified include:

Participation by:

- the Ministry of Agriculture in the Agricultural Information System (AGRIS)
- The Institute of Social and Economic Research (ISER) of the University of the West Indies in the Developmental Sciences Information System (DEVSIIS)
- the Natural Resources Conservation Department in the Environmental Resources Data Bank (INFOTERRA) of the United Nations Industrial Development Organization (UNIDO).

III. POSSIBLE APPLICATIONS OF AUTOMATION TO INFORMATION SYSTEMS

1. Utilization of data-bases:

a) Cataloguing and bibliographic services:

- Local: The creation of a national union catalogue in machine-readable form

which would facilitate the production of catalogue cards and bibliographies.

- External: Obtaining cataloguing data for incoming material from abroad through the use of services provided by the On-line Computing Library Centre (OCLC), Library of Congress (LC) and the British National Bibliography Machine Readable Cataloguing (BNBMARC) data tapes which could be searched locally.

b) Union Cataloguing:

- Local: The creation of a National Union Catalogue.
- External: Co-operation with the Caribbean region in shared cataloguing.

c) Indexing:

- Local: Continued development of specialized indexes, both local and regional.

2. Utilization of Data Banks:

- Local (e.g. statistical information, census data): Access to data banks is important, therefore bibliographic control should be exercised as this will

permit the system to locate information whenever the need for access arises.

All possible uses must be clearly defined. A balance should be achieved between security and confidentiality requirements and those of public access.

The concern of the national information system is not with the business of collection and recording of material in data banks, but to achieve cost effectiveness and avoid unnecessary duplication.

3. Utilization in Technical Processes:

Standards and Manuals should be established and maintained for the national information system in the context of regional and international developments.

The Caribbean Development Bank in Barbados has already installed the Integrated Set of Information Systems (ISIS) of the United Nations Educational, Scientific and Cultural Organization (UNESCO), and the possibility of using this operating system should be examined.

In addition to its efficiency, the system has the added advantage of being available free of cost, with provision for installation, development and training.

4. The Working Party also noted the application of automation to direct user services.

IV. RECOMMENDATIONS

The Working Party made the following recommendations:

1. Immediate

- a) A subordinate body of the National Council on Libraries, Archives and Documentation Services (NACOLADS) to be established to monitor co-ordination and promotion of computer applications and to advise, inter alia, on standards, compatibility and availability of services.
- b) External funding be sought to support the development of automation in library and information services.
- c) The services of a Consultant/Systems Analyst, experienced in library operations, be obtained to work with NACOLADS on automation.
- d) Provision be made for the recurrent costs of maintaining such services.

- e) The subordinate body of NACOLADS initiate the setting up of a team under the direction of the Systems Analyst. This team may be made up of other technical assistance personnel and persons from existing institutions.

The team should undertake the following tasks:

- i) a survey of Jamaican information resources established or planned in machine-readable form. The survey should include research facilities and activities, and computer facilities as well as data bases and data banks. Particular attention should be paid to the availability of computer facilities which could support information systems. Uniqueness of existing systems should be identified;
- ii) a costing of a comprehensive computerized system on a phased basis, having regard to existing facilities and their possible integration as components of the national information system;
- iii) the initiation of efforts to encourage compatibility both

within and between systems;

- iv) encouragement of institutions to adopt policies for ensuring early conversion to automation, as well as standards and techniques which would provide for integration into automated systems;
- v) the setting up of a Registry of Government-related data banks based on information provided by agencies;
- vi) the examination, with the Jamaica Telephone Company, of options for reduced rates and alternative methods of telecommunication including radio and satellite;
- vii) recommendation to Government to negotiate favourable rates for telecommunication use to and from other countries as existing commercial rates are prohibitive for information transfer;
- viii) the development of machine-readable data bases and the promotion of the appropriate use of external data bases, in keeping with national priorities.

2. Short-Term

- a) The objectives of automation in relation to the national information system be firmly established and accepted by the relevant authorities.
- b) That the National Library, working with relevant network focal points, be given responsibility for planning and developing, with regard to:
 - i) ideal features of the systems including network design;
 - ii) methods of co-ordinating the existing systems into the national information system;
 - iii) identification of a suitable standard software package as well as a standard record format suitable for achieving the objectives of standardization;
 - iv) establishment of standard input work sheets;
 - v) co-ordination of the activity by which bibliographic databases would be established;
 - vi) maintenance of all manuals and systems documentation files connected with the national information service.

c) That the union list should be fully automated and the automation of network union catalogues should be started.

d) That total system automation of the present major national library operations, e.g. the Jamaica Library Service and the National Library, be planned on a phased basis.

e) That one of these operations be identified to provide automated technical services to Government and Government-related libraries, where individual systems are not established.

f) That a similar service be provided to private libraries on a reciprocal or contract basis as a device to promote co-operation.

g) That the automation of the University libraries should be supported and monitored for its compatibility in the national system.

h) That immediate planning for the education and training of staff be initiated. The following areas were identified:

i) Training or retrain-

ing of professionals in automation skills.

ii) Specialized training in well established programmes for senior level professionals.

iii) Inclusion of library-related data processing techniques in computer science classes.

iv) Training of support staff.

i) That the curriculum of the Department of Library Studies include instruction in automation.

j) That appropriate user education programmes be developed and implemented.

2. Medium and Long Term

a) That the referral service operated by the National Library be automated.

b) That a national co-ordinated Selective Dissemination of Information (SDI) service to the nation be established.

c) That all systems be maintained, monitored, evaluated and revised.

I. ACHIEVEMENTS TO DATE

The National Library of Jamaica was established in April 1979, under Section 5 of the **Institute of Jamaica Act**. This new organization was based on the infrastructure of the West India Reference Library which was established in 1894.

Considerable success has been achieved in the implementation of the recommendations on the National Library contained in the 1977 **Plan for a National Documentation Information and Library System for Jamaica**.

The organisational structure recommended is now in place. Improvements in staffing, accommodation and financial resources have been implemented and are continuing, on a phased basis, as economic conditions allow.

Essential functions are being undertaken in the following areas:

1. Publication of the national bibliography.
2. Operation of a referral service.
3. Co-ordination, upgrading and supervision of public sector libraries within sub-systems based on subject groupings.
4. Stimulation of the development of libraries in the private sector.

II. RECOMMENDATIONS NOT YET IMPLEMENTED

Recommendations in the 1977 Plan which are not yet implemented are as follows:

1. Enactment of legal deposit legislation.
2. Provision of access to local and foreign automated data bases.

III. MAIN CONSIDERATIONS IN THE REVISION OF THE PLAN

Phase II of the Plan for the National Library of Jamaica is now being developed in light of the following:

1. Varying degrees of success achieved in implementing Phase I.
2. The problems which have emerged as a result of the efforts made to implement the recommendations.
3. Recommendations made by local information professionals, arising out of the 1982 Seminar on the acquisition of library materials; and recommendations from the participants of a Seminar which was held to evaluate the impact of the Library Development Team.
4. New developments in the library and information fields which have influenced the role and function of national libraries.

IV. PROPOSALS FOR REVISION

International trends indicate that national libraries, especially those in newly independent countries, are assuming wider functions than those traditionally associated with this type of library. The traditional role related to maintaining a repository for the nation's publications is being widened in light of the concepts of the Universal Bibliographic Control (UBC) and the Universal Availability of Publications (UAP) programmes being promoted jointly by the United Nations Educational, Scientific and Cultural Organisation (UNESCO) and the International Federation of Library Associations and Institutions (IFLA). These two programmes have important implications for the activities of national libraries in relation to national bibliographic control, the establishment of standards, document availability and delivery and their leadership role in influencing the development of an effective national information system.

V. OBJECTIVES

The statement of mission in the 1977 Plan which outlines the objectives of the National Library is too general in scope to cover the areas of activities of a national library. Hence, it is recommended that a fifth aim should be added to provide for the leadership functions of the library in the development of an integrated national information system.

Therefore, the objectives of the National Library should read :

1. to serve as the storehouse of the national memory;
2. to quicken the nation's search for self identity and political awareness;
3. to stimulate and assist the nation's cultural and artistic life and achievements;
4. to provide leadership in the development of a co-ordinated national information system;
5. to assist through the provision of essential information materials and services, the search for new solutions to satisfy national aspirations and the need for social and economic reconstruction.

VI. RECOMMENDATIONS

1. Legislation

Recommendations on the essential functions of the National Library are presented in the context of broad areas as follows:

A separate National Library law should be enacted. This law should establish the National Library as an independent statutory institution within the Office of the Prime Minister and outline the responsibilities of the organisation with regard to the following:

- a) legal deposit;
- b) authority for co-ordinating the Central Data Base System of the national information system;
- c) authority for assisting with the development of government libraries;
- d) repository for materials registered under the Copyright Act (if registration is made mandatory in the proposed Act).

2. Collection, preservation and dissemination of information on the nation's cultural heritage.

a) Collections; acquisition, organisation and development

- i) Serve as the permanent depository and reference source for all print and non-print materials issued in Jamaica whether commercially or by government.
- ii) Acquire, by purchase, gift or exchange all print and non-print materials concerning Jamaica, wherever issued.
- iii) Acquire systemically, in the spirit of resource sharing among countries of the Caribbean Communities, the most important and relevant

print and non-print materials in other Caribbean territories as well as relevant material on the region issued elsewhere.

iv) Provide, for reference purposes, a collection of important materials issued in other countries (particularly Third World) and by international organizations (e.g. U.N.) and judiciously selected in close collaboration with other major library systems in Jamaica, e.g. the University of the West Indies and the Jamaica Library Service.

v) Develop and maintain, in co-operation with local community services, e.g. Jamaica Library Service, youth and workers organisations and the Memory Bank Project, collections of local historical and cultural materials with emphasis on the oral tradition.

vi) Organise by methods and records which will ensure ready availability to the general public, government offices, scholars and other users, the wide range of materials held by the library, e.g.

phonograph recordings, tapes, cassettes, films, books, newspapers, magazines and other periodical publications.

- vii) Give priority to the organisation of a National Audio-Visual Library and Archive based largely on materials produced by Government media organisations.

b) Preservation and Conservation

Ensure preservation and conservation of the nation's treasures by appropriate means e.g. microfilming, binding, lamination and deacidification or other modern scientific processes.

c) Dissemination of Information

- i) Provide to users of the library, research and information service from the collection.
- ii) Serve as the focal point for information on Jamaica's cultural heritage by providing a reference and referral service to users.

d) Bibliographic Services

- i) Compile and maintain a National Biblio-

graphic Data Base (National Union Catalogue) to identify the location of needed information to facilitate the operation of the National Referral Service and the sharing of information resources through inter-lending.

- ii) Prepare and publish, on a regular and continuous basis, the **Jamaican National Bibliography**, to provide a comprehensive listing of all print and non-print materials produced in Jamaica, about Jamaica or by Jamaicans.

- iii) Prepare and produce bibliographies, catalogues, indexes and other information retrieval tools for audio-visual and other works in the library's collection, in order to further knowledge and understanding in the society.

- iv) Promote the use of International Bibliographic Standards.

- v) Relate closely to the data bank system of the Government of Jamaica and other data banks locally and abroad and use, as appro-

priate, automation and other aspects of the most modern technology to:

- store, retrieve and disseminate information;
- create other data banks; and
- ensure efficient library management.

3. Coordination of the Sectoral Information Networks

a) Access and Availability to Users

The needs of users and potential users of information must be the basis on which any national library and information system is built. Therefore in order to ensure effective planning of national library and information services, it is recommended that:

- i) A research unit should be established within the National Library, to gather information on the needs of users in different disciplines, and at different levels, in order to facilitate the development of library systems which will lead to improved access to, and availability of, information.

- ii) Such a unit should, through research, develop improved methods and techniques for educating and motivating users and potential users of information and conduct research into general library problems to provide solutions which can be applied within the national information system.

b) Interlending

It is recommended that interlending activities at the National Library should operate at two levels as follows:

- i) National - by operating a national referral service as an essential element of the national library information system, to facilitate speedy interlending of materials as an essential means of improving the availability of publications.
- ii) International - by acting as a national centre to promote international inter-library loans and serve as a source of domestic publications to other countries, either by loan or as copies within existing copyright legislation.

4. Cooperative acquisition and storage of library materials

a) Acquisition

A national acquisitions policy is needed to strengthen existing collections of foreign library materials through centralized acquisitions and storage and through interlending to facilitate availability.

It is therefore recommended that the national library should:

- i) Acquire and maintain a central pool of necessary reference and bibliographic materials to which government libraries will have access.
- ii) Influence the development of a national acquisitions policy based on the subject disciplines of the networks of the national information system.

b) Gifts and Exchanges

Rising book prices and shrinking library budgets coupled with economic conditions which restrict ready access to foreign exchange for the purchase of library materials, indicate that greater reliance may have to be placed on gifts and exchange programmes as a means of acquiring library materials.

It is therefore recommended that the National Library, in fulfilment of its role as focal point of the national information system, should:

Establish and operate a national clearing house/exchange centre for government libraries, to facilitate the acquisition of library materials through gifts and exchange programmes at both national and international levels.

c) Storage

A national withdrawals policy is required to rationalize action in respect of little used, but important material which some libraries may be tempted to discard due to lack of adequate storage space.

This would reduce duplication, create space, facilitate the maintenance, administration and use of individual library collections.

It is recommended that:

- i) The National Library operate a clearing house for the redistribution of duplicates or little-used materials.
- ii) The National Library act as a central repository for the

storage of little used but important material within the nation's libraries.

5. Services to Government Libraries

The National Library should:

- a) Provide supportive reference services for libraries in ministries and other government agencies.
- b) Provide advisory services and assist in the development of collections and services of libraries in ministries and other government departments, in accordance with policies approved by the agency concerned.
- c) Provide, for government libraries, especially those operated by untrained staff, technical support services involving cataloguing, classification and the creation of other information retrieval tools.
- d) Organise training programmes for the staff of government libraries.
- e) Continue to co-ordinate, upgrade and provide overall supervision of the libraries of government, quasi-government and other bodies.

6. Other services in support of a co-ordinated national information system

a) Service to the Private Sector

The National Library of Jamaica should stimulate the development of libraries in the private sector (e.g. business, industry and professional organisations), and encourage their participation and co-operation in strengthening the national information system.

b) Computer Applications

Computer applications, which have revolutionized information handling and processing, are now widely used in libraries of developed countries to improve their information handling and processing, storage and retrieval capability in support of information services to Industry and Government. To facilitate speedy delivery of information to planners and policy makers in Jamaica, the following is recommended:

- 1) The National Library should provide leadership in the development and use of automated systems for the storage and retrieval of information, in order to

ensure the orderly development and use of the new technology in support of the national information library system.

- 11) The National Library as part of its co-ordinating function should provide access to local and foreign data banks and online systems in collaboration with other organizations, having such facilities, both public and private.

7. Other Recommendations

a) Publicity

The National Library should:

- i) Work closely with other government information and educational agencies, to design, display and disseminate exhibitions and sponsor cultural information activities throughout Jamaica.
- 11) Promote the National Library both locally, internationally and particularly in Third World countries, through publications and other channels, in order to publicize materials, services and functions.

- iii) Produce for sale, for the purposes of raising revenue, including foreign exchange, reproductions of valuable and important maps, prints and other memorabilia which illustrate Jamaica's culture and achievements.

b) Administrative Structure

Continue to improve the organisational structure and staffing of the National Library to perform its functions effectively.

c) Accommodation

Make continuing efforts to secure adequate accommodation in a suitable location which will ensure access to clients over longer hours.

d) Financial Resources

Provide adequate financial resources in order to ensure the introduction of new programmes and facilitate the phased development of ongoing programmes which emanate from the functions outlined above.

I. BACK GROUND

In the NACOLADS Plan, the following recommendations on audio-visual materials were made:

1. Establish a National Audio-Visual (AV) Library and Archives, and also a loan service for educational purposes.
2. a) Stimulate and assist the acquisition and use by public libraries and libraries in educational institutions at all levels, of sound recordings (including discs, tapes, cassettes and other devices) and other audio-visual materials, particularly in fields such as music, drama, poetry and language teaching.
- b) Request exemption of tax and customs duties in respect of such materials on the same basis accorded to books.

II. JUSTIFICATION

1. The use of non-print media for recording information is becoming increasingly popular and will become even more so with the recent advances in technology in this area. So far, the importance of this type of material, as

sources of information of social, cultural and historical issues has been neglected, and such materials have not been systematically recorded nor made accessible. Further, their extreme vulnerability suggests that they should be maintained under specific technical conditions for proper storage and preservation. These conditions, therefore, dictate the establishment of a National AV Library and Archives with responsibility for ensuring the collection, organisation and availability of local audio-visual material.

2. Researchers and historians who recognize the value of these materials will increasingly demand them.
3. Media organisations require audio-visual materials, but cannot fully utilize them as, wherever they exist, they are not properly organised and documented.
4. The production of audio-visual materials of cultural and historical significance has increased considerably, hence proper storage, documentation and retrieval systems are needed.
5. Media products, which are sometimes the only record of important events in modern Jamaican history, are often subject to neglect after initial use.
6. Taped or filmed programmes of potential cultural and

historical value are often mutilated by extracting parts for use in other programmes. A policy for the handling of such materials is necessary.

7. The advent of colour television requires that proper arrangements are made to ensure the preservation of old material in black and white.

8. Oral history records already created and now being collected by organisations and individuals, need to be organised and stored under proper conditions.

9. A central location would alleviate problems of duplicating expensive equipment required for the care, reproduction, preservation, storage and use of these materials. Centralisation would also facilitate documentation and accessibility of the materials.

10. A National AV Library and Archives would have a significant revenue potential in both local and foreign exchange, since it would be able to meet the demand for film footage, films and other audio-visual materials in Jamaica.

III. REGIONAL IMPLICATIONS

1. The National AV Library and Archives through the Caribbean Broadcasting Union, would provide other Caribbean territories with access to its holdings.

2. It could also serve as a demonstration centre providing training attachments for personnel from other Caribbean territories.

3. Interlending and exchange of audio-visual materials would be facilitated, through the establishment of a national audio-visual clearing house.

IV. DEVELOPMENTS

Progress towards the achievement of these recommendations during the period are as follows:

1. In 1981, the Office of the Prime Minister requested the National Library to submit a preliminary feasibility report for a Government AV Library and Archives. To this end discussions were initiated with representatives from the appropriate media organisations-

Jamaica Information Service (JIS)
Educational Broadcasting Service (EBS)
Radio Jamaica (RJR)
Jamaica Broadcasting Corporation (JBC)

2. In the 1983/84 Budget of the National Library provision was made for staff to compile an inventory of historically and culturally valuable audio-visual materials such as films, video cassettes, video tapes and audio tapes in appropriate public sector organisations.

3. A proposal was then submitted to the Organisation of American States (OAS), by the National Library, requesting assistance for the establishment of a National AV Library and Archives for Jamaica.

The objectives of this proposal were:

- a) Draw up a plan for the establishment of a National AV Library and Archives for Jamaica.
- b) Provide equipment which would facilitate access to audio-visual materials in the collection of the National Library.
- c) Provide training for personnel needed to organise and operate the library.
- d) Establish and operate a facility which would centralise the storage of audio-visual resources and materials of archival value, thus ensuring effective organization and preservation of such material.

The following was specifically requested from the OAS:

1983

- a) Project funds to underwrite a 2-week Consultant mission to help develop plans for National AV Library and Archives.

- b) Technical assistance with equipment for providing accessibility to existing material in the National Library's collection as well as that to be acquired from the Memory Bank Project.

- c) Technical assistance to train technical and managerial personnel for the operation of the National AV Library and Archives.

- d) Additional equipment for the Centre.

V. SUMMARY

A critical need exists for the establishment of a properly managed and secure Library and Archives for the preservation, conservation and retrieval of AV materials. Changing policies and technological advances have made obsolescent current systems of storage and use of such materials which result in poor utilization and loss of valuable materials.

The genesis of video tape recording in its different formats and changes in the national television standards system are important considerations in determining new technologies required for conservation and retrieval as well as storage, preservation and use of audio-visuals. Photographic material, sound recordings and audio tapes constitute another dimension of the proposed service which requires careful planning to

facilitate their effective integration into the information infrastructure.

Equipment already existing within the national broadcasting system should be re-deployed and integrated within the National AV Library and Archives.

The production facilities of the JIS, EBS, RJR and JBC should also be deployed to provide a comprehensive AV service for the nation, to support educational and cultural activities.

The following are recommendations for the establishment of a system, under the control of the National Library and with the active involvement of producers and user agencies for the automatic deposition of all output in radio and television and the conservation and storage of such material, with reproduction as needed.

VI. RECOMMENDATIONS

1. Immediate

a) Government should take a policy decision that the resources of the agencies concerned should be integrated to form the nucleus of the National AV Library and Archives. Efforts should be made to gain the co-operation of the agencies in order that the policy decision might be favourably received.

b) In view of the difficulties being experien-

ced by libraries and educational institutions in obtaining audio-visual materials from abroad representations should be made to government as follows:

i) establish, within the Ministry of Education or some such appropriate agency, procedures for the certification of audio-visual materials which must be imported for use by libraries and educational institutions, to facilitate exemption of tax and customs duties on the same basis now accorded to books;

ii) accede to the Agreement on the Importation of Educational, Scientific and Cultural materials, (Florence Agreement) adopted by the 5th General Conference of UNESCO at Florence in 1950.

c) Enabling legislation should be speedily introduced to facilitate acquisition through legal deposit by the National Library, of commercially published audio-visual materials.

2. Short-Term

a) Responsibility for the establishment of a National AV Library and Archives should be assigned to the National Library of Jamaica, in

view of the initiatives already taken in this regard and the coordinating role which the NLJ plays in the national information system.

b) Suitable premises should be located to house black-and-white film stock no longer in current usage or demand at JBC and JIS. This should form the nucleus of the archival material to be stored in the National Audio-Visual Library.

c) Staff and equipment from the main agencies involved should be pooled to facilitate amalgamation and integration of their resources into one centralized system, thereby alleviating the present situation whereby several agencies function as repositories of badly stored, unconserved and inaccessible material.

Integration would involve:

- Centralized acquisition processing and documentation of the materials.
- Development of a standardized system for cataloguing and documenting material which is acquired or produced, as part of a national policy governing preservation and deposit.

- Development of appropriate professional and technical staff drawn from the agencies involved, to develop and implement plans and maintain the services of the proposed facility.

- Identification and training of managerial and technical staff by way of overseas attachments where necessary, to ensure the availability of competent visual holdings personnel for carrying out the operations of the centre.

3. Medium Term

a) The system should acquire the entire production output of audio-visual materials in different categories produced by public sector agencies, as long as such material relates to Jamaica's culture and history.

b) Phased expansion over the long term would enable the system to:

- Provide fast and efficient service to researchers, broadcasters and other production groups and individuals, both locally and abroad.

- Result in the development of a library of films, photographic material, tapes and records of Jamaican music, speech and other cultural activities and historical events.

- Provide copies of important Caribbean historical films, documentaries, news and feature films of interest to Jamaica.

- Facilitate loan, rental or sale of programme material and equipment to schools, institutions and other groups.

- c) Computer applications in the documentation, storage, retrieval of information on the

nation's audio-visual holdings should be investigated and implemented.

- d) Training opportunities should continue to be provided to enable staff to upgrade their skills in this area.

4. Long Term

- Proposals should be developed and technical assistance sought for development and implementation of the project.

- Technical and professional staff should be trained to ensure adequate supply of skills.

- Suitable accommodation should be designed and constructed in an area easily accessible to the main media houses.

1. INTRODUCTION

At September 1982, four years after the Plan was published, the Jamaica Library Service had a total of 2,578,076 volumes and 6,049 periodicals subscriptions, serving a reading membership of 1,177,301 (637,733 public libraries; 539,568 school libraries) and its recurrent budget for 1982/83 from the Ministry of Education was \$1,700,000 for Public Libraries and \$1,174,000 for the Schools Library Service and from the Ministry of Local Government \$5,664,432.56.

Teachers College Libraries have now been assigned to the College Libraries Information Network. This review of the Plan and recommendations is therefore concerned with the present Public Library System, the Schools Library Service and libraries in High, Vocational and Technical High Schools.

1. Public Libraries

- a) At September, 1982 the books to reader ratio had reached 1.83:1. The desired short-term goal is still 3:1.
- b) Physical accommodation for libraries is an on-going programme. Although there were no provisions for capital expenditure a minimal programme of renovation and re-decoration of workroom and staff areas continued.

Twelve Bookmobiles for the Public Library System were obtained through a line of credit arrangement between the Dutch Government and the Government of Jamaica, resulting in the establishment of a Bookmobile Service in all Parish libraries.

- c) No special budgetary provision has been made for the purchase of specialised material for new literates. However, limited purchase of this material is made out of the annual book fund.

The nucleus of other special collections such as books for the partially sighted and some audio-visual materials has also been acquired.

- d) Proposals for the restructuring of the Jamaica Library Service have been prepared and submitted to government.
- e) The Government of Jamaica, through the EEC/ACP project, awarded five scholarships for undergraduate studies in Librarianship at the University of the West Indies.
- f) In-service training programmes continue to be the main avenue for

training non-professionals in the Service.

- g) While some assistance has been provided to the National Library for the Blind, medium and long term plans for service to the handicapped have not yet been implemented.

2. School Libraries

- a) At December, 1982 the books to reader ratio was 1.7:1. The desired goal is still 2:1.
- b) The Schools Library Service received four (4) new bookmobile units, three (3) through a line of credit agreement between the Dutch and Jamaican Governments and one (1) as a gift from the British Government. There is still the need for additional units and vehicles suitable to service schools located in very remote areas.
- c) The Jamaica Library Service continues to support the remedial reading programme in schools and supports the concept of the Publications Unit of the Ministry of Education co-ordinating the production of locally produced material.
- d) There has been no expansion in the programme to integrate any new category of govern-

ment supported schools and there has been little or no progress in the programme for more suitable physical facilities in existing schools. Staffing in school libraries remains almost unchanged and a National Audio-Visual Media Centre is still to be established.

II. EXISTING SITUATION

1. Jamaica Library Service

Since 1977, new national goals and objectives have been set in Government's Education Plan. Primary Education is the main focus. Compulsory education and the School Leaver's segment of the H.E.A.R.T. Programme are two areas which affect the JLS. The need for a more intensive library programme for primary schools and the implementation of a similar scheme for libraries in recognised basic schools is now evident.

The Jamaica Library Service at December 1982 was serving over 1,000,000 adults and children through its 707 service points and 912 schools.

The development and maintenance of the service is a major responsibility of the Ministry of Education. This responsibility is documented in the **Education Act** of 1965 and is implemented through the appointment, by the Minister of Education, of the Jamaica Library Board charged

with full power to promote and administer the island's library service. Funding for the JLS is provided by the Government under the vote of the Ministry of Education.

The Library Service owes much of its success to its centralized policy formulation and control and decentralized operations. Policy formulation is the responsibility of the Ministry of Education through the Jamaica Library Board. The provision of buildings and personnel at the local level has been the shared responsibility of the Ministry of Local Government and the Ministry of Education. This shared responsibility promotes local participation and ensures support and attention at the parish level.

2. Public and School Libraries

a) Public Libraries

The building programme which made it possible for 13 parish library buildings to be erected and 7 to be extended must be reactivated. Four Parish Libraries are in urgent need of extension and a clear policy for the funding of Branch Library buildings must be addressed. A programme for funding the purchase of additional Bookmobile units must also be worked on.

b) School Libraries

Eight hundred and thir-

teen primary and all-age schools as well as 92 secondary schools are serviced by the Jamaica Library Service. A library is not included in the design of most primary schools, and where library rooms have been included neither shelving nor furniture is provided and some have been converted into classrooms. In some of the new secondary schools the library room is being reduced in size in order to provide more offices and classrooms. There is need for a better understanding of the purpose of the library in the school. The **Schools Library Standards** prepared by the Jamaica Library Association were generally accepted by the Ministry of Education as far back as 1972, but there has still been undue delay in implementing them in all areas.

3. High School Libraries

In addition to the 813 primary and all-age schools as well as 92 secondary schools serviced by the Jamaica Library Service, there are 47 high schools outside the scope of the responsibility of the Jamaica Library Service. Just over 50% of these have independent library rooms and under 25% have trained library personnel resulting in the under utilization of limited resources. The lack of a re-

gular and adequate supply of books remains the greatest obstacle to progress. Bulk buying and distribution of library supplies, if done by a central purchasing agency, could result in savings, cost and time to all schools.

4. Vocational, Technical, High and Basic School Libraries

While there is no programme for the establishment and maintenance of libraries in these schools, collections have mushroomed and there is a need for centralization.

5. Manpower Needs

Continuing surveys and regular assessments of manpower needs should be an integral feature of the information

plan. Better career prospects and the significant improvement of salary levels will have positive effects on the recruitment and retention of suitable personnel. There is a need for continuing education for various levels of staff especially with regard to the introduction of new technologies.

a) Public Libraries

The manpower needs of the public Library service have become more acute. The "Nick Moore Report" and in-house surveys have indicated the need for the filling of vacancies for professional staff. The following chart shows vacancies at December 1980, 1981 and 1982:-

CATEGORY OF STAFF - ESTABLISHMENT	VACANCIES		
	1980	1981	1982
Librarians - 91	51	54	61
Para-professional - 209	78	75	84
Secretarial - 66	12	9	8
Accounting - 18	10	12	9

Forecasts indicate that the number of vacancies is expected to rise in the future. The growing number of vacancies is the result of the inability to attract qualified graduates and the failure of staff to return to the

service on completion of further studies and at the end of secondment periods to other institutions. The main reasons are poor salaries and unsatisfactory conditions of service coupled with excessive work loads.

Staff with management skills are needed to supervise Parish Library Services. With the introduction of automation in the system, training needs become more diverse. The increase in service points budgets, work load and responsibilities, both at national and parish levels, necessitate a proportionate increase of staff. The argument and recommendations in the original Plan are still relevant.

b) School Libraries

If the level of service in the Primary/All-Age School is to improve, trained teacher/librarians must be assigned to all school libraries. The Schools Library Service will complement the Ministry's "Primary Education Programme". The number of primary, all-age and secondary schools has increased and with this expansion of the service, responsibilities at regional centres have increased. The level of staff provision must keep pace with the additional work-loads and responsibilities. There is need, therefore, to strengthen the staffing at this level and to establish, as permanent posts, the temporary positions which now exist in the Secondary Section of the Schools Library Service.

6. **Jamaica Library Service Foundation**

The Jamaica Library Board is actively discussing with the Minister of Education the establishment of the Jamaica Library Service Foundation. The purpose of this Foundation would be to assist generally in securing funds which will be directed to furthering the aims and objectives of the Jamaica Library Service.

III. **RECOMMENDATIONS**

The importance of the Jamaica Library Service is not likely to be reduced now or in the foreseeable future. To remain a viable organization, the JLS should apply new technologies, particularly automation to appropriate activities and procedures in its libraries.

Consideration should be given to other technological developments e.g. audio-visual materials and equipment and their role in the evolution of school libraries into learning resource centres.

Due attention should be given to the revision of recommended standards and procedures to reflect changing conditions, needs and trends.

1. **General**

- a) That the Ministry of Education continue to

support the overall operations of the Jamaica Library Service and encourage and foster centralized policy formulation and control and decentralized operations involving local support and attention at the parish level.

b) That the Ministries of Education and Local Government recognise the necessity of preserving a co-ordinated national public library service.

c) That the Ministry of Local Government appoint a senior officer:-

i) to maintain liaison between the Jamaica Library Service and the Ministry of Local Government.

ii) to advise the Minister on development plans and their budgetary implications.

iii) to provide an efficient and speedy method of dealing with all other matters necessitating decision by the Ministry through the Parish Councils.

iv) to make Parish Councils aware of the level of their responsibility for the public library services in their respective parishes.

d) That the setting up of the Jamaica Library Service Foundation be pursued so that additional funding can be secured for the development of the organization.

e) In order to retain some of the trained and experienced personnel, the establishment of a Technical Assistance/Consultancy Unit in the Jamaica Library Service to provide consultancy and advisory services should be considered. The establishment of the post of "Consultant Librarian" provides greater career satisfaction and remuneration prospects leading to retention of senior staff.

f) That a survey to determine the extent to which the lack of or availability of library resources correlates with the academic achievements of students as measured by examination results be initiated by the National Council on Libraries, Archives and Documentation Services.

g) That user education be intensified in all service points.

h) That the Ministry of Education make provision in recurrent budgets for specialized

material for new literates, handicapped, slow readers, etc. who must be integrated in the delivery of public library service throughout the island.

2. Facilities and Services

Public Libraries

Short Term

- a) That a Commercial and Technical Library be provided in the Corporate Area. The participation of the private sector in this project is recommended.
- b) That audio-visual materials and equipment in all libraries be acquired to keep pace with local and international developments and to attract and maintain the interests of an even more varied type of user.
- c) That the bookstock be improved in all public libraries to bring the overall ratio of books to readers to 3:1, the desirable minimum standard.
- d) That, since the means of producing books are limited, a Book Development Council be established.
- e) That vehicles be provided to maintain existing services and match the pace of de-

velopment of the public library services.

- f) That upgrading of physical accommodation of the Clarendon Parish Library and the building of the Chapelton Branch Library be undertaken as a matter of urgency.

- g) That the government continue to recognise the need for a library in its programme for establishing new towns.

Medium Term

- h) That the ratio of books to readers be improved to 4:1.
- i) That the programme for the improvement of the physical accommodation for Parish and Branch Libraries throughout the island be continued.
- j) That library facilities be provided as part of the infrastructure of all medium and large Government housing schemes on a co-operative basis between the Ministries of Housing, Local Government and any other relevant agencies.
- k) That the present limited service offered by Jamaica Library Service to hospitals, correctional institutions and the handicapped be further developed, bearing

in mind the special needs of the handicapped.

Long Term

That the programme for the improvement of physical accommodation continues.

Schools Library Service

Short Term

- a) That there be an increase in the number of books available through the Schools Library Service, in order to raise the ratio of provision from 1.7 to 2 books per pupil.
- b) That there be replacements and additions to the fleet of book-mobiles and the delivery vans on an on-going basis.
- c) That funds be made available for the provision of materials for remedial reading programmes in School Libraries.
- d) That the Ministry of Education introduce, as an interim measure, a programme to provide each school with adequate cupboards (constructed to specifications supplied by the Schools Library Service) to house the present book supply.

e) That the Ministry of Education accept the responsibility of providing a centralized system of Library Service to Vocational and Technical High Schools.

f) That the Ministry of Education accept the responsibility of providing a centralized system of Library Service to all High Schools.

g) That the programme for building suitable library rooms with adequate facilities be continued in all new schools and that a new programme for providing these facilities in existing schools which now lack them be identified.

h) That a user education programme be devised to introduce students to basic library skills and the use of the school library. That films and other audio-visual material be acquired to assist in teaching these skills and to introduce students to books and libraries.

i) That the Ministry of Education accept the responsibility of providing a centralized system of library service to basic schools.

3. INTEGRATION INTO THE NATIONAL INFORMATION SYSTEM

Short Term

- a) That the filling of vacant posts in the Public Service be considered a priority, so that the required staff be appointed to administer this focal point within the national information system.
- b) That the School Library Service be expanded to integrate all government-supported schools into one unified system. This would make possible the centralized purchasing, processing and cataloguing of material.
- c) That a national Audio-Visual Media Library be established and that this service be integrated into the national information system.

4. MAN POWER

a) Public Libraries

- i) That urgent attention be given to the proposals of the Jamaica Library Service for the restructuring of the staffing schedule of the Jamaica Library Service and the Schools Library Service.
- ii) That the present development programmes to pro-

vide professional staff, that is at least 5 scholarship awards per year to the Library School at the University of the West Indies, be continued and accelerated. This does not address staffing for new developments.

- iii) That the present staff development programme for para-professional, administrative, clerical and other support staff be continued. Advantage should be taken of courses organized by the Ministry of the Public Service and the Finance & Accounting College of Training (FACT).
- iv) That a programme of specialized skill-training be initiated e.g. in management, computer science, audio-visual techniques etc.
- v) That funding be provided for advanced training programmes for professional staff at the University of the West Indies or universities overseas, depending on areas of specialization.
- vi) That the employees of the Jamaica Li-

brary Service be afforded pension rights equal to those employed as Civil Servants in Central Government.

b) School Libraries

- i) That immediate priority be given to the inclusion on the establishment of the temporary staff who now manage the secondary schools programme.
- ii) That the programme of short training sessions, seminars and visits for persons managing school libraries continue.
- iii) That recognition be given to the professional responsibility of the Librarian in the School and accordingly that staff be recruited for the library.
- iv) That orientation and reviewing seminars for Administrators of Schools be expanded to include Education Officers, School Board members and other relevant personnel.

Medium and Long Term

- v) That a programme whereby all School Libraries are manned by appropriately trained personnel be established.

- vi) That the minimum provisions detailed in the **Schools Library Standards** published by the Jamaica Library Association, as they affect manpower development, be implemented.

5. COMPUTERIZATION OF THE JAMAICA LIBRARY SERVICE

In order to effectively meet the varied demands made on the Jamaica Library Service, advantage must be taken of the progress that has been made in the computerization of library processes such as ordering and acquisitions, cataloguing, circulation control, periodicals listing and accessioning and information retrieval. Some of the obvious benefits to the organization will be access to other information sources, elimination of unnecessary duplication, standardization of processes, easier information retrieval and the scientific management of library administration.

Short Term

- a) That a study be undertaken to determine the feasibility of automating the library's operations, most importantly, the possibility of integration into other already established local information resources, and

regional and international linkages.

b) That action be taken to implement recommendations and findings made as a result of the study as early as is feasible.

c) That an orientation programme be established to prepare staff for the introduction of automation.

d) That funding for the following be pursued:

i) purchase of hardware;

ii) training of specialist staff.

e) That a user education programme to familiarize the public be introduced.

IV. SOURCE DOCUMENTS

1. Jamaica Library Service - Establishment reports (various)

2. Jamaica Library Service - Statistical Report 1981/82

3. MOORE, Nick - Survey of the Library and Information Manpower needs in the Caribbean (UNESCO).

4. NACOLADS - A Plan for a National Documentation Information and Library System for Jamaica, 1978.

JAMAICA LIBRARY SERVICE
STATISTICAL SUMMARY - 1983/84

PARISH	POPULATION (Approx.)	Main Library	SERVICE POINTS						Total	PERSONNEL		Member- ship	Book- stock	Circulation
			Branches P/T F/T		Book Centres	*Special Services		Bookmobile @(stops)		Prof. Staff	Total Staff			
						<u>a</u>	<u>b</u>							
KINGSTON & ST. ANDREW	565,478	1	1	12	1	1	2	3 (19)	37	21	190	184,766	216,710	312,010
CLARENDON	194,885	1	6	8	-	1		1 (48)	65	6	76	63,367	129,192	236,138
HANOVER	60,420	1	9	2	-		1	1 (37)	50	2	47	20,304	49,035	122,473
MANCHESTER	136,517	1	9	6	1		1	1 (53)	71	9	90	55,132	122,919	251,038
PORTLAND	70,787	1	11	1	-	1		1 (25)	39	5	63	29,820	73,318	112,540
ST. ANN	132,475	1	7	5	-	1	2	1 (46)	62	5	75	31,946	107,117	245,106
ST. CATHERINE	315,970	1	6	6	2		2	1 (31)	48	4	55	69,454	118,525	225,360
ST. ELIZABETH	132,353	1	3	4	1			1 (39)	48	2	45	30,780	68,857	111,858
ST. JAMES	127,994	1	8	7				1 (37)	53	6	71	65,360	129,649	284,831
ST. MARY	101,442	1	10	3	-	2	1	1 (44)	61	3	62	23,028	61,766	135,340
TRELAWNY	65,038	1	12	1	2	1		1 (32)	49	2	50	34,306	79,629	132,285
WESTMORELAND	116,163	1	7	2	-			1 (58)	68	4	51	30,059	48,261	107,259
ST. THOMAS	76,347	1	13		-	1		1 (32)	47	4	57	17,986	50,150	111,558
TOTAL	2,095,878	13	102	58	7	8	9	15 (501)	698	73	926	656,308	1,255,161	2,289,716

KEY:

* a = Hospitals, b = Youth Camps and Correctional Institutions

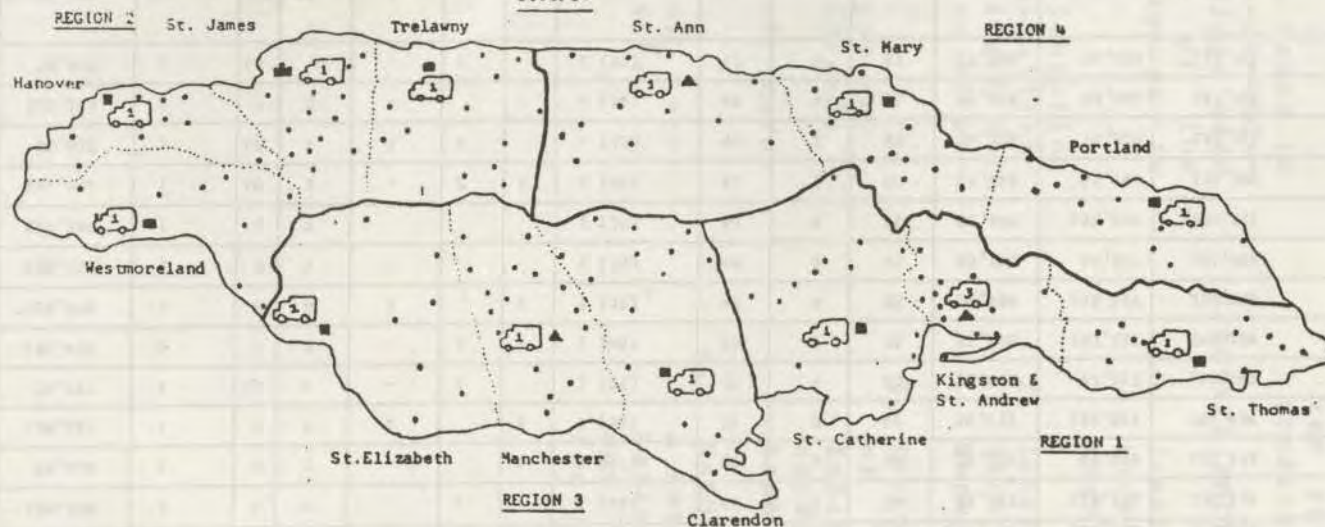
@ = Bookmobile stops in brackets

N.B. Population figures obtained from Department of Statistics

JAMAICA LIBRARY SERVICE

LOCATION OF PARISH LIBRARIES AND REGIONS

1983/84



LOCATION :

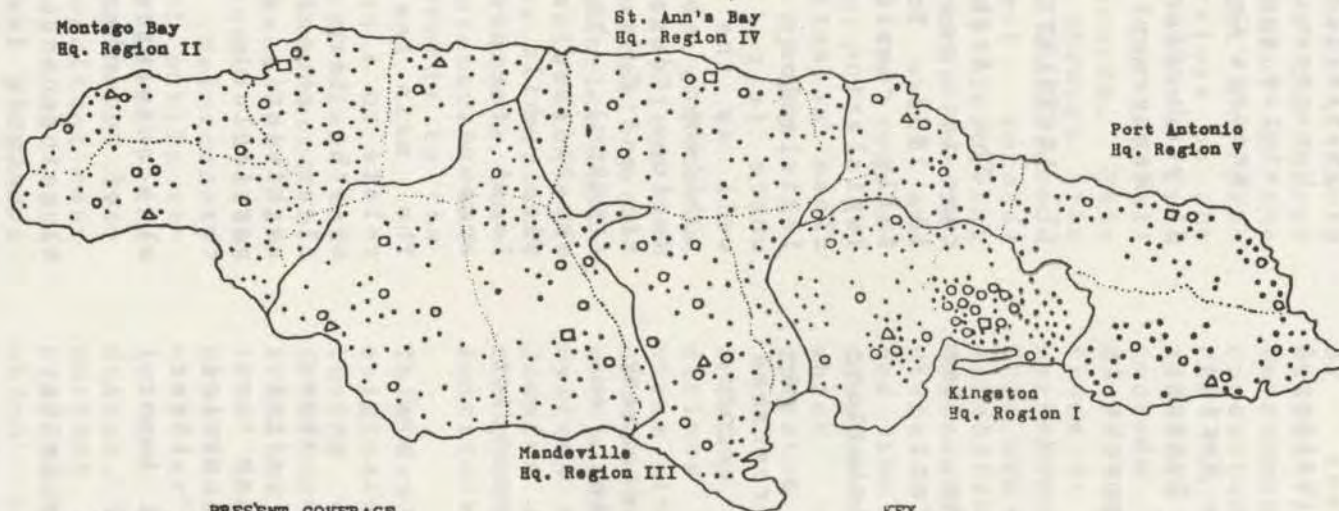
- REGION 1 - Kingston & St. Andrew, St. Catherine, St. Thomas
- REGION 2 - St. James, Trelawny, Hanover, Westmoreland
- REGION 3 - Manchester, St. Elizabeth, Clarendon
- REGION 4 - St. Ann, St. Mary, Portland

KEY

- Parish Boundaries
- Regional Boundaries
- ▲ Regional Libraries (4)
- Parish Libraries (13)
- Branch Libraries (161)
- Bookmobile Service (502 stops)
- Other Service Points (not shown on map) amounts to 41.

JAMAICA LIBRARY SERVICE

MAP SHOWING REGIONAL DIVISIONS FOR SCHOOLS LIBRARY SERVICE 1983/1984



PRESENT COVERAGE

Established:

1957 Region 1	Kingston, St. Andrew, St. Catherine	- 194 Schools
1959 Region 2	St. James, Hanover, Westmoreland, Trelawny.	- 158 Schools
1960 Region 3	Manchester, St. Elizabeth, Trelawny	- 151 Schools
1961 Region 4	St. Ann, Clarendon, St. Catherine, St. Mary, Trelawny.	- 172 Schools
1962 Region 5	Portland, St. Thomas, St. Mary.	- 145 Schools

KEY

- Primary Schools (820)
- Schools Regional Headquarters (at Parish Library)
- △ Other Parish Libraries where bookmobiles are based when serving primary schools in the parish.
- New Secondary Schools (formerly Junior Secondary) served directly from Kingston (92)
- Parish boundaries.
- Regional boundaries of the Schools Library Service.

I. INTRODUCTION

In the 1977 **Plan for a National Documentation, Information and Library System for Jamaica**, Archives and records were considered under the following headings:

- Importance of a National Archives;
- Archives and the National Information System;
- Archival Developments in Jamaica;
- Recommendations.

Recommendations of the Plan focused on the need for:

- a) proper archive legislation;
- b) the development of a records management programme and provision of a records centre;
- c) the expansion of document restoration, binding and reprography;
- d) additional accommodation for the Archives;
- e) staff recruitment and training.

This report examines these areas and identifies significant developments which have taken place during the period under review. Of these developments, the most important are:

- a) enactment of archive legislation;

- b) re-organization and expansion of the Archives, now renamed the Jamaica Archives and Records Department;

- c) initiation of a Records Management programme, provision and equipping of a Records Centre;

- d) production of a Records Management Handbook.

II. LEGISLATION

The **Archives Act, 1982** came into operation on January 18, 1983. It is a very carefully considered piece of legislation prepared with close attention to similar legislation existing elsewhere (e.g. the Bahamas) as well as the Draft Model Law published by the United Nations Educational, Scientific and Cultural Organization (UNESCO). The law adheres to established archival principles while taking relevant local factors strictly in account.

The main features of the Act relate to a precise definition of the term **archives** and a clear enunciation of the archivist's responsibilities, particularly with respect to:-

- a) acquisition and appraisal of records;
- b) maintenance and control of records for public consultation and use;

- c) provision of duplications and reproductions;
- d) legal validation of reproductions.

The Act also recognizes the status, composition and functions of the Archives Advisory Committee, defines the scope and the establishment of the Archives Department and provides for restrictions on the exportation of records from the country and for overall disposition of records. This is facilitated through the establishment and maintenance of an efficient records management system, involving the use of a records centre, the operations of which are precisely covered by regulations under the Act.

III. ORGANIZATION OF THE ARCHIVES

In late 1978 a Records Management Consultant from the United States National Archives and Records Service funded by the Organization of American States visited Jamaica and undertook a survey of the maintenance and disposition of records in the Public Service.

The purpose of this visit was to assist the Government of Jamaica in organising an effective management system for the efficient maintenance and disposition of public records to complement the Government's Archival Programme. The consultant conducted a survey of the Government's current programme requirements and practices; held interviews with Senior

Government Officials; and made on-site inspections of files operations and records disposition practices in selected registries in fourteen ministries.

In his report entitled **Survey of the Maintenance and Disposition of Records - Government of Jamaica**, the consultant recommended that the functions of the Jamaica Archives should be expanded to include responsibility for direction, control and assistance in the areas of records maintenance and disposition. This was to be achieved by the establishment of a Records Maintenance and Disposition Division within the Archives and the establishment of a Government Records Centre which the Archives would operate.

Arising from these recommendations the Management Services Division of the Ministry of the Public Service carried out a **Review of Organization Systems and Procedures of the Jamaica Archives** in light of the proposed expansion of its functions.

This Review conducted in 1980 originated from a restructuring of the machinery of Government causing the Jamaica Archives to be transferred from the Registrar General's Department to the Prime Minister's Office within which it was accorded departmental status. The Review was an important undertaking stimulating many of the developments which took place in the Department of Archives and Records.

It refers to the recognition by the Government Archivist of a need to expand the functions of the Archives to provide for an efficient records management programme. These functions would not only ensure preservation of records of enduring value, but also increase disposal of ephemeral records, thereby saving expensive storage space.

Based on the Review and its recommendations the following changes were made:-

- i) the organizational structure of the Archives has been expanded to accommodate the additional functions;
- ii) eighteen additional posts have been provided both in the professional and support services to carry out new areas of activity;
- iii) the name of the department has been changed to the Jamaica Archives and Records Department;
- iv) the titles of certain posts have been changed to reflect more accurately the functions being performed.

The findings of the Consultant in Records Management supported the following recommendations for organising the Government's record programme to ensure the successful management of public records in the areas of files maintenance and records disposition:

1. Issue government regulations, based on new archives legislation specifying basic records disposition procedures requiring the inventory and appraisal of all official records and their scheduling for future disposition on a continuing basis. Such regulations would establish the records disposition programme as an important government function to be effectively supported by senior management, and provide specific guidelines for the orderly maintenance, retirement and disposition of all records.
2. (i) Place the responsibility for files management in a unit within the Archives which has responsibility for the records disposition function, in order to co-ordinate administration of the government's records.

(ii) Secure adequate personnel and expertise in records management to allow effective programme direction and control.
3. Establish a Government Records Centre for use as an intermediate storage area for non-current records awaiting eventual destruction or transfer to the Government Archives. This would significantly reduce space and equipment costs, protect the records against deterioration and loss, and provide more efficient reference service.

4. Improve filing techniques through simplification of current registry procedures; develop structured training programmes in file procedures and records disposition for all employees, and publish a series of records management handbooks on basic files and disposition practices. The resultant reduction in clerical tasks would free significant numbers of employees for re-assignment to more productive work throughout the government.

In the summary to his report the consultant pointed out that:

"The volume of records created by Government increases every year. Implementation of the above-listed recommendations provides for the establishment of continuous, systematic, and effective controls over the creation, maintenance and disposition of records. The result - more efficient and less costly administration".

In October 1979, the consultant paid a follow-up visit to Jamaica, during which he drafted a handbook on the Disposition of Government Records which established programme standards and procedures for use throughout the Government. He also inspected the so-called "Marzouca Building" at 59-63 Church Street, Kingston, then being considered for

adaptation and use as the Government Records Centre, and commenced work on the development of a set of Regulations on Records Management for enactment under the Archives Act when passed.

In December 1979, the consultant returned to conduct, in collaboration with the Government Archivist and the Director, Management Services Division, Ministry of the Public Service, Seminars on Records Management for Registrars, Registry Clerks and Supervisors of Registry personnel.

During subsequent visits in January 1981 and August 1982, the consultant observed refurbishing and equipping operations at the Government Records Centre on Church Street which by that time were well advanced. He was also able to meet and confer with Government Officials, including the Permanent Secretary's Board, and to assist the Government Archivist in interviewing and selecting applicants for the six senior posts in the Records Management Division of the Jamaica Archives.

In his "Statement of the Current Status of the OAS Records Management Project" submitted with a proposal for its completion, he noted that the interim Circular (MPS Circular No. 2) had been issued by the Ministry of the Public

Service. This circular provided Ministries and Departments with necessary programme direction pending the formal issuance of the records management Regulations under the Archives Act. The consultant also referred to the publication of the **Records Management Handbook** and its distribution to all agencies of the Government. His statement also made reference to the excellent refurbishing of the Records Centre.

Among the requirements noted were:

- i) Staff recruitment for the Jamaica Archives and Records Department to carry out its expanded functions;
- ii) Development and implementation by the OAS of a technical training programme for personnel at all levels of Government directly or indirectly responsible for administering the Government's records management programme as follows:-
 - a) staff of the Jamaica Archives and Records Department involved in administering the programme;
 - b) senior management of Ministries and Departments responsible for carrying out the programme within their respective agencies;

and

- c) Registry personnel and record keepers involved in the daily record keeping operations.

IV. CONSERVATION

Developments in this area constituted two consultant missions conducted by conservation specialists sponsored by the OAS.

The first visit, in 1980 led to a report entitled **Library and Archives Conservation in Jamaica** which was based on consultations with the Jamaica Archives, the National Library of Jamaica and the University of the West Indies Library. The recommendations in the report centred upon co-operation in library and archives conservation, equipment and supplies needed, by the three institutions concerned, to implement modern conservation techniques, and future development needs in library and archives conservation.

The second visit in 1982 was devoted to the conduct of a course on Conservation for seventeen participants including five bindery and repair staff members from each of the three institutions - the Jamaica Archives, National Library of Jamaica and University Library - as well as two members of the Museums Conservation Laboratory Staff of the Institute of Jamaica's Port Royal Project. The course, which consisted of lectures, demonstrations, practice and workshops, in-

luded topics such as the construction of protective containers for books; conservation materials, including a discussion of available supplies; the construction of protective containers for documents, including polyester encapsulation and matting; and paper repair. The final workshop session consisted of visits by the consultants to the three main participating institutions, to hold discussions with the respective staffs.

V. REPROGRAPHY

The developments in this area were:-

- i) the provision, also under the OAS project, of window airconditioning units for the Photographic Section, both to ensure the better preservation of film and other sensitive materials and the continuation of reprographic work when the main airconditioning plant was out of operation.
- ii) the provision of an Extex Film Duplicating unit for the shared use of the Jamaica Archives, National Library of Jamaica and University Library.

The provision of the film duplicator makes possible the resolution of problems experienced with micro-filming in the three institutions, namely:-

- a) lack of facilities in Jamaica for making service copies, and for purchase by users, from master negatives;

- b) lack of duplicating facilities;

- c) considerable expenses involved in handling original films.

VI. RECOMMENDATIONS FOR FUTURE ACTION

1. Accommodation

As stated in the 1977 Plan, consideration needs to be given to the provision of increased accommodation, by adding another storey to the Archives building in Spanish Town which is designed to take two more floors when necessary.

An additional storey would be used primarily for the storage of new accruals of permanently valuable archives, the flow of which is expected to increase considerably with the development of the Records Management programme. It should also contain a special store and consultation section for cartographic materials, storage for micro-films, and a small committee/lecture room. These are important facilities which the original building budget could not accommodate.

Present needs for storage, both of the new materials which flow from the Records Management activities, especially those covered by the "closed period", will be met by the use of the storage facilities in the first floor of the Records Centre. This is being furnished and equipped for that purpose.

2. STAFF RECRUITMENT AND TRAINING

Considerable difficulty is experienced in filling key posts in the records management division, due to the inappropriate grading of some of the posts in relation to the qualifications required and the responsibilities attached.

Appropriate staff recruitment and technical training programmes should be established

for personnel at all levels of Government directly or indirectly responsible for administering the records management programme. This will ensure that the department will continue to perform its uniquely important roles of preserving the country's priceless and irreplaceable archival resources, managing government records to ensure cost-effectiveness and of contributing to the national information system.

I. INTRODUCTION

The libraries of the University of the West Indies in Jamaica comprise the Main Library with its collection on Arts, Social Sciences, General Reference works, Bibliography and Library Studies; the Science Library with its collection on Physical and Biological Sciences and Pre-Clinical Medicine and the Medical Library with its collection on Clinical Medicine. These three, though in separate buildings, are an entity under the general direction of the Campus Librarian. In addition, there are the sizeable Library of the Institute of Social and Economic Research (ISER), the Library of the School of Education and a number of departmental libraries, the principal being those of the Departments of Botany, Mathematics, Social and Preventive Medicine and Library Studies, of the Caribbean Institute of Mass Communication (CARIMAC), the Trade Union Education Institute and the Social Welfare Training Centre, as well as the audio-visual collections of the Medical Learning Resource Unit. With these may be associated the libraries of affiliated institutions such as the United Theological College, St. Michael's Seminary, the Norman Manley Law School and the Caribbean Food and Nutrition Institute.

Exact figures of their total contents are not available but the Main Library and its two branches (the Science and Medical Libraries) hereinafter referred to as the University

Library, comprise some 300,000 volumes and 10,626 serial titles of which 6,234 represent current serials. The corresponding figures for the rest of the libraries on the campus are roughly estimated at 59,392 volumes and 634 serial titles, a number of which, however, certainly duplicate those in the University Library. Jointly they are undoubtedly the largest and richest resource of recorded knowledge or information in Jamaica and as such, one would expect them to play a prominent part in any national system of library and information services.

II. ROLE AND FUNCTIONS

The role and functions of the University Library are primarily concerned with supporting the teaching needs of the Mona campus and, when practicable, those of the other campuses at Cave Hill and St. Augustine. Like many university libraries it extends its facilities, within the limits of its resources, to meeting the scholarly and informational needs of the wider world, whether these arise in the country where it is located, in the region which the University serves, or elsewhere in the world.

The fact that Mona libraries form part of a regional university does not in principle conflict with their participation in a national system for Jamaica. In fact, they have from the start formed part of such a system,

in so far as they have extended facilities, where possible, to the public and private sectors as well as to individuals outside the campus. The libraries play a fairly well defined role in the current information service of the country, a role which may be further developed and extended, if some measure of national support is given to the library.

What limits the University Library's participation in the national system is not principally concerned with its regional character but is substantially concerned with its academic priorities in the context of limited resources for the provision of basic services. We refer here to deficiencies in the number of professionally trained and other staff, the size and quality of collections and, most importantly, in the physical accommodation for staff, readers and books necessary for the performance of a number of discrete services.

In view of the many demands on limited resources in the nations of the Caribbean area it is evident that the libraries of institutions serving tertiary education must take on some of the role and functions of national libraries in more developed countries as part of their participation in a national library system. It must be stressed however, that while the University Library is willing to supplement the libraries of those institutions serving tertiary education, it cannot attempt to be the basic library for them all.

III. SUBJECT SPECIALIZATION AND RESOURCE SHARING

It would be reasonable to suppose that in the national library system, the University of the West Indies libraries would undertake the primary responsibility for collecting all foreign publications in the areas of their various specialities. This is because, in a number of fields there are clearly no other libraries with overlapping interests of any significance. Clinical Medicine, Natural Sciences, Foreign Languages and Literature, Bibliography and Librarianship are examples of subjects which have remained exclusively or almost exclusively within the domain of the UWI Library, while the Humanities (excluding Foreign languages and literatures) and Social Sciences, though not exclusively represented in the campus libraries, are nevertheless to be found there in a variety, richness and depth not equalled elsewhere in Jamaica. Agriculture, and to a lesser extent Technology or Applied Sciences, are weakly represented, these disciplines being reflected in the collections at sister campuses at St. Augustine in Trinidad and Cave Hill, Barbados. Law and West Indian literature are shared strongly with collections outside, viz., those in the Supreme Court Library and the National Library of Jamaica.

It should be clear, therefore, that the Mona libraries have much to contribute to a coordinated national system of libraries. As a first step in that direction the campus libraries themselves are being coordinated so as to avoid

unnecessary duplication of acquisitions and processing to provide the most ample services and meet the most varied needs possible. As a result of the coordinating exercise:

- a) a Union Catalogue of the monograph holdings of these libraries has been compiled;
- b) a computerized Union List of Serials, and
- c) a Check-List of abstracting and indexing publications in the Social Sciences, has been produced.

While every effort should be made to rationalize acquisition on a co-operative basis, it is necessary to recognize traditional and existing strengths of research collections which may not be curtailed without damage to the usefulness of the collection as a research resource. Patterns of reader use, where these reflect needs, are respected in the attempt to integrate or rationalize library acquisition policies.

User needs, for example, in the ISER Library have shifted emphasis over the years. In the 1960s, the demands of Governments in the region, especially in the smaller territories, for assistance in formulating development plans and other forms of technical assistance, created a bias towards applied research with different demands on the library. To improve its support for ISER's research activity, the Library is now

building core collections comprising mainly published and unpublished monographs on development issues as they affect the Caribbean and Latin America, the majority of its book stock having been transferred to the Main Library. The creation of the Caribbean Community Secretariat (CARICOM) and the Caribbean Development Bank (CDB) in the 1970s have reduced the demands from Government agencies. At the same time, however, the increasing number of projects focusing on the Caribbean in international affairs, community development and public policy are reflections of the demands for "research-evaluation" and multidisciplinary studies. Chief among these projects being undertaken by the ISER are Caribbean Technology Policy studies, Inter-Sectoral Development in Health Management in the Caribbean, Women in The Caribbean, Human Resources and Migration.

The advent of new technology applied to the recording, retrieval and transfer of information as evidenced by audio-visual media, micrographics, the application of minicomputers and microcomputers to information handling and the use of satellite communication for information transfer should greatly assist in any scheme of resource sharing and this is an area in which the University libraries may well take the lead role in exploring.

In 1981 the University engaged the services of James E. Rush Associates of Powell, Ohio to provide technical

assistance to the libraries in moving towards automation support of library processes and services. The Final Report of the consultants asserts that "rapidly rising cost of materials, personnel and facilities, coupled with labour-intensive materials processing have caused service to patrons and academic staff to erode, processing backlogs to develop or increase, and materials to be less readily available than is desirable. These problems have been exacerbated by work stoppages, maintenance problems, and lack of space".

Recommendations propose, using the campus computers, the development of automated systems, including acquisitions, retrospective conversion of the catalogue, serials control, on-line catalogue access and circulation control; as well as co-operative cataloguing which was identified as the major concern of the three campus libraries.

The University of the West Indies through its Distance Teaching Experiment (UWIDITE) based in Jamaica has linked the three campuses in Jamaica, Trinidad and Barbados and its centres in St. Lucia and Dominica via a leased telecommunications network. While the overall aim of UWIDITE is the establishment of a permanent programme involving the use of the UWI telecommunications network for education and outreach services, it has the particular advantage of allowing aggregation of widespread needs into an economically viable package.

Of special interest to the national library system is the use of the UWIDITE network to link the campus libraries with the On-line Computer Library Center (OCLC) in Dublin, Ohio, U.S.A. It is felt that the cost-benefits of a link with the OCLC will benefit the system, as advantage will be taken of that database to clear the backlog of cataloguing which has accumulated in the libraries. A considered estimate of this backlog of cataloguing which has accumulated in the libraries at Mona is in the region of 13,000 volumes.

Two other fields in which a coordinated system of University libraries is expected to take a prominent part in promoting are, bibliographic standardization and a national programme for the conservation and preservation of research material.

Present procedures for resource sharing are:

- a) Inter-library loans;
- b) Photocopying of documents, articles or parts of books required and which, in some cases, may not be loaned;
- c) Distribution of accessions lists to selected libraries;
- d) Extension of reading and reference facilities and in exceptional cases, borrowing facilities to individuals outside the University;

- e) Telephoned inquiries of a "quick" reference nature.

The extent to which these facilities are granted has to be carefully assessed in terms of the level at which the information is required, the availability of other local resources capable of meeting these requirements, the demands of the library's clientele and the capacity of its resources to meet those demands.

IV. LIMITATIONS OF RESOURCE SHARING

The constraints on greater resource sharing as these affect the UWI Library in Jamaica may therefore be listed in descending order of priority as follows:

1. Lack of proper accommodation and environment to provide an adequate and competent service, even to the University community. In short, the Library's physical plant has not kept pace with the University's growth and is in fact some 22 years behind earlier projections.
2. Difficulty with recruiting professional staff, at supervisory or middle management level, with the competence, experience and the academic formation and aptitudes necessary in an academic library.
3. Lack of adequate supporting services within and

beyond the University, e.g. inadequate binding facilities to absorb the growing backlog of periodical binding, and inadequate telephone services to enable speedy communication with persons and institutions outside the University.

4. Lack of adequate funds in a time of rapidly rising costs in respect of books, periodicals and equipment.

Notwithstanding the Library's role as one of the focal points of the information system, these inadequacies existed prior to the advent of the national library system, hence the main onus for remedying them must rest with the University. However, if the Library is expected to participate more generously in the national plan, it is only reasonable that Government should help to finance and underpin the library to the extent of the demands placed on it by these additional services which its strained resources cannot sustain. The exercise of quantifying such services and costing their benefits will admittedly be a far from simple one.

In a time of financial stringency it may well be that capital expenditure on the Library by Government is nothing more than a pious hope. More importantly however, what should be considered is the need for the special intervention of Government, on behalf of the University Library, with international or foreign agencies for funding develop-

ment, in order to secure capital assistance for improving the physical infrastructure of the library.

The contents of the Library are currently valued for insurance purposes at some \$2.5 million. If one allows for the increase in value of much of the collection as well as the increase of replacement cost, a more realistic figure could well be over \$3 million.

On the basis of no more than a prudent management of an investment of such magnitude it would seem desirable that such a collection be adequately housed so that it may be put to the best possible use and its value fully exploited.

There is now a marked tendency for foundations to shy away from giving funds for library buildings, as was traditional in the past, and the programmes which attract such funding are developmental ones which pertain to social and economic life at the "grass-roots". However, it can be demonstrated that the support which an adequately housed and staffed university collection may give to the ministries and planning agencies of Government is such that it directly affects the Government's social and economic policies and programmes for development from the "grass-roots" upwards.

Further, apart from assistance which may be given to agencies outside the University, the support which the University Library gives to

members of the academic community engaged in research is often an unidentified or unquantifiable contribution to the social and economic life of the country.

We stress this point of inadequate physical accommodation and the steps which may be taken to remedy it, as it is the prime impediment to the University Library's assuming a major role in providing access to the information and the recorded knowledge which it is expected that any modern Government, and indeed the nation, will require and which this Library is giving within the means at its disposal.

V. COSTING

It is extremely difficult to quantify and cost many aspects of such services as part of the national library service and certainly any attempt to do so would have to be done empirically rather than on any preconceived notions or theories. What would need to be accepted would be the principle that where it was clearly demonstrated that a function was being carried out, primarily as part of a national service rather than as a University function (e.g., storage of superseded literature in an area not of primary concern to the University), Government would assume the major responsibility of making provision for recurrent and capital costs of this service. Other services, such as reprographic services and computer searches, would be charged on a basis of actual costs of services performed.

It could be said, with considerable justification, that library shelves have reached full working capacity when on the average 75 per cent are occupied, but that they can be 86 per cent filled before a serious crisis arises. The shelves of the University Main Library, where of necessity any coordination function must be cited are now some 95 per cent filled, representing another instance of the urgent need for additional physical space in the Main Library.

In addition to normal expansion as a consequence of its natural growth may be identified the need for an extension to provide for storage, service and administrative space, if the University Library is to continue to play its part outlined in the national information system. Shelving and movable equipment at a minimum of 15% of building costs in addition to the provision of a fully equipped photoduplication laboratory with processing facilities are also identifiable requirements.

It is hoped that Government will give its active support to the alleviation of these problems in applications to international funding agencies. This is all the more relevant as any restructuring of the University of the West Indies has implications for national development beyond the educational significance of the institution.

Personnel needs would de-

pend on the extent to which we are involved in the system. Certainly, however, additional staff would be required for the services most concerned in co-operative arrangements, namely, Technical Services and Loan and Reference Services.

VI. RECOMMENDATIONS

Short Term

1. That the Government, through the Planning Institute of Jamaica or other appropriate body, encourage and support the University in seeking aid for the specific purpose of speedily improving the physical facilities of the Mona Library as would be beneficial to any node in a network. This would allow the Library to provide the following areas and the services which go with them:

- a) reading areas, to enable adequate supervision of material being used, thus minimizing wanton destruction of material, and to provide reference facilities;
- b) an adequate West Indies and Special Collections Section to accommodate the Library's collection of rare books, Caribbeana, etc., and the complement of staff required for the section, as well as a reading room to accommodate an increasing number of readers;

- c) improved accommodation for readers using Government Serials, United Nations Documents and the documents of other international organizations;
 - d) compact closed access stack area for less frequently used research material, including deposits which it might receive under any co-operative storage arrangements as part of a national library system. Details of these priorities are given in the **Report of the Committee on Library Development** presented to the University in 1972.
2. That the Government view with sympathy the proposal that professional staff from Commonwealth countries appointed to positions in the University Library be accorded the same treatment as is given to academic staff in respect of work permit applications.
 3. That the Government support the University Library in its efforts to identify specific areas of training for its staff by assisting it to obtain training in these areas, in order to ensure implementation of the technological innovations. The ability to release persons for training depends on having an adequate complement of staff.
 4. That the University Library at Mona, which has at present a substantial and notable collection of Government documents, be named a legal depository of Government documents without prejudice to any provisions made to the National Library of Jamaica in recognition of traditional and existing strengths of research collections. In addition, the University Library would also wish the right to claim a copy of every book printed in Jamaica, on demand.
 5. That the University Library in collaboration with the National Library and the Jamaica Archives, plan to undertake a national programme for the preservation of research material.

Medium and Long Term

In our circumstances (i.e. in the University Library) it would seem precious to distinguish between these as they largely represent, as far as can be foreseen at present, nothing more than an accelerated growth and implementation of the plans identified as short term. Given immediate assistance to get out of the strait-jacket of exceedingly cramped accommodation, which is a sine qua non of any kind of effective participation and success in adopting some of the technological advances which are completely changing some aspects of librarianship,

the University Library in Jamaica should be able to develop all those aspects of a national library service in Jamaica which have been identified as its appropriate contribution to the national system.

The following matters are recommended for special consideration after the short term recommendations have been implemented:

1. Given adequate storage, the University Library should undertake the task of receiving, on transfer, all recorded knowledge in the subject areas in which it might be designated the national resource. The

transfer of such materials from their current repositories to the University Library would be made on the understanding that these records would be made available to the public outside the University, either on loan or for reference, according to the nature of the material.

2. The University Library should also be the national repository for superseded literature in any subject area for which it is not designated the national resource, provided that the material is deemed worthy of preservation and the Library which has that responsibility wishes to transfer such material.

This concerns a network of statistical data banks with the Statistical Institute of Jamaica as focal point for inclusion in the revised plan of the National Council on Libraries, Archives and Documentation Services in Jamaica.

The Statistical Institute of Jamaica has the responsibility for co-ordinating statistical activities among government agencies and for the development of integrated social and economic statistical series for Jamaica. Consistent with these responsibilities, and with its range of statistical activity and expertise, the Institute acts as the focal point in the development of a statistical data system covering the total stock of statistical data held by agencies of government.

The varying concepts of statistical data banks and systems, and various levels at which these operate, suggest that a simple model showing how the levels relate to the National Council's Plan, should be examined.

At the first level the system could comprise a catalogue of statistical publications and references, directions as to where these are located, their publication formats, currency and availability. This is essentially a bibliographic function.

At the second level the description would be in much greater detail than is normally expected in bibliographic references. This is "meta data", and would include a description of the format of statistical tables or files in which the data is held, concepts, definitions and classifications of statistical units and data items, methods of collection, measures of reliability and other qualifications, but not the statistical data itself.

The third level would involve the maintenance of the statistical data within an integrated statistical file system and a facility to access the store of data through computer methods. The level of aggregation at which the data could be accessed would be defined, and the agencies entitled to access determined.

The fourth level would comprise storage and accessing facilities together with a menu of instructions to enable the data to be manipulated. In a sophisticated system (as with the INFOS systems in operation in New Zealand and Australia) this might be done via remote terminals on-line to major private and government users, including libraries, some of them equipped with printers and graph plotters.

* Formerly the Department of Statistics

Documentation and Bibliographic Activities

At the first level, the Institute's activities to develop and maintain a system of bibliographic control of statistical publications and other data collections will, of course, be of considerable interest to the National Council. It is suggested that the Institute should be included in, and can make a valuable contribution to the National Documentation and Information System.

The Institute is also pursuing its objectives at other levels of data organisation and coordination. Progress has been hampered in the past by the lack of a suitable computer facility, but with the acquisition of an IBM System 38 in 1982, and growing experience in its utilization, the possibilities are emerging.

Another development is that due to the restructuring of the Department of Statistics into the Statistical Institute of Jamaica, it is expected that the Institute will be in a better position to both develop and act as the centre of a national statistical data system.

With its increased responsibility for a national statistical system and the expected improvement in its professional staffing, it is suggested that the Institute be included in the national information network system as the centre responsible for the coordination of statistical information in analogous fashion to the Planning Institute of Jamaica which is designated as the centre of the Social and Economic Information Network.

INTRODUCTION

Special libraries are here defined as those libraries in government ministries, departments, corporations, enterprises, statutory bodies and other units; those attached to private sector organizations, and those serving a particular type of clientele.

In keeping with the recommendations of the 1977 Plan, significant developments have been witnessed in these libraries over the past six years. In addition to providing an overview of Special Libraries, this report also deals with the operations of specific networks.

The original proposal made provision for the following networks:

Scientific and Technical Information (STIN)

Socio-economic Information (SECIN)

Legal Information (LINET)

Physical Planning Information

Refinement and rationalization of this system led to the elaboration of the networks into STIN, SECIN, LINET and a College Libraries Information Network (COLINET) which now exist. The proposed Physical Planning Information Network has been integrated into STIN as a subsystem because of the complementary nature of the subject area and clientele. The College Libraries Information Network

(COLINET), which was originally associated with the Jamaica Library Service, has now been set up as a separate network.

II. PROGRESS ACHIEVED TO DATE**1. Network Development**

As recommended, special libraries in both public and private sectors are being organised into networks according to subject specializations and special clientele.

These include a Scientific and Technical Information Network (STIN); a Socio-Economic Information Network (SECIN); a Legal Information Network (LINET) and a College Libraries Information Network (COLINET).

Under the aegis of the National Council, advisory bodies, comprising members of NACOLADS, Government officials and information specialists, have been set up for STIN, SECIN and LINET to make recommendations regarding a policy and plan of action for the development of the networks. In addition, an "action group" of persons in charge of component units of the network, is in place to carry out the Plan of Action under the direction and coordination of the network focal points.

Activities include user education seminars, resource and user needs surveys, in-service training, the commencement of a union list of serials for STIN, the publication of a Newsletter and an Abstracting Journal in SECIN.

(Following this report are Reports from COLINET, LINET, STIN and SECIN).

2. Technical Assistance

Technical assistance from the International Development Research Centre (IDRC) and from the Organization of American States (OAS) has been obtained by NACOLADS and by the STIN focal point, the Scientific Research Council, and has provided:

- a) consultants to advise on various aspects of the development of the information networks;
- b) education and training through scholarships, fellowships, training courses and in-service training;
- c) a library development team, under the direction of the National Library of Jamaica, to facilitate the improvement of library and information services in special libraries;
- d) temporary staffing, including research personnel, documentalists and indexers/abstractors;
- e) resource materials and equipment.

3. Reclassification and Re-grading of Librarians

With this in view, deputations from NACOLADS and the Jamaica Library Association (JLA), both individually and

jointly, have made representations to the Ministry of the Public Service.

A re-examination of the role of information specialists in Government libraries and information services, and improvements in conditions of service and salaries have been recognised as an essential pre-condition for recruiting and retaining the manpower required to implement an effective information service to Government.

Autonomous statutory corporations such as the Jamaica Bauxite Institute (JBI), the Petroleum Corporation of Jamaica (PCJ) and the Urban Development Corporation (UDC), have, like the private sector, recognised the need for library/information units and have established their own functional units.

Because of their wage incentives and attractive conditions of service, they continue to attract and retain qualified staff. Yet libraries in Government ministries, for example, the Ministries of Finance and Health, which perform vital functions, are comparatively poorly staffed.

The shortage of posts for librarians/information specialists in some Government departments and the inability to fill existing posts must be arrested. For instance, of 27 established positions for librarians 11 were vacant. This results from a drain of highly qualified librarians/information specialists to other areas of the public

service and to private sector information units.

A Government policy on library re-organization is urgently required to provide for the restructuring of the existing system for libraries in Central Government, the establishment of a clearly defined career path for qualified personnel in libraries/information units and the upgrading of existing posts.

4. Recommendations Not Yet Implemented

- a) The re-organization of Government libraries.
- b) The satisfactory re-grading and re-classification of librarians in the Civil Service.

III. RECOMMENDATIONS

1. General

- a) The library/information service should be established as an integral part of the organisation in which it operates.
- b) A central industrial and technical information centre should be established in downtown Kingston to provide quick reference/information, particularly for trade and industry.
 - i) NACOLADS should encourage the JLS to approach public corporations and the private sector

to consider the establishment of such a facility and the provision of funding to provide such a service both for their use and for public use.

- ii) JLS should be encouraged to set up a Committee comprising members of the private sector to discuss how best this could be done and what charges should be instituted for services rendered.

- c) The Government should facilitate the importation of books and other library materials for special libraries.

- d) Organizations in which special libraries operate should assist in the training of information professionals, both at the basic level and by continuing education programmes.

2. Government Libraries

- a) A Government policy on information is needed to:
 - i) provide for the establishment of special libraries in all Government ministries and statutory bodies;
 - ii) facilitate the re-grading and reclassi-

fication of professional posts in Government libraries and in libraries of Statutory Bodies and the upgrading of recruitment level posts;

iii) create a career structure within the organizational framework of the national information system for information professionals in Government Ministries, Departments and Statutory Bodies;

iv) establish new posts, where appropriate, fill vacant posts and provide support staff as necessary;

v) designate information professionals traveling officers where necessary;

vi) provide regular scholarships and fellowships for professional training and continuing education.

b) Administration

i) The library/information unit should occupy a central position within the Ministry, Department or Statutory Body and the librarian should be involved in planning.

ii) Adequate budgets should be provided for libraries/information units;

iii) The registry and the library/information unit should collaborate in the storage and retrieval of documents and registry personnel should qualify for training, reclassification and upgrading;

iv) The library/information unit should be designated as the repository for information materials generated by every division of the Ministry or Statutory Body.

3. Private Sector Libraries

NACOLADS should encourage:

a) participation of the private sector in the national information system through collaboration between the Private Sector Organization of Jamaica and other appropriate organizations;

b) upgrading of libraries in the private sector;

c) the introduction of staff development programmes for formal and continuing education by the private sector;

d) co-operation and involvement in appropriate networks having regard to mutual benefits which will accrue;

e) documentation of their facilities in the Directory of Information Units in Jamaica.

4. Network Development.

- a) Provision should be made for the library/information unit to participate fully in the national information network system.
- b) Parent institutions should adopt liberal policies for the sharing of resources in order to

meet the information needs of all their users.

- c) Special libraries should be committed to the idea of co-operation and communication so as to contribute to the full effectiveness of the national information system.

I. INTRODUCTION

1. In the 1977 Plan libraries in teachers colleges and the Cultural Training Centre were linked with the Jamaica Library Service network of public and school libraries whereas those of community colleges, technical and vocational schools were grouped together, with the Library of the College of Arts, Science and Technology (CAST) as their focal point.

2. Reference was made to the proposed College of Jamaica (now slated to become the National Polytechnic of Jamaica), and the likelihood of CAST also becoming the focal point for co-ordinating libraries of the component units of such a College.

3. Indications were that those recommendations might need to be revised and an appropriate structure devised for the co-ordination and rationalisation of libraries in tertiary educational institutions.

II. DEVELOPMENTS

4. Since 1980, two publications of significance for libraries in tertiary educational institutions have been produced, namely:

- a) The Education Act, 1980 and
- b) Standards for College Libraries published by the Jamaica Library Association (JLA).

2. The Act identifies five separate categories of Teachers with special responsibility for libraries in educational institutions (Schedule A, Regulations 43, No.5). However, no statement is made regarding the establishment of libraries in these institutions or the category to be employed in particular institutions.

3. In 1981 a policy decision was taken to introduce a three-year intramural programme of teacher training for the improvement of primary and secondary school teachers and included in this programme was a compulsory one-credit course in Library Skills for all teachers.

4. The libraries of the Passley Gardens Teachers College and Church Teachers College occupy specially designed and equipped premises in new buildings. The CAST library, included in the Colleges building expansion programme, is now completed. Mico Teachers College has plans for upgrading its library facility.

5. The Educational Development and Demonstration Centre (EDDC), officially opened in 1982, includes an Educational Analysis Information Centre (EDIAC) which collects, organises, documents and makes available information on educational research and practice from local and overseas sources for use in the planning and development process, as well as for educational practitioners.

6. EDDC is also the National Co-ordinator of the Caribbean Network of Educational Innovation for Development (CARNEID) which aims at establishing a Caribbean Educational Information System in support of the development and activities of CARNEID and as a sector of the Caribbean Information System.

III. EXISTING SITUATION

1. In 1981 NACOLADS set up a College Libraries Working Party to examine the existing situation with respect to libraries in tertiary educational institutions excluding those of the University of the West Indies (UWI) and to consider the feasibility of establishing a College Libraries Information Network.

2. The Working Party carried out a survey of libraries in tertiary educational institutions. It also organised a seminar held on May 14, 1982 involving principals, vice-principals and librarians as well as Ministry of Education officials to discuss the findings of the survey and to consider the structure and operations of a College Libraries Information Network.

3. The findings of the survey revealed that many libraries in tertiary educational institutions were operating below the minimum levels recommended in the JLA **Standards for College Libraries**. The main areas of deficiency were those of: a) accommodation, b) collection, c) budget and d) staffing.

a) Accommodation

Accommodation falls short of standard recommendations with regard to seating which should be provided for 20% of students and 20% staff. Overall size for an enrolment of 300 and below should be 6,000 sq. ft.

b) Collection

With regard to the print media, the ratio of books to students was found to be distressingly low. In the area of non-print media, there was a serious lack of audio-visual software and equipment.

c) Budgets

The budgets for most College Libraries were found to be inadequate and present levels of budgetary provision do not augur well for any real development of college libraries resources in the near future.

d) Staffing

The staffing situation leaves much to be desired and adequate provision needs to be made so that students and staff have access to professional help on a regular basis during the opening hours of the library.

IV. RECOMMENDATIONS

1. Steps are now being taken to set up the Network and the following recommendations reflect the concerns at this stage of its development. The main objectives must be:

- a) To make the most effective use of actual resources - human, financial and material.
- b) To co-ordinate planning for future expansion including the orderly development of each participating unit.
- c) To facilitate the sharing of resources.

2. The Structure and the administration should be in keeping with guidelines for Network development established by NACOLADS.

- a) Community colleges and other post secondary educational institution libraries should also be included as they would be better serviced in this network.

- b) The focal point or Centre should be the Library of the College of Arts, Science and Technology which should initiate the creation of a union list of serials and a data base of monographs in machine-readable form and other co-operative activities.

- c) Regional sub-systems of the network should be considered to facilitate communication and resource sharing.

3. Resource-sharing should be investigated in the following areas:

- a) The centralization of technical services such as the acquisition and processing of materials.
- b) Co-operative indexing and abstracting services.
- c) Co-operative storage of little-used materials.
- d) Inter-library loans should be extended and formalized.
- e) Exchange and/or donation of duplicate copies of gifts.
- f) Use of qualified staff for in-service training and continuing education.

4. Standards

- a) The focal point should be responsible for working closely with the NLJ in setting and maintaining standards.
- b) The **Standards for College Libraries** prepared by the Jamaica Library Association should be implemented and evaluated.

5. Budget

- a) An annual budget should be allocated for the Library based on a minimum range of 3-6% of the total budget.

b) Each College Librarian should be responsible for the preparation of the annual estimates of expenditure for the library to be submitted to the Financial Controller of the College.

c) The Librarian should be advised of the amount approved and have access to regular financial statements.

6. Staffing

a) Posts for a College Librarian and adequate support staff should be established in all tertiary institutions.

b) Appropriate salaries and conditions of service commensurate with qualifications and responsibilities should be provided.

c) Based on the present terms of employment where some College librarians are classified as academic staff and others as administrative staff, it is recommended that:

i) the Librarian should be recognised as a member of the academic staff with the status of departmental head;

ii) dual qualifications in education and librarianship are desirable but the latter is mandatory;

iii) the post should not be tied to the student/lecturer ratio.

d) Posts for Tutor-Librarian should be established in Colleges offering the Teacher/librarianship option.

e) Posts for qualified Library Technical Assistants should be established in all tertiary institutions.

7. Promotion of Use of Library Resources

Every effort should be made to promote use of all library resources in formal educational programmes and the development of all levels of the educational system.

8. Accommodation

a) In planning any new educational institution, and particularly in the case of tertiary educational institutions, top priority should be given to the establishment of a well-designed and equipped library manned by adequate professional and support staff.

b) In existing institutions every effort should be made to improve the accommodation to meet the minimum standards recommended in the **Standards for College Libraries.**

I. INTRODUCTION

The need for a network of library and information services for the Courts, Ministries and other units of government responsible for legislation and the administration of justice was identified and the library of the Supreme Court designated its focal point.

The network is at an early stage of development and operates through an Advisory Body which is its policy-making body, comprising top level Ministry, legal and information personnel, and an Implementing Body of librarians and persons in charge of legal information units.

1. Background

This report on the current state of law libraries in Jamaica is based on submissions presented by legal information units to the LINET Advisory Body. It introduces the libraries, summarizes the findings, and makes recommendations for development of the network.

2. The Libraries**a) Court Libraries****1) Supreme Court Library**

This is the oldest and largest law library in Jamaica providing among its many services, selective dissemination of information, literature searches, document

reproduction and distribution of the courts judgements. Legal publications are acquired for and distributed to the courts of the island. Its collection numbers some 30,000 volumes.

ii) Resident Magistrates Courts Collection

Resident Magistrates Courts were established in 1728 in each of the parishes of Jamaica. Outside of Kingston and St. Andrew, each Court is the venue for Circuit Court sittings, three times per year. Court is held on certain days of the week in the main court and in 39 out-stations.

This legal activity necessitates adequate provision of statutes, law reports, treaties and other legal publications for the use of Resident Magistrates, Clerks of Court, Crown Counsel, Defence Attorneys and other members of the court staff.

iii) Special Courts Collection

With the exception of the Traffic Court (1956), the establishment of special courts is relatively

new to Jamaica. The Traffic Court, together with the Revenue Court, Gun Court and Family Courts in Kingston and Montego Bay, have jurisdiction over special areas of the law, in view of which appropriate specialised legal information must be made available for the use of legal personnel there.

b) Departmental Libraries

These libraries are attached to special departments such as the Attorney-General's Department, Office of Parliamentary Counsel and the Legal Reform Division of the Ministry of Justice. They reflect the nature of the work effected in the respective departments.

c) Libraries of Institutions associated with Law

These have been identified in the Houses of Parliament, the Office of the Parliamentary Ombudsman and the Jamaica Constabulary Force.

adequate financial resources. With the exception of the Parliamentary Library, the Office of the Parliamentary Ombudsman was the only organisation able to identify a vote for purchasing publications. The logical consequence of this has been the deterioration of resources - publications, staffing, accommodation and equipment in existing units and non-development of recently established units.

1. **Legal Publications**

Standing orders for legal publications have not been issued, thereby preventing the judiciary and practising attorneys from keeping abreast of current legal developments, with serious consequences for the quality of the administration of justice.

In accordance with currently available standards for law libraries, no Resident Magistrates Court or Special Court collection can be described as meeting these standards in terms of basic collections. They are in a state of deterioration due to the absence of necessary financial resources to bind serials and maintain holdings generally, and the fact that there is little control over publications once they are dispatched from the Supreme Court Library.

The libraries of legal departments reflect the practice of the departments in terms of subject areas

II. FINDINGS

There is no doubt that the factor contributing to the slow pace of law library development is the lack of

of the law. However, the problem of duplication is evidenced by the existence of multiple sets of law reports which are largely held by other law libraries in the network. The proximity of the four departmental libraries to the Supreme Court Library lends itself to subject specialization for a more efficient deployment of funds.

Instead of spending limited financial resources on legal materials already available in the Supreme Court Library the building of comprehensive special collections, e.g. a criminal law collection in the Office of the D.P.P., could be effected, thus permitting the Supreme Court Library to concentrate on the widening of the scope of its collection. This measure would effect economy in acquisition of material, while allowing legal departments the continued benefit of individual collections.

This scheme could be extended to include the Special Courts.

Of the departmental libraries, those of the Attorney-General's Department and the Office of the Parliamentary Counsel are the only organised libraries. The Legal Reform Division of the Ministry of Justice reports difficulty in information retrieval as its collection has never been organised.

The reproduction of catalogue cards presents some difficulty for the Supreme Court Library, as the present system of manually typing hundreds of catalogue cards is tedious, impractical and creates delay. The maintenance of a union catalogue at the focal point will be seriously hindered unless the necessary equipment becomes available for use. Without the union catalogue, location of publications in information units will be virtually impossible and this will in turn affect the transmission of legal information to the National Referral Service of the National Library of Jamaica.

2. Manpower

Of 28 information units identified, there are only four posts for qualified librarians, in three units, one of which is the Parliamentary Library. The Libraries of the Office of the Department of Public Prosecutions and the Jamaica Constabulary Force are administered by Library Assistants. In the Supreme Court, the Librarian is required to visit the Courts of the island but is not a travelling officer. Efforts are again being made to have this remedied.

The shortage of librarians in the units of the legal network limits the administrative control of units, resulting in loss of valu-

able legal publications and under-utilization of resources. There is inadequate support staff to cope with the volume of work, as well as the expanding services.

A re-organization of the libraries of the Ministry of Justice into a library and information services section is proposed by the Legal Information Network Committee.

3. Accommodation and Equipment

In respect of Resident Magistrates and Special Courts, the Revenue Court is the only unit provided with separate library accommodation. The provision of basic collections will require adequate accommodation together with the attendant furniture and equipment.

III. RECOMMENDATIONS

1. Establishment of policy with regard to the provision of information services in the Ministry of Justice.

2. The conduct of surveys to determine:

a) use of information units of the legal network;

b) sources of service and

c) current holdings.

3. Analysis of survey data to determine staffing and resource requirements of the legal information units.

4. The provision of adequate financial resources for the upgrading and continued development of the focal point and component units of the Legal Information Network.

5. The establishment and implementation of a co-operative subject specialization scheme for the legal departmental libraries and Special Courts.

6. Promotional seminars to create a greater awareness among senior administrative personnel of the importance of accurate up-to-date and speedy information for greater productivity and better performance.

7. In-service training for network personnel for:

a) improved management of collections and service to users in legal information units;

b) input into a union list of serials;

c) creation of a data base of information resources.

8. Institution of an island-wide bookbinding programme for all information units, and the acquisition and use of microforms, e.g. microfilm and microfiche, as aids to the preservation and storage of legal material.

9. Preparation of abstracts and indexes and special bibliographies in the field, for example, West Indian legal material.
10. Automation of library routines, e.g. ordering, filing, routing of publications, cataloguing, as well as the use of on-line information retrieval for legal information.

11. Access to relevant overseas data bases.
12. The designation of the Supreme Court Library as a repository for legal publications.
13. Special Courses in law librarianship to be included as an option in the curriculum of the Department of Library Studies of the University of the West Indies.

I. INTRODUCTION

On the recommendations of the Working Party, the Scientific Research Council was designated as the focal point of a Scientific and Technical Information Network (STIN), with responsibility for its development and co-ordination. Component units include: Agriculture, Engineering, Health, Mining and Energy, Physical Planning, Science and Technology.

II. ACHIEVEMENTS

1. The establishment at the Scientific Research Council (SRC) of an Information Division to include the Technical Information Service Unit.

2. The upgrading of the Technical Information Service Unit to support its function as the focal point of the Network by:

- a) increasing its complement of qualified and support staff;
- b) providing additional opportunities for continuing education;
- c) doubling the accommodation of the Documentation Centre;
- d) improving the collection in support of network activities;
- e) acquiring equipment to improve access to and delivery of information materials.

Activities in progress include:

- a) the compilation of a union list of serials;
- b) commencement of a union catalogue of monographs;
- c) an increase in the membership of STIN;
- d) user education seminars;
- e) training programmes and workshops;
- f) an inventory of resources;
- g) publication of accession lists by information units.

III. OTHER ACTIVITIES SPONSORED BY THE SCIENTIFIC RESEARCH COUNCIL INFORMATION DIVISION

The following activities sponsored by the SRC Information Division, which cannot strictly be described as network activities, have been listed here because of their impact on the provision of scientific and technical information in the national information system:

- a) the initiation of an industrial information service to small and medium-sized industries;
- b) user education seminars for industrialists;

c) Seminars/Workshops as follows:

Patents as a Source of Technological Information;

U.S. National Technical Information Service;

Science and Technology Information Policy;

Industrial Property Sciences and Technology Transfer Arrangements;

The Development of the National Science and Technology Policy.

d) A Survey of Scientific and Technological activities islandwide from which the following publications are now in draft form:

i) a survey report;

ii) a skills bank (inventory of expertise);

iii) an inventory of Research and Development Projects;

iv) an inventory of S & T equipment;

e) popularization of S & T information e.g. the award of a prize for the best documented project in the Annual Schools Science Exhibition.

IV. RECOMMENDATIONS FOR FUTURE ACTION

1. An automated data base of holdings of the component units of STIN should be established as an integral part of the national information system.

2. Promotion and maintenance of standardized procedures in keeping with nationally established standards and procedures.

3. Provision of on-line access to overseas data bases.

4. Promotion of special training courses for information personnel.

5. Promotion of user education programmes to ensure efficient use of information resources.

6. Promotion of information science as a career.

7. Provision of a rural information service in collaboration with the Jamaica Library Service.

8. The extension of SRC's translating facilities to accommodate requirements of all STIN members.

9. The continuous updating of SRC Surveys, e.g.:

a) Survey of Science and Technology Activities on the Island;

b) Skills Bank - inventory of expertise.

10. Introduction of a joint regular Newsletter for SRC and STIN.

I. INTRODUCTION

1. In the 1977 Plan for a National Documentation, Information and Library System for Jamaica, it was proposed that all the socio-economic information units be grouped into a network within the national information system. The focal point identified for this network was the Planning Institute of Jamaica's* library/documentation centre.

The constituent sub-systems of SECIN according to that Plan are:

- a) Education
- b) The Media
- c) Culture
- d) Finance
- e) Statistics

2. Network Objectives

The main objectives of the network were:

- i) To establish a Documentation Centre at the NPA.
- ii) To develop an effective socio-economic network.
- iii) To develop information retrieval tools i.e. a union list of serials and a union catalogue.
- iv) To prepare abstracting and indexing journals and special subject bibliographies in the socio-economic field.

3. Plan of Action

The plan of action formulated for SECIN by the rele-

vant NACOLADS' sub-committee included the following:

- a) The establishment of a working party on SECIN.
- b) The establishment of a Documentation Centre.
- c) The conduct of a Resource Survey.
- d) The conduct of a User Survey.
- e) The creation of a Union List of Serials.
- f) The establishment of a union catalogue.

II. ACHIEVEMENTS

1. SECIN Committee

The SECIN Committee was appointed by NACOLADS and has been providing guidance and support towards the development of the network.

2. The Establishment of the NPA Documentation Centre

The Government of Jamaica's contribution to this project included the provision of physical facilities and additional staff.

The project also received funding from IDRC and in March 1982 construction began on the conversion of the parking area which was to become the new Documentation Centre of the National Planning Agency. The move was effected in June 1982.

* Formerly the National Planning Agency (NPA)

3. Staffing

Funding from IDRC also made it possible to recruit additional staff. The four posts which were project-funded are, one documentalist/librarian, one research officer and two indexers/abstractors.

4. Training

The focal point has worked with the National Library and NACOLADS in co-ordinating training courses (eight over a thirteen month period). Two courses in abstracting/indexing were conducted for SECIN members.

5. Documentation Centre Products

Two issues of SECIN Abstracts and five issues of SECIN News have been produced.

6. Resource Survey

This survey was conducted to determine the nature and capability of the libraries/information units within SECIN. The survey report is now ready for printing. A directory of the SECIN units is an end product of that survey.

III. INCOMPLETE TASKS

1. User Survey

This survey is intended to provide information about the needs of users and potential users of socio-economic information.

A pilot survey involving the Institute's staff has been completed. However, a seminar is being planned to solicit direct assistance from SECIN librarians in administering the questionnaire. The findings of the survey will enable SECIN to improve the quality of service to users.

1. Union List of Serials

Groundwork is being laid for this task. Bibliographical tools have been ordered, and training needs of network personnel who will be participating are being considered.

3. Union Catalogue

Standardization of cataloguing practices must be ensured before this task becomes a reality, thus training of librarians in the proper application of AACR II must first be undertaken.

4. Development of an efficient socio-economic network.

Efforts to develop an efficient socio-economic network are affected adversely by the lack of a spirit of co-operation among units within the network. While some units are active and interested in networking activities, others do not get involved. A sense of commitment to networking, coupled with a strong sense of co-operation essential to the development of SECIN, needs to be strengthened.

Another negative factor hampering network development is the lack of output in abstracting/indexing from the librarians who attended the two training workshops which were conducted. Consequently, the network has not benefitted from this training.

IV. RECOMMENDATIONS

1. Vacant posts at the Documentation Centre should be filled as early as possible to facilitate the work of the Documentation Centre as well as network activities.

2. Every effort should be made to have library/information units designated as official repositories of information materials (published and unpublished) generated by the parent institution.

3. Regular workshops should be organized by the focal point to encourage network staff to contribute to the SECIN Abstracting Journal.

4. Important network activities such as the compilation of a union list of serials and the creation of a data base of monographs should be initiated as early as possible.

5. Appropriate training courses should be organized to generate input into these important bibliographic tools.

6. User education programmes should be promoted to encourage efficient use of information resources.

7. Subject bibliographies should be produced.

8. The production and distribution of SECIN's publications must be continued.

9. The restructuring of the SECIN Committee must be completed and its vibrancy ensured.

10. As the national focal point for the Caribbean System for Planning Information (CARISPLAN), the Documentation Centre should maintain liaison with the Caribbean Documentation Centre.

11. Efforts should be made to interface directly with data bases in the region that specialize in socio-economic information.

12. Steps should be taken towards the automation of some library operations.

13. The network should participate in co-operative acquisitions and cataloguing of library materials.

I. INTRODUCTION

Labour is an integral part of the operation of any national information system. The information industry is demanding wider ranges of skills to collect, organise and disseminate the growing output of information required for the realization of greater socio-economic benefits to the society. An analytical approach to the recruitment, educational preparation and use of personnel in libraries is, therefore, the logical starting point for manpower development planning.

This report updates the 1977 Plan and includes recommendations for further improvement in manpower resources over the next five years.

II. RECRUITMENT AND RETENTION

1. Professionals

The pattern of recruitment and retention has not altered significantly. Publicly-supported libraries in particular are severely restricted by the following:

- a) low salary scales;
- b) unsatisfactory conditions of service;
- c) lack of pension schemes in some instances;
- d) anomalies in grading of posts;
- e) disparity in financial rewards and in status;
- f) limited opportunities for professional advancement.

A UNESCO sponsored human resources survey conducted in December 1981, projected Jamaica's professional staffing needs to be of the order of an additional 127 by 1982. The number of vacancies is especially critical in the public library service with a vacancy rate of 67%. Faced with staff shortages of such a magnitude, the immediate objective should be to overtake this gap before normal increases can be considered. Successive representations on job classification and regrading have not met with success and hence the situation has gradually worsened to crisis proportions.

In addition, there is the difficulty with recruiting staff at the supervisory and middle managerial level with the requisite competence, experience and academic background.

Within the school system there has been some improvement. Forty-one full-time posts (not specified as posts for librarians) have been created in postprimary, technical high and comprehensive schools, and 5 of these are staffed by professional librarians. 51 of these schools and 820 infant, primary and all-age schools have no posts assigned to the care of the library. Traditional high schools fare better, in that of 42 public and independent high schools, 18 posts exist, all of which are at present staffed by qualified librarians, although not all are assigned to the library full-time.

The **Education Act**, Regulation 1980, Schedule A.5. makes provision for the employment of four categories of staff having responsibility for libraries; lecturer/librarians, teacher/librarians and trained teachers who have completed either a library science option awarded by a teachers' college or courses in school library routines. However, the Act provides no clear statement regarding the library and its establishment in institutions, resulting in a lack of commitment to the role and function of the library on the part of some administrators. As a consequence, the terms of recruitment into these posts are not clearly defined and there have been times when professional librarians have been placed to their disadvantage in administrative positions.

Many of the 32 teachers (12 postgraduates and 20 undergraduates) who since 1977 have qualified as librarians, have opted therefore to work as subject teachers or find employment outside of the school.

2. **Support Staff**

While it is comparatively easy to recruit staff at clerical levels it is more difficult to find technicians and paraprofessionals.

- a) **Technicians** - Persons skilled to operate and maintain certain types of equipment such as film projectors, microfilm readers, and others skilled in book binding

and conservation are in very short supply. Opportunities for training in such specialized areas are not readily available in the country and the few persons having these skills have acquired them mainly by attachments and apprenticeships.

- b) **Paraprofessionals** - These are persons who because of training and/or experience are able to perform some routine tasks which would normally be done by professionals. Recruitment at the paraprofessional level has been made difficult by the low minimum entry qualifications accepted at community colleges where such training is offered. Many employing agencies now require a minimum educational qualification of three or more "O" levels or the equivalent. Thus many recruits may find that some institutions will not accept them without these basic educational qualifications even though they have successfully completed the community college courses. This highlights the necessity for review and accreditation of these courses by the appropriate educational authority. An undesirable situation also exists where these graduates are on occasion placed in charge of libraries which, because of the low salaries offered, cannot attract professional librarians.

III. TRAINING

1. Professional

Since 1977, 67 Jamaicans have entered the profession via the regional library school at the University of the West Indies. However, an annual output of approximately 12 new professionals cannot meet the normal staff turnover, fill new posts and at the same time make any serious inroads into the existing 92 vacancies. Problems of recruitment are obviously reflected in the low numbers attracted into the profession. This, in turn has restricted the range of options offered at the library school since faculty size is normally determined by a staff/student ratio.

Against this background, every effort is made to offer special courses from time to time to meet specific needs. A primarily research-oriented course leading to the degree M.Phil. is offered but it has not yet attracted any candidates.

a) Basic Training - This obtains at the graduate and undergraduate levels with a postgraduate diploma and a B.A. degree awarded by UWI. During the period under review, of the 67 graduates, 15 (3 postgraduates and 12 undergraduates) have received scholarships from local and international organizations. Employing authorities should encourage more of their employees to acquire pro-

fessional qualifications through the award of scholarships.

b) Further Academic Training - Continuing education programmes have given librarians the opportunity to update their knowledge of the field and to be exposed to new areas of study. Some 10 persons have pursued advanced courses in library science with emphasis on such subjects as computer applications in libraries, conservation and management. At another level some 6 persons have obtained degrees/diplomas in mass communication, public administration, project management and senior management, thereby broadening their basic subject knowledge and managerial capabilities. Because of the shortage of supervisory and middle managerial staff some institutions have provided opportunities for indepth training in management studies for senior staff at local institutions.

c) Internship and Observation - With the help of international organizations some 20 persons have served short periods of internship or made observation tours of North American and European libraries. On these tours special attention has been paid to the new technologies and other developments in librarianship.

- d) Short Courses and Seminars - Short courses, ranging from one day to two weeks duration, have also been organised. Subjects covered have included research methodology, communication techniques, user education, audio-visual librarianship, indexing, classification and cataloguing.

The mounting of these short courses has been almost totally dependent on overseas funding and it is time that local institutions provide more funding for such short courses on a regular basis.

2. Non-Professional

- a) In-service Training - Through the years, larger employing authorities have organised regular training courses for new recruits. The Jamaica Library Service also conducts such courses for its unqualified but experienced staff who are temporarily assigned to act in unfilled professional posts. Since 1981, the National Library of Jamaica, through its library development team, has been providing in-service training for some 32 government libraries, in the reorganisation of their collections, preparation of manuals, setting up of operational systems and improving their administrative processes. To

date 35 persons have received guidance under the scheme.

b) Paraprofessional

- i) General Training - formal courses of one year's duration are offered at one community college. (The programme at a second institution has been temporarily suspended). By all accounts the graduates of these programmes have been favourably received. However, those without a minimum of three "0" level subjects are not accepted by some employing agencies. Plans are being made for the review and certification of the programme by the Ministry of Education.

ii) Library Education Option in Teachers Colleges

Three teachers colleges now offer the library education option. The aim is to supply teachers familiar with library practices who can teach library skills in primary and new secondary schools as well as supervise school library collections. In addition, all teachers colleges offer a compulsory one credit course to students not in the library education programme. The prepara-

tion and employment of teacher/librarians is an area of some concern. Poor library facilities for practising student teachers and lack of support for a library programme in the schools contribute to the negative attitudes of some students who do not see scheduled library periods as important. Where library posts are not designated, the present student/teacher ratio makes it difficult for teacher/librarians to be assigned full-time to the library, and where a choice of options has to be made, the subject option is usually preferred over the library.

IV. WASTAGE

In sharp contrast to the situation which obtained at the time of the 1977 Plan, wastage in the profession has now assumed alarming proportions. Low salaries and poor working conditions have been exacerbated by the continuing devaluation of the local currency and the attendant high cost of living.

Whereas formerly movement was from one system to another, now many librarians have moved abroad or to more lucrative jobs outside the profession. Those leaving the profession have taken up appointments in public relations, personnel management and communications - areas in

which their training and experience provide the competence sought by business and industry. Of great concern is the decreasing number of professionals available to operate critical areas of the national information system.

With the establishment of formal training programmes for paraprofessionals the problem of wastage has been alleviated. However, salary scales presently applied should be lengthened and career opportunities for upward mobility are areas to be addressed if wastage in this category of staff is not to recur.

V. RECOMMENDATIONS

1. Increased Supply of Professionals

- a) Training of professionals must be accelerated as a matter of urgency.
- b) The number of scholarships and fellowships for basic and continuing education should be increased to supply a sufficient number of professionals with a range of specializations required throughout the national information system.
- c) A vigorous public relations programme aimed to attract graduates with special subject competencies must be implemented without further delay.

d) Every effort should be made at the national level to identify additional finance to enable the Department of Library Studies to offer some special courses, even for a limited time, until they can be permanently included in the curriculum e.g. advanced courses in automation, archives and conservation programmes.

maica Library Service can be finally resolved.

3. School Library Development

The teaching of library skills should be introduced into the curriculum of all schools in order to support the present emphasis on independent learning. The number of teachers in the library option should therefore be increased.

4. Training Programmes

a) Consideration should be given to having an introductory course on computers as a core course in the curriculum of the library school. This would ensure that the new generation of librarians and information scientists acquire facility in computer technology.

b) Advanced courses in subject areas in which there is a growing interest should be offered at the library school on a regular basis.

5. Archives Management and Conservation

Every effort should be made at the national level to identify additional sources of funds to enable the Department of Library Studies to offer basic courses in archives management and conservation for a limited time until a permanent teaching department can be established.

2. Salaries and Conditions of Service

a) Priority must be placed on reclassification of posts in the government service as well as improvements in working conditions so that growth in the profession can once again be accelerated.

b) The creation of an organizational framework for government libraries recommended in the previous Plan is again emphasized as this is vital to the creation of a meaningful career path for librarians in the public service.

c) Introduction of pension rights at least equal to those in the Civil Service is a priority so that the 33 year anomaly which has been a major cause for the migration of staff from the Ja-

6. Technical Training

- a) Community Colleges should be encouraged and assisted to offer technical courses in binding and conservation, and in electronics at levels suitable for normal library requirements. Plans should also be made for training in conservation when the proposed National Conservation Centre is in place.

- b) Review and accreditation of the present library technicians

courses which are now being undertaken should be pursued with some urgency.

7. Training for replacements at Senior Levels

Training in management studies for senior staff at local institutions should be a regular feature of continuing education programmes of major employing authorities in order to ensure that these can be filled with as little disruption as possible to the organisations concerned. Such training is also applicable to persons responsible for the development of networks as set out in the national Plan.

STAFF EMPLOYED, VACANT POSTS AND TOTAL POSTS AT DECEMBER 31, 1983

		Pub.	Univ.	Coll.	School Elem. High		Spec.	Nat.	Archives	Total
STAFF EMPLOYED Professional FT		46	32	17	37	7	50	21	4	214
	PT	3	1					2		6
Para-profes- sional	FT	134	8		9		70	20	11	252
	PT	7						1		8
Clerical	FT	171	45	17			60	20	6	319
	PT	132								132
VACANT POSTS Professional FT		73	1			11	12	2		99
	PT									
Para-profes- sional	FT	95							3	98
	PT									
Clerical	FT	43	1							44
	PT	18								18
TOTAL POSTS Professional FT		119	33	17	37	18	62	23	4	313
	PT	3	1					2		6
Para-profes- sional	FT	229	8				70	20	14	341
	PT	7						1		8
Clerical	FT	214	46	17			60	20	6	363
	PT	150								150

FT = the number of staff working full-time, PT = the number of staff working part-time

Extracted from: Second Survey of Library and Information Manpower Needs in the Caribbean; Vol. II. Statistical Supplement. Paris, Unesco, 1985, p. 90

SUPPLY AND DEMAND 1984 - THE CURRENT POSITION

	Pub.	Univ.	Coll.	School Elem. High		Spec.	Nat.	Archive	Total
SUPPLY Staff in post at December 31, 1983	49	33	17		44	50	23	4	220
MINUS Likely wastage 1984	8	1				5	3		17
EQUALS Supply at December 31, 1984	41	32	17		44	45	20	4	203
DEMAND Total posts at December 31, 1983	118	34	17		55	62	25	4	315
PLUS Growth 1984		2		3			1		6
EQUALS Demand at December 31, 1984	118	36	17	3	55	62	26	4	321
RECRUITMENT AND TRAINING NEED Demand at December 31, 1984	118	36	17	3	55	62	26	4	321
MINUS Supply at December 31, 1984	41	32	17		44	45	20	4	203
EQUALS Recruitment and Training need 1984	77	4	0	3	11	17	6	0	118

Total recruitment and training need 1984

118 Professional staff
Para-professional staff
Clerical staffThis total includes Secondary and New
Secondary schoolsExtracted from: Second Survey of Library and Information Manpower Needs in the
Caribbean; Vol. II. Statistical Supplement . Paris, Unesco, 1985,
p. 156.

	Pub.	Univ.	Coll.	School Elem. High	Spec.	Nat.	Archive	Total
SUPPLY Staff in post at December 31, 1983	141	8		9	70	21	11	260
MINUS Likely wastage 1984	73					1		74
EQUALS Supply at December 31, 1984	68	8		9	70	20	11	186
DEMAND Total posts at December 31, 1983	236	8		9	70	21	11	355
PLUS Growth 1984								
EQUALS Demand at December 31, 1984	236	8		9	70	21	11	355
RECRUITMENT AND TRAINING NEED Demand at December 31, 1984	68	8		8	70	20	11	355
MINUS Supply at December 31, 1984	68	8		9	70	20	11	186
EQUALS Recruitment and Training need 1984	168	0		0		1	0	169

Total recruitment and training need 1984

169 Professional staff
Para-professional staff
Clerical staff

Extracted from: Second Survey of Library and Information Manpower Needs in the Caribbean; Vol. II. Statistical Supplement. Paris, Unesco, 1985, p. 157.

I. INTRODUCTION

The Report of the Working Party on Publishing and Book Production is confined to the publishing and production of printed materials, since another Working Party has considered non-book materials. However, in consideration of the complementarity of printed and audio-visual materials, a link has been maintained through membership, in both working parties, of the Chairperson, Working Party on Publishing and Production. As a result, the Working Party has focused attention on the book publishing sector which has grown in size and importance since the last report.

The terms of reference for the Working Party were:

1. To examine recommendations made with regard to publishing and production in the **Plan for a National Documentation, Information and Library System for Jamaica** with a view to assessing progress in the intervening years.
2. To consider what further measures are necessary for the promotion and development of a vigorous and viable book publishing industry.
3. To prepare recommendations to be included in the revised Plan.

II. DEVELOPMENTS

In assessing the progress made since 1977, the Working

Party reviewed the current state of the book publishing industry with reference to the Report on Caribbean Book Development of the United Nations Educational, Scientific and Cultural Organization (UNESCO) and the Draft Report of the Prime Minister's Task Force on Publishing and Printing. The Working Party noted a number of positive developments which had taken place in recent years. Among these were:

1. The establishment of an International Standard Book Number (ISBN) Agency under the aegis of the CARICOM Secretariat working through the National Library. Progress has been made by CARICOM in obtaining a group number and in assigning numbers to publishers in the region.
2. The establishment of a Task Force on Publishing and Printing which drew together a wide cross-section of individuals and interest groups representative of all sections of the industry. The Task Force has produced an industry profile and, in a report to the Prime Minister, has made a number of recommendations which are generally supported by the Working Party.
3. The decision by Government to accede to the Universal Copyright Convention when the new Copyright Law is enacted.

4. The formation of the Jamaica Book Publishers' Association which has already made useful contact with the Book Development Council of the United Kingdom, with a view to organising both short and long term training programmes for personnel engaged in publishing and printing.
5. The growing interest by a number of printers in converting and reorganising their plants for book production.
6. The establishment of the Interim Book Development Council by the Jamaica Library Board which has made recommendations to Government for the establishment of a National Book Development Council. The Interim Council is responsible for launching the Council and, in this regard, plans to review the proposed constitution in light of present developments.
7. The significant increase in the number of books published locally. The impetus to increase publishing activity was given by the Ministry of Education whose purchases of textbooks are primarily from local production. The lead has been taken up by commercial publishers mainly in the area of textbooks but also in fiction and general books. The volume of JAMAL publications has also increased.

III. FINDINGS

In spite of these positive developments, the industry continues to operate well below its potential. There has been no significant upgrading or increase in the number of skilled personnel. The price of books has become prohibitive, resulting in empty library shelves, the inability of students to purchase required texts and making recreational reading a luxury. In the area of distribution, the number of retail outlets for books has declined, with bookstores actually closing or reducing the level of service to the public.

In light of these developments, the Working Party discussed in detail additional measures which were considered necessary for the further development of a vigorous publishing industry. The following recommendations emanated:

IV. RECOMMENDATIONS

1. A National Book Development Council should be established as soon as possible by Government, to advise Government on book development policy and to co-ordinate activities of the various sectors, where desirable.
2. In order to facilitate the establishment of a viable publishing industry, Government should enact, as a matter of priority, effective copyright legislation

and take the necessary steps to become a signatory to one or both of the international copyright conventions so as to provide adequate protection for intellectual and creative property. All groups with interest in the Copyright Law should be given the opportunity to comment on the recommendations.

3. Publishers should be classified as manufacturers to give a tax incentive to this sector.
4. The Government should implement measures necessary to permit the purchase of paper stock for book production at the official rate of exchange.
5. Manufacturers should be assured an adequate supply of paper, and paper procurement procedures should be made less costly and cumbersome than at present.
6. Licences should be issued for the importation of equipment, spare parts and materials for the industry. Import duties should be eliminated or minimized.
7. Low interest financing, preferably with a foreign exchange option, should be made available.
8. Facilities for the shipping and distribution of books to overseas markets should be improved.
9. Educational institutions with the necessary facilities should be encouraged to run courses for publishing and printing personnel.
10. A National Bookshop should be established, under the management of professionally qualified staff responsible for the acquisition, sale and distribution of all non-classified publications, reports and documents emanating from the public sector.
11. Legal Deposit legislation should be speedily enacted to facilitate the compilation of the National Bibliography which will ensure widespread dissemination of information on Jamaican publications. In the public sector, the librarian/information specialist or an appropriate officer in each organisation, should be appointed to ensure that all published material be deposited with the National Library.
12. National Literary Awards should be considered as a source of material for local publishing.
13. A publishing programme, specifically aimed at producing materials for children and low-level readers should be developed in order to encourage:

- a) the acquisition by and reinforcement of reading skills in young children;
- b) the development of literacy within the population, in support

of the efforts of JAMAL.

14. Appropriate training programmes, jointly sponsored by Government, the private sector and international agencies, should be identified for persons engaged in book production.

I. INTRODUCTION

The need for a public education programme was recognised in the 1977 Plan of the National Council on Libraries, Archives and Documentation Services which states:

"Information is valuable only if it is used, hence a vigorous and systematic programme of user education and awareness should be planned and implemented in all educational institutions, in all training programmes and through the use of mass media to demonstrate the value of information and to develop skills in its use".

No systematic programme of user education and awareness has ever been implemented in Jamaica. However, such programmes have been conducted, on a limited scale, by the Scientific Research Council, National Planning Agency, Jamaica Library Association and the Department of Library Studies, University of the West Indies, by way of seminars, exhibitions and the media.

The Ministry of Education has also recently introduced, into all teachers training colleges, a compulsory one-hour credit course in library skills for all students.

The Working Party on Public Education considered the information needs of various categories of persons set out in the Plan as follows:

"Information for action is needed each day by every individual in the society; by Government Ministries in determining specific matters of policy and administration; the manufacturer in deciding on the design and production of goods; the scientists and technologists in undertaking basic research and facilitating its effective application to production; the student at every level of education; the new literate in learning new skills".

II. WEAKNESSES OF THE EXISTING SITUATION

It was recognised that, at all levels of society, a widespread lack of awareness of the importance of information and the benefits of an efficient national information service existed. This was evidenced particularly, by the low status afforded information services in different institutions, agencies and departments, as follows:

1. Government Ministries and Departments

The need for greater awareness of the role which information can play to support and accomplish the mission of their organisations was demonstrated by:

- a) the low placement of the library in the organisational structure;

- b) the lack of a specific budget for information;
- c) the absence of effective policies with regard to information generated by the Ministry;
- d) the lack of involvement of the librarian in the planning of programmes and projects of the Ministry.

2. Educational Institutions

- a) Special rooms equipped as libraries have been provided (through loans and assistance from the World Bank) in the new secondary schools and Government's policy from as far back as the 1960s has been to include library rooms in new primary schools. Many of these facilities, however, are now being used for purposes other than information delivery, such as classrooms, staff rooms and even store rooms.
- b) Teacher/Librarians are trained in the three teachers colleges which offer the library option, as well as at the Excelsior Education Community College. During their tenure, however, they are obliged to carry out considerable teaching duties in addition to their library responsibilities and are, therefore, unable to devote full attention to teaching library skills and promoting the

use of books and other tools for finding information.

- c) Many schools have ill-equipped libraries and no trained librarians. This indicates a lack of awareness of the need to teach students how to find information to meet educational as well as personal requirements.

3. NACOLADS and the National Information System

The National Council on Libraries, Archives and Documentation Services (NACOLADS) has been in existence for over nine years and its **Plan for a National Documentation, Information and Library System for Jamaica** has been published since 1978 and is widely distributed. Yet, a lack of knowledge about NACOLADS and its activities in the development of a national information system is apparent even within the information profession.

Lack of knowledge about the value of information in national life, of available sources of information and of the role of information specialists, is also indicated within certain groups and in the wider community.

a) New Recruits for the Profession

The difficulties being experienced, by organisations in filling existing vacancies for librarians; by the De-

partment of Library Studies in attracting students for both undergraduate and graduate programmes; and by the need for additional personnel to implement the national information system, testify to a lack of knowledge about the information profession. Recent developments in information technologies and their application to the storage and retrieval of information suggest that the role of the librarian/information specialist and career prospects in the information field should be more widely publicized.

b) The Public

Of particular concern to the Working Party were the problems faced by members of the public in obtaining information for everyday needs, and the lack of knowledge of the sources of such information. These needs are clearly illustrated by questions appearing in media columns such as "Fact Finder" and "Trouble Shooter".

III. CONCLUSIONS

Based on the existing situation, the Working Party agreed that areas to be addressed by a public education programme should be:

1. Provision of up-to-date, accurate and relevant information, identification of available sources of information and systematic instruction in their use, for all sectors of society and in all educational institutions, from primary school to university level.

2. Promotion of:

- a) the work of NACOLADS in developing a co-ordinated national libraries, archives and documentation service for the delivery of information.
- b) the new developments in information technology which enhance career opportunities in library and information science.

IV. RECOMMENDATIONS

- 1. A comprehensive programme of public education should be undertaken by NACOLADS to reach every level of society.
- 2. An officer trained in mass communication should be assigned to organise and implement the public education programme, under the general direction of the Executive Secretary of NACOLADS.
- 3. All national media facilities - the press, radio and television - should be used to mount an island-wide public education campaign.

THE NATIONAL ORGANIZATIONAL FRAMEWORK

I. INTRODUCTION

The National Organizational Framework, as set out in the 1977 Plan, is based on a number of information networks, some already established and functioning and others in the process of being established.

Recognition of, and respect for existing autonomies continues to be the guiding principle for the building of the national information system. Persuasion and influence will be used only in so far as they promote co-operative activities to improve access to information by all sectors of the society.

II. NETWORK DEVELOPMENT

1. Structure

The structure comprises five major network systems - the Jamaica Archives and Records Department, the Statistical Network, the Jamaica Library Service, the Libraries of the University of the West Indies and the National Library of Jamaica which, as the chief focal point of the Jamaica National Information System, will co-ordinate all other information networks of government and special libraries.

2. Objectives

Objectives of the network system are:

- a) to make the most effective use of existing resources - human, financial and material;

- b) to co-ordinate planning for future expansion including the systematic development of each participating unit;
- c) to facilitate the sharing of resources;
- d) to improve services to users.

3. Established Networks

- a) The Structure (see Chart on p. 34) includes:

- i) The Jamaica Library Service comprising island-wide networks of Public and School Libraries;

- ii) The Jamaica Archives and Records Department which has legal responsibility for government-wide direction, control and assistance in the areas of records maintenance and disposition;

- iii) The Libraries of the University of the West Indies at Mona consisting of the Main Library, two branches - the Science and Medical Libraries - and thirteen associated libraries.

- iv) The national statistical data system with its focal point at the Statistical Institute of Jamaica (STATIN). (See Chart on p. 34).

b) Administration

Each of these networks is governed by a special body:

- i) Jamaica Library Service by the Jamaica Library Board;
- ii) The Jamaica Archives and Records Department by the Archives Committee;
- iii) The Libraries of the University of the West Indies by the University Library Committee;
- iv) The chief executive officer of the network viz. the Director of the Jamaica Library Service, the Government Archivist and the Librarian of the University at Mona and the Director General of the Statistical Institute of Jamaica serve as **ex officio** members of the Boards/Committees.

4. The National Library of Jamaica Central Data Base System. The information networks comprising the central data base system are the Scientific and Technical Information Network (STIN), the Socio-Economic Information Network (SECIN), the Legal Information Network (LINET) and the College Libraries Information Network (COLINET).

a) Structure

Each network operates as a decentralized system comprising subsystems, each with its node interacting with the focal point.

In other words, the node carries out within its subsystem the functions which the focal point will assume for the entire network. (See Figure 2).

b) Administration

Network activities are planned and operated at two levels:-

- i) A Network Advisory Body, set up by NACOLADS, chaired by one of its members and comprising representatives from the senior administrative level of ministries and other institutions of the network, formulates and monitors a Plan of Action approved by NACOLADS.
- ii) A Network Implementing Body, consisting of librarians in charge of component units, under the leadership of the focal point librarian, plans, discusses and implements network activities.

5. Responsibilities

a) Network Focal Points

The Network Focal Points are responsible for

working closely with the National Library of Jamaica in:

- i) setting and maintaining standards;
 - ii) compiling a Union List of Serials and a Union Catalogue of Monographs held by the network libraries/information units for input into the NLJ's data base;
 - iii) acquiring, documenting, storing and retrieving information materials generated by the parent institution, for input into the NLJ's data base;
 - iv) playing a leadership role in relation to participating network units;
 - v) convening regular meetings of:
 - the Network Implementing Body, for the purpose of planning network activities, sharing experiences and finding solutions to problems;
 - the Network Advisory Body, in order to involve administrative officers and policy makers in the planning and development of the information system;
 - vi) organizing and mounting in-service training courses, seminars and workshops for members of the network;
 - vii) producing and circulating a newsletter to keep members aware of network programmes and activities;
 - viii) initiating co-operative acquisition and storage of relevant little-used materials;
 - ix) producing, on a co-operative basis, indexing and abstracting services;
 - x) providing inter-library loans and photocopying services;
 - xi) facilitating exchange and donation of duplicate copies and temporary storage of duplicates;
 - xii) organizing in-service training and continuing education programmes;
 - xiii) co-ordinating a programme for the centralized acquisition of information materials and equipment;
 - xiv) ensuring that existing libraries/information units retain full responsibility for the collection, systematic organization, analysis and dissemination of information required in support of the programme of the parent institution.
- b) Participating Units
- Participating Units are responsible for:

- i) the building up of in-depth collections within specialized areas;
- ii) acquiring, documenting, storing and retrieving information materials generated by the parent institution;
- iii) input of bibliographic records in standardized format into sub-system nodes or the network focal point;
- iv) facilitating access to information materials required by users of the system;
- v) compiling and maintaining library statistical data for submission to the network focal point, or to NACOLADS on request;
- vi) conducting user education programmes;
- vii) liaising with the network focal point to ensure the compatibility of automated data bases.

c) The National Library of Jamaica

The National Library of Jamaica is the chief focal point of the information system, particularly of the central data base system. It is responsible for libraries/information units in Government ministries, departments and statutory bodies, specifically:-

- i) maintaining close liaison with NACOLADS and

the Network Focal Points in the planning and co-ordination of the development of the central data base system;

- ii) developing guidelines and appropriate standards regarding the creation of new libraries in Government ministries, departments and statutory bodies, in keeping with standards set in collaboration with NACOLADS;
- iii) recommending the effective development, co-ordination and integration of libraries/information units in Government ministries, departments, statutory bodies and other units for greater participation in the national information system;
- iv) planning the creation of bibliographic data bases of information held by component units, to be automated as finances permit;
- v) co-ordinating the budgetary requirements for co-operative acquisition of materials, equipment and training needs in the system, with a view to improving the efficiency of the system.

Its responsibilities vis-a-vis the NLJ Extension Services Department are to:

- vi) continue to provide advisory services and

assist in the development of the collections and services;

vii) develop a programme for the co-operative cataloguing of information materials and for technical support services, especially where units are operated by untrained staff;

viii) develop a programme for the co-operative acquisition and storage of specialised information materials relevant to the functions and operations of the respective institutions;

ix) organize training programmes for the staff of these units.

IV. RECOMMENDATIONS

1. Structure

The basic structure of the national organizational framework, as outlined in the 1977 Plan, should be retained, although a few adjustments are necessary, viz, its expansion to include networks for statistical data and sectoral information, the latter to be co-ordinated by the National Library of Jamaica:

a) the designation of the Physical Planning Information Network as a subsystem of the Scientific and Technical Information Network; and

b) the transfer of the libraries of Teachers

Colleges and the Cultural Training Centre, from the Jamaica Library Service Network to the College Libraries Information Network. This network will now comprise all the libraries of tertiary educational institutions outside the scope of the University of the West Indies Network.

2. Established Networks

Established networks will continue to:

a) be represented on NACOLADS by their chief executive officers on behalf of their governing bodies which will serve as Resource Panels in relation to NACOLADS;

b) keep NACOLADS informed of new developments in the networks at regular intervals;

c) liaise with NACOLADS and the National Library of Jamaica concerning matters which affect the development of the national information system, for example;

i) the introduction of new technologies;

ii) the creation of automated data bases;

iii) the acquisition and storage of important and expensive but little-used materials, particularly of Jamaican and/or West Indian origin;

iv) the sharing of limited resources - human and material - for staff development and training;

v) the establishment of guidelines and standards for the upgrading of libraries, archives and documentation services in Jamaica;

d) proceed with the further development of their networks in consonance with the **Plan for a National Documentation, Information and Library System for Jamaica.**

3. The National Library of Jamaica Central Data Base System

a) The system will incorporate the libraries/information units of Government ministries, departments and statutory bodies as well as those of private sector organizations and tertiary educational institutions with the exception of the University of the West Indies Libraries.

b) These will co-operate on a voluntary basis, in a series of functional networks to be co-ordinated by the National Library of Jamaica, the chief focal point in the national information framework.

4. NACOLADS should continue its programme of:

a) establishing Committees/Advisory Bodies to advise on the development of information networks comprising libraries in Government ministries, departments and statutory bodies and the private sector;

b) stimulating, guiding and co-ordinating the development of libraries, archives and documentation services in private organizations;

c) reviewing the nation's library, archives and documentation needs;

d) establishing national standards and recommending legislation necessary for the upgrading of all types of libraries, archives and documentation services in Jamaica.

SUMMARY OF THE CONSULTANT'S REVIEW OF THE FIRST PLAN

I. BACKGROUND AND OBJECTIVES OF THE STUDY

A review of the 1977 national information Plan, sponsored by the International Development Research Centre (IDRC), began on April 11, 1983 with meetings of Working Parties and discussion of reports produced. The objectives of this exercise were to note achievements since publication of the Plan, identify action yet to be taken and indicate required changes or adjustments.

The lack of up-to-date statistical data caused difficulty in identifying problems, real needs and priorities for challenge or reinforcement. The Jamaica Library Service and UWI Library were exceptions in this case.

The major point of difference with the 1977 Plan was the proposal that the national information network should be fully automated and that activity to achieve this aim should be immediately initiated.

II. PRINCIPAL RECOMMENDATIONS

1. Automation

In view of the inventory of social, economic, technical and legal information which exceeds 3.25 million items, and the need to provide comprehensive access and management of these resources, it is recommended that:

- a) an Automation Project Team be established to assist with planning for automation in the respective institutions
- b) three central bibliographic data bases be established for the national information system;
- c) the feasibility of obtaining the Integrated Set of Information Systems (ISIS) or MINISIS be investigated to initiate the Central Systems of the National Library of Jamaica and the Jamaica Library Service;
- d) the University of the West Indies be urged to pursue the recommendations of James E. Rush Associates to secure the use of ISIS and provide a machine-readable data base of the holdings of all libraries on campus;
- e) the Jamaica Library Service investigate software packages available for bibliographic and circulation control.

2. Statistical Data

A system should be devised for standardizing the storage of statistical data from units of the different information networks, for more efficient retrieval and use by NACOLADS.

3. Legal Deposit

Legislation should be enacted to provide for the compulsory deposit of all materials issued in Jamaica.

4. Development of Government Special Libraries

The Library Development Team of the NLJ should be given authority to enforce standards for providing efficient services in these libraries.

5. Manpower Development

a) Information, including details of existing positions and their job requirements, should be obtained as the basis of a proposal to Government concerning present and proposed classification of the posts of information personnel.

b) Private Sector support should be solicited for short courses and seminars to serve continuing education purposes.

6. Availability of Materials

All materials constituting the resource base of the national information system should be exempted from duty and import restrictions.

7. Book Publishing and Development

A National Book Develop-

ment Council to establish and advise on book development policy should be established by Government and its Secretariat funded by Government.

8. Centralised Purchasing and Processing of Materials for Government and Special Libraries

A centralised purchasing and processing system for materials purchased by Government and Special Libraries is recommended.

9. Conservation

a) National Archive of Audio-Visual Material

A Project Team should be established to create an inventory of audio-visual materials, train staff and work in the NLJ to develop standards and a format for processing audio-visual material.

b) National Conservation Centre

The proposal for such a Centre should be supported.

c) Jamaica Archives

Increased accommodation should be planned for the storage of new archive material.

10. Public Education

An Officer trained in mass communications should be appointed to implement a

public education programme under the general direction of the Executive Secretary of NACOLADS.

11. Role of NACOLADS

a) The role of NACOLADS, as outlined in the 1977 Plan, is endorsed. The national information system should be supported by a continuous review of the Plan to monitor progress and forecast developments. In addition, NACOLADS should, on an annual basis, collect and analyse statistics of library networks and their units for the identification and documentation of trends and progress.

b) All aid to libraries and information networks should be co-ordinated through NACOLADS.

c) The staff of NACOLADS should be expanded through external funding support.

III. PROPOSAL ON AUTOMATION

The Section of the Report on Automation addresses the long overdue need to achieve greater management and control of library and information resources in order to reduce duplication in the development of collections and in services and to provide accurate, up-

to-date statistical data for planning and direction.

Three major nodes or systems are proposed:

a) National Library of Jamaica Central System;

b) Jamaica Library Service Central System;

c) University of the West Indies Central System.

A terminal and modem with RS 232 interface and staff familiar with research procedures would be required by the three systems.

At this stage micro-computers are recommended only for the Jamaica Library Service (JLS) in order to monitor circulation activity.

An implementation schedule for 5 instead of 10 years is proposed in view of frequent technological changes. Implementation includes the purchase of a computer to be effected during the period.

IV. PROPOSED BUDGET

1. National Library of Jamaica Central Data Base System

The recommended software package is available free. If hardware is available in Government departments, the use of the facilities should be provided free.

Salaries-
Systems Analyst
and Systems
Analyst/
Librarian - \$30,000

Mini-computer system
(if purchased):

Conversion and
Implementation - \$30,000

Hardware and
Equipment - \$286,000

Site
Preparation - \$7,000

TOTAL: \$353,000

**2. Jamaica Library Service
Central System**

Conversion and
Implementation - \$40,000

Hardware and
Equipment - \$262,000

Site
Preparation - \$7,000

Software - \$80,000

14 Micro-computers
for main
Libraries - \$70,000

TOTAL: \$459,000

Further cost studies are
required to determine
additional costs or cost
avoidance factors as a
consequence of automa-
tion.

It is recommended that
a Committee be estab-
lished to locate possible
sources of funding and to

continue to monitor cost
effectiveness for devel-
opment of systems as
outlined.

V. NETWORKS

**1. National Library of
Jamaica Central System
and Subscribing Networks**

The holdings of the NJL
and six subscribing net-
works amount to 350,942
items, including audio-
visual materials as well
as scientific, technical,
social, economic and legal
holdings of approximately
60 information units.

Other recommendations in-
clude investigating the
advisability of acquiring
MINISIS or ISIS for these
networks. The NLJ should
be directly responsible
for the management of this
system, including the
training of staff.

**2. The Jamaica Library
Service Central System and
Subscribing Networks**

The holdings of the JLS
and subscribing networks,
including Teachers Col-
leges, amount to 2,519,667
items, including audio-
visual material, at some
700 service points. Com-
puterization would provide
for bibliographic and cir-
culation control, e.g. the
provision of overdue
notices, centralised pur-
chasing, prompt access to
materials and better ser-
vice.

Under-utilised computer resources which might provide a free data capture service for this data base should be identified. Planning for automation should begin as soon as possible. A Network Manager should be appointed with direct responsibility for the management of this system.

3. University of the West Indies Central System and Subscribing Networks

This system includes all the networks on the Mona Campus, the holdings of which amount to 437,921 items. An automated Union List of Serials has been developed and a Union Catalogue of Monograph holdings manually compiled.

It is recommended that University staff should work with the Automation Project Team to study opportunities for data base creation and to determine, among the institutions interested in using this system, the feasibility of sharing hardware resources and implementation costs for ISIS.

VI. AUTOMATION PROJECT TEAM

It is recommended that a Project Team, under the

direction and supervision of an experienced Systems Analyst/ Librarian, be created to assist and direct libraries planning for automation of their collection, including the preparation of an estimate of the costs that will be incurred.

The team should also assist the NLJ to develop software for its existing data-capturing facilities and to plan for the use of this equipment to create the machine readable records of the NLJ. It should assist the NLJ to identify, for Government and special libraries, appropriate content for records used to describe their collection.

Assistance should also be given to the JLS and UWI in identifying suitable software packages to enable these institutions to begin their planning.

The team should work under the direction of an experienced Systems Analyst/ Librarian until it has developed sufficient expertise to manage on its own and should engage the temporary services of a Systems Analyst, when required.

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