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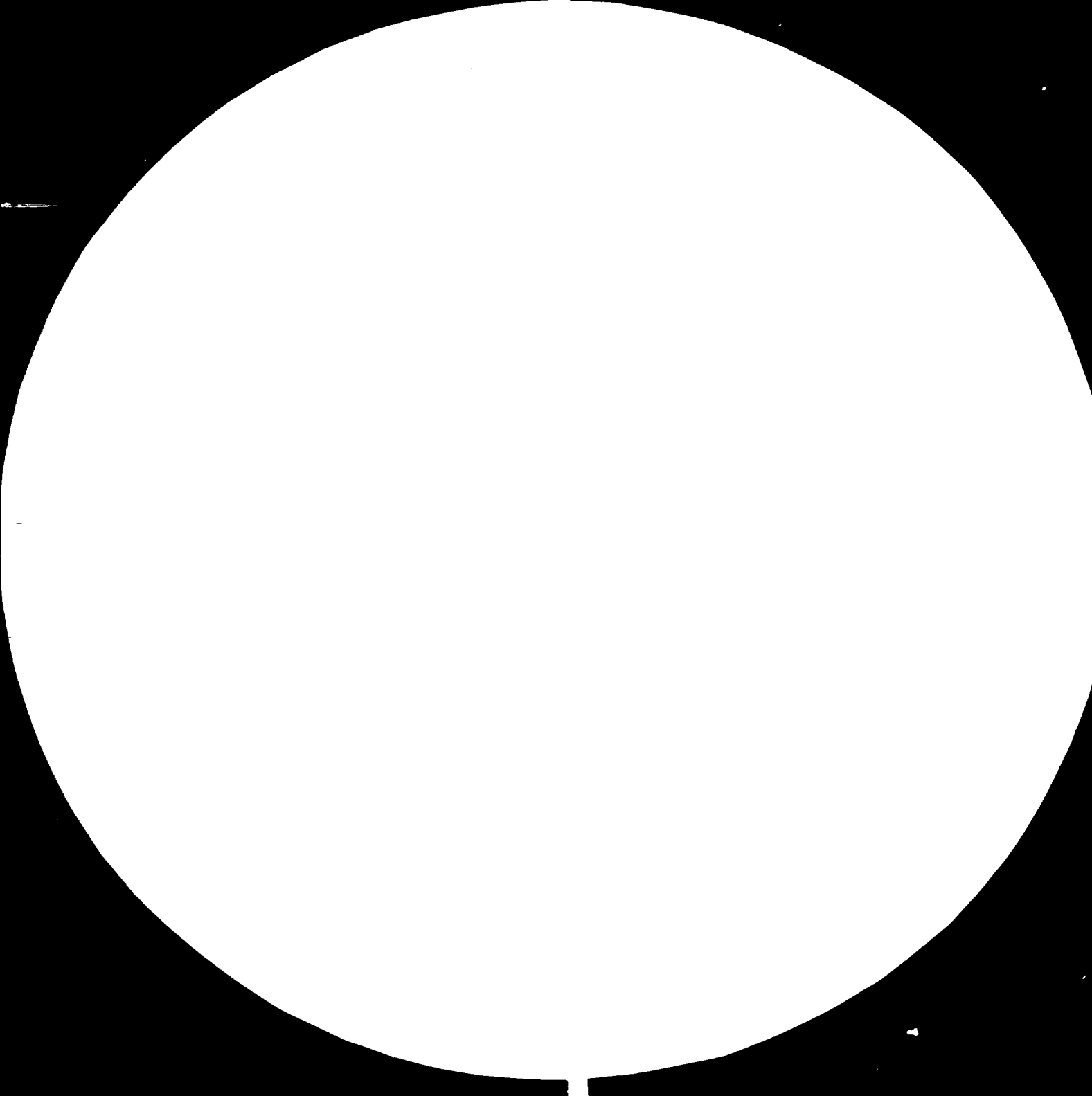
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SOCIALIST PEOPLE'S LIBYAN ARAB JAMAHIRIYA

INDUSTRIAL RESEARCH CENTRE

PROJECT LIB/77/001

FINAL REPORT
OF
TECHNICAL INFORMATION AND DOCUMENTATION EXPERT
L.G. LINDQVIST

UNITED NATIONS INDUSTRIAL
DEVELOPMENT ORGANIZATION

The views expressed in this
report are the sole responsibility
of the Expert.

1 May 1980

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Appendix 1. Job description

Appendix 2. Library and information services of the Industrial Research Centre. A report to the Director General, IRC. 22 May, 1979.

Appendix 3. The Tajura Centre of the IRC. Hints and suggestions. (In preparation).

SUMMARY

A general review and reorganization of information/library resources in the Industrial Research Centre was found necessary and has been carried out, to make them better capable of serving the needs of the Centre and, through the Centre, the needs of Libyan industry.

To ensure consistency and continuity of growth from the level attained, a set of descriptive guides, models and catalogues were produced.

A review and outline plan for information service development, covering an initial period of three years, was presented to the Directors of the Centre. While the goals defined in this plan remain unchanged, its implementation within the period scheduled does not seem possible, mainly due to lack of counterparts and scarcity of local staff.

The tasks of the new Tagura Centre of the I.R.C., which will include a repertory of services to industry, will require an expansion of the information and library unit.

If properly equipped and operated, this unit will be able to make a vital contribution to Libyan development, as the industrial specialist in a pattern of information services covering the various needs of the country's development.

However, a revision of financial and personnel policies, administrative procedures and office routines, will be necessary for continued progress towards this goal, above the present level.

1. INTRODUCTION

1.1. Project background

Provision of information - through "technical references, manuals, answering enquiries, publication of technical selections setting out the available references and presentation of a periodic survey of up-to-date information" - was given a high priority by the law of year 1970 which established the Industrial Research Centre of Libya, in the general context of development of the national economy.

As a part of the UNIDO Project set up to support the Centre, the assignment of a Technical Information and Documentation Expert was first scheduled in 1974/75. After being shelved in 1976, it was taken up again in 1978. An expert was nominated for one year as from 10 June 1978, and his tasks were defined in a Job Description (Appendix 1).

The assignment was extended through 10 December 1979 and later through 10 June 1980.

1.2. Administrative and institutional setting.

The expert's base has been the Library of the IRC, a section of the Administrative-Financial Division. Library staff was originally two persons (non-specialized), but is now reduced to one part-time assistant for current routines; throughout, there has been a typing clerk doing part-time work for the Library.

The Main Library of the IRC covers economic and industrial development, and related aspects of engineering, industrial and scientific research, geology and mining. Special material on geology and mineral resources is stored in a Geological Library. Books in the Main Library are about 7,000, current journals about 150. There are special collections of industrial-technical reports, consultants' reports and leaflets, UNIDO and other United Nations publications, statistics, standards, etc.

IRC staff members have open access to the Main Library and are granted loans. There is no circulation (routing) of periodicals. Outside visitors may be admitted to the Library, after approval of a written application.

1.3. Working conditions

The attitude towards the expert's work has generally been positive. The scarcity of staff at practically all levels, however, has been a serious constraint; only little assistance has been available for practical jobs, maintenance, etc.

Living in Tripoli has been made difficult by the scarcity of accommodation and the absence of a free housing market. The expert and his wife have had 15 different addresses during their two-year stay in Tripoli.

1.4. Project reports

This Final report is presented as a statement and analysis of the situation at the end of the expert's assignment, with prospects and recommendations for future development.

The progress of the expert's work has been reported to UNIDO in successive semi-annual reports.

The various reports and proposals, catalogues and bibliographies, guides and models produced by the expert will not - with one single exception - be attached to this Final report. They are, listed in a list of references. Complete sets of these documents have been deposited in the Centre for future use, with the Administrative Director and in the Main Library. (Limited typing and copying facilities, together with the technical nature of the documents, have made this arrangement necessary. Extra copies of the documents can be made when required).

2. ACTIVITIES AND FINDINGS

The expert's work has been centred on identifying, collecting and organizing the various bodies of reports and studies, books, journals and other documents existing in the Centre, in parallel with the promotion of library procedures, service to users, and, as far as practicable, instruction of counterpart staff.

2.1. General planning

A three-stage, three-year development plan of May 1979, presented to the Directors of the Centre, outlined the following stages:

- 1) June 1978 - June 1979 : Physical inventory, planning and organization of documents systems.
- 2) June 1979 - June 1980: Consolidation of systems, development of library/information services to users, expansion and training of staff and resources.
- 3) June 1980 - June 1981 and onwards: Diversification of services, for internal and external use, for tasks envisaged in the new organization of the IIC.
Development of services directed towards industry.

The development plan is attached as Appendix 2.

2.2. Assessment of work performed

The general state of library and information services can be read from the documents cited in the list of references. Brief comments on activities, products, and results will follow below.

2.2.1. Library planning

Physical planning and rearrangement of Main Library and Geological Library: inventory and shelving of all books and journals, reports and institutional files, etc. Inventory and renewal of card catalogues. Organization of master files and duplicate stores of industrial-technical and geological reports. Advice on storage of geological maps.

2.2.2. Staff and training

To the extent practically possible, the staff of the Library was instructed in elementary library work, such as cataloguing and classification, purchase and subscription, etc.

Due to the absence of a qualified counterpart, no training at a higher level was possible.

2.2.3. Bibliographies and catalogues

Catalogues were made of industrial-technical reports (300 items), geological reports (about 200 items), journals (current and bound), consultants and contractors, etc.

2.2.4. Library guides

Descriptive guides to Library holdings and routines were made, and included in a Library handbook (see list of references).

2.2.5. Newsletters

New literature was presented in successive news sheets from the Library. These should be seen as a first step towards a regular distribution of newsletters of industrial interest.

2.2.6. Selection and acquisition

Selection and proposals for purchase and acquisition were made, with advice on sources of purchase, etc. Regrettably, great delays occurred here, as a combined effect of present decision policies, purchase and financial routines, and irregular mail services. Simplification of procedures and concentration of purchases were recommended.

The growth of the library must be described as slow.

UNIDO Publications were requested, and were supplied in large number, making the collection well up-to-date. Regular gifts were received from leading geological institutions, and many others.

2.2.7. Budgets

Proposals were prepared for 1979 and 1980 budgets, including suggestions for purchase of important reference books, mechanical equipment, etc. The final budgets, however showed reductions.

2.2.8. Enquiries

Enquiries were answered by selection and suggestion of relevant literature, by contacts with and acquisition from outside agencies, by referral to experts and other sources of knowledge, etc.

Enquiries usually came from IIC staff, UNIDO experts, and others working with and for the IIC. Enquiries from industry were few.

2.2.9. Visitors

Visitors were given access to sources and expertise within the IIC, subject to authorization.

2.2.10. Final comments

The expert largely performed the functions of an acquisitions and reference librarian and information officer, without carrying administrative responsibilities.

At the end of two years the document systems programme has, on the whole, been followed up. Staffing and training targets, however, have not been completed. Much of the organization and systems work performed should be seen as "pilot work", with the object of producing guides and models for future development.

3. PROSPECTS AND RECOMMENDATIONS

3.1. Objectives

By appropriate measures, a sufficient level of information services can be maintained for the needs of the Centre. The ultimate perspective should be broader: the creation of a pattern (network) of information units covering the various sectors of Libyan development. In this pattern, the information unit of the IRC should play the role of the industrial specialist, communicating and cooperating with the other units as needed, but with a potential of its own.

3.2. Immediate needs

Minimum inputs required to maintain the present level of the IRC information service, and to permit further growth, were already indicated in the expert's report to the Centre (Appendix 2). Action is recommended on the points following below.

3.2.1. Staff

A librarian should be appointed, with an experience of industrially oriented library/information work, and with a knowledge of Arabic and English.

Since Libyan nationals with these qualifications may as yet be hard to find, an expatriate candidate may be considered. Applications from three or more candidates (Indian and Pakistani) are on file.

Three (or to begin with, two) assistants should be appointed. Principal tasks: a) books and reports (acquisition, processing, etc.); b) journals and serials (subscription, reception, handling), lists and newsletters; c) loans, enquiries, reference work. Two persons (in functions a and b) could alternate, in the first stage, in function c. Arabic and English will be required.

A typist should be permanently available for general and specialized typing work (preferably English and Arabic).

3.2.2. Advisory committee

An Advisory Library Committee should be nominated, representing essential activities and interests of the IIC. General information/library policy and the selection of literature should be first among the tasks of this committee.

3.2.3. Staff training

Training on the job, and day-to-day discussion of tasks and solutions, should be the backbone of staff education. Visits to neighbouring information units and libraries, participation in inter-library activities, etc. should be encouraged.

3.2.4. Information to users

A regular output of information to users should be provided through newsletters, lists of new material in the library, etc. Orientation and guidance in the use of library materials should be given to users.

3.2.5. Acquisition

With the support of the Advisory Committee, efforts should be made to increase the inflow of literature and information. Simplification of procedures and concentration of purchases and subscriptions will still be a top priority. Sufficient funds should be budgeted, to lay the base for anticipated expansion. At the same time, acquisition through gifts and exchanges of statistical and other publications, in particular from other national agencies, should be accelerated.

3.2.6. Translation

Regular access to translation facilities should be secured, for the interpretation and translation of titles, references, summaries, as needed.

3.2.7. Equipment

Modern copying equipment should be acquired, permitting reproduction in small editions of extracts and documents, newsletters, etc. This should be a preparation for a later stage, when larger editions of printed newsletters and bulletins have to be prepared for industrial users.

3.2.8. Communications

A general overhaul of telephone and telex services, and of principles for their use, should be made, to facilitate contacts, enquiries, etc.

3.3. The intermediate phase

3.3.1. The Tajura Centre

Transfer to the new Tajura Centre of the IAC, planned for the end of 1981, will mark a new phase of development with expanded activities and with an accent on services to industry. An expansion of information activities can be expected, in parallel and in cooperation with activities old and new.

General aspects on information service will be presented in a concluding section of this report. Suggestions and practical hints related to the layout and structure of the new Centre, will be presented separately (Appendix 3).

3.3.2. UNIDO expert assistance.

In the intermediate phase, UNIDO expert assistance should be considered for two purposes: for counterpart training, and for planning and starting up the library and information unit of the Tajura Centre. Training of counterparts should of course be well timed with the introduction of new staff. Planning, transfer and starting should be taken up at least six months before the date set for physical transfer, and should continue six months afterwards. Thus, an expert assignment of one year seems to be a minimum.

3.4. Long-term aspects

3.4.1. A model for an information centre.

"The structure of a well-designed industrial information centre should comprise normally a library-cum-documentation service in charge of collecting, cataloguing, processing and retrieving information, and a number of services dealing with dissemination of information, namely providing information upon request or unsolicited information.

Depending on the stage of development of the centre, these services may include: a Selective Dissemination of Information Service, an Inquiry Service, an Extension Service, and a Promotional Publications Service."

This capsule programme for the industrial information unit is from a report by H. Schwoerbel, Deputy Director of UNIDO's Industrial Services and Institutions Division (Reference 20.) Schwoerbel adds that "it probably needs about 2 to 2½ years and a lot of idealism before an industrial information service can stand on its own feet". But, contrary to a factory which can only start production when the whole machinery is operative, an information centre should go to work at the earliest possible moment, even before its "machinery" is complete.

3.4.2. Key functions

The key functions of a full-size information unit, as outlined by Schwoerbel in the above report, are:

- a) The Industrial Information Extension Officer:
the link between users and the service, tuning the service to the needs for information;
- b) The Central Desk Information Officer: watching the day-to-day inflow of information, deciding how information should be handled and disseminated;

- c) The Translation Service: transferring texts, abstracts etc. into the national language;
- d) The Librarian-Documentalist: in charge of documentation files;
- e) The Printing-Reprography function: duplicating/printing/telephone-telex facilities, for regular contacts and services, for bulletins and newsletters, microfilm units for filing systems, etc.

Of course, in a developing information service these functions may have to be introduced step by step; some may be shared with other divisions, etc.

3.4.3. Training

The best method of training industrial information officers, concludes Schwoerbel, is daily practice over a period of several months, based on a steadily growing inflow of information from various sources.

However, for more advance information work training, where national facilities are not sufficient, other possibilities should be considered. UNIDO, apart from direct assistance through experts, offers fellowships and training courses for information workers. ASLIB (Association of Special Libraries and Information Bureau) in London has a

continuous output of courses and seminars. Denmark and Netherlands have been known to receive foreign students for training courses in mechanized information techniques, etc. (but English-speaking countries should be preferred). Such opportunities should be explored, as well as participation in meetings and conferences for information specialists.

3.4.4. Information input

In a situation where specialized staff may be scarce for a long time ahead, possibilities of acquiring "ready-made" information from outside sources should be seriously considered even though costs may seem high. Some suggestions will follow below.

3.4.4.1. Abstracts and indexes

Abstracting and indexing publications (type: Chemical abstracts, Food science and technology abstracts, Bibliography and index of geology) should be acquired more extensively, since they are the gateways to large bodies of studies, reports, and papers. Few fields can be covered in this way, such as electrical/electronics engineering, metals and corrosion, and industrial management (which are all included in the plan for expansion of the IRC).

3.4.4.2. Use of loan and copying services

Complete versions of documents cited in abstracting and indexing publications, or elsewhere, and not obtainable locally, can often be acquired by regular contacts with one or more of the large central loan/copying services abroad, such as the British Library Lending Unit. A deposit account arrangement will be necessary; regular use of telex for orders and correspondence is advocated, to save valuable time.

Of course, neighbouring libraries and information units (the University libraries, Agricultural and other Research Centres, Government Secretariats and agencies, etc.) should be the first choice, if they can supply the information wanted. Generous loan and copying practice will be necessary.

3.4.4.3. Specialised services

Foreign research and development institutes frequently can supply reports, reviews and information bulletins in fields of interest. United Nations agencies (FAO for food and agriculture, ILO for production and manpower, etc) can be mentioned as examples. Research institutes (textiles, food, building research etc.) can be used for

regular contacts. Consultants may offer information as a part of their services (British Sulphur Corporation, specialists in the fertilizer field, may be cited).

Market information and statistics in various fields is commercially available. Market bulletins, if critically selected, may be well worth the money.

3.4.4.4. UNIDO services

UNIDO offers, among other things, the following services which are specially tailored to the needs of industrial development:

- a) an Inquiry Service, dealing with all kinds of industrial problems,
- b) A Referral service on industrial equipment (enquirers are referred to suitable makers and suppliers);
- c) information services on technologies and equipment produced by developing countries;
- d) A roster (reference file) of consultants with experience of industrial development problems and studies;
- e) a variety of reports, studies and publications produced or sponsored by UNIDO. These include the periodical Industrial Development Abstracts and the series of Guides to Information sources.

Enquiries to UNIDO should be a regular practice, with telex as the normal medium of contact and correspondence.

3.4.4.5. The role of computers

Abstracts and indexes, already mentioned, are increasingly produced by computer methods, permitting broader coverage at reasonable costs. Direct access to computerized information is a more complicated - and more costly - approach requiring thorough analysis of needs and uses. This will be a matter for future consideration.

3.4.5. Information output

3.4.5.1. News bulletins

Publication of an industrial news bulletin was mentioned as a first-hand object of a Libyan industrial information service. Such a bulletin can be based on information collected from journals, reports, abstracts journals, etc, but it should also contain industrial news, data and statistics, collected from and contributed by Libyan industry.

It may be advisable to try out the shape and content of such a bulletin by limiting it first to one branch of industry, such as textile or food industry. This should be done in intimate cooperation with the respective branch section of the IRC.

Models of industrial news bulletins are known, among others, from the Sudan (Industrial Research and Consultancy Institute), Iraq (Specialised Institute for Engineering Institutes), IDCAC (Industrial Development Centre of the Arab States).

3.4.5.2. Extension services

The Information unit can take an active part in the assistance and service given to industry. IRC extension and field officers can be supported by literature research and reviews, by the taking of contacts with specialised sources of information, etc.

The use of films and video for instruction, seminars, etc. should also be kept in mind. The information unit can explore possible sources of such material and assist in acquisition.

3.4.6. Parallel projects

The establishment of other information units in various fields has been mentioned, as tools for a general development of the Libyan economy. A certain amount of duplication will be unavoidable, and even justified. But this is clearly a field where open-eyed planning is required: unnecessary duplication should be avoided.

2.4.7. Expert assistance

Finally, for the development and implementation of an industrial news bulletin and for other promotional activities, expert assistance may be advisable.

If a UNIDO expert assignment is considered, it should be of short-term character, that is to say from 3 to 6 months.

4. REFERENCES

Reports to UNIDO

1. Preliminary report. 15 July, 1978.
2. Progress report (I). 2 Jan, 1979.
3. Progress report II. 22 May, 1979.
4. Progress report III. 20 Dec, 1979.

Reports to the Industrial Research Centre.

5. Summary of activities, results and perspectives, June - Dec 1978.
6. Library and information services of the Industrial Research Centre. Report to the Director General, 22 May 1979.
7. Budget for the IRC Library /1979/. 13 Sept 1978.
8. Proposed 1980 budget for the IRC Library. 24 Sept 1979.

Bibliographies, catalogues, newsletters

9. List of technical and industrial reports. Oct 1978, with supplements. 34 p. (393 reports & studies).
10. List of journals in the Library. Feb 1979. 30 p. (Not generally distributed).
11. Geological reports, IRC. 22 Oct/9 Dec 1979. 21 p. (144 items).
12. Wadi Shatti iron ore deposit. Reports. 27 Aug 1979. 5 p.
13. IRC Geological bulletins. Sept 1979. 1 p.
14. Consultants and contractors. 14 June 1979. 32 p. (Reference catalogue of nearly 200 consultants, etc.).
15. News from the IRC Library. 1979:1, 2 and 3; 1980:1, 2 (in preparation).

Guides and models.

16. Introduction to IRC Libraries. April 1980. 7 p.
17. The classification system. Revised ed., April 1980. 13 p.
(Numerical and alphabetical index).
18. Industrial-technical reports. April 1980. 3 p.
(General guide, revised Draft of Rules for production
and handling of industrial-technical reports).
19. Guide to the Geological Library. (In preparation).

Other references

The following items were not produced within the project, but are important as guides and for their general interest.

20. Schwoerbel, H:
Industrial information. A guide to better understanding
and indications of how to use assistance and services
offered by UNIDO in introducing information as an instrument
of industrialization. Vienna: UNIDO, 1975. 22 p.
(UNIDO/ISID.117, 27 March 1975).
21. Information units in small plants. (By L W Stevens-Wilson).
New York: United Nations, 1973. (UNIDO, ID/104).
22. Industrial research institutes. Organizing for effective
research, technical and commercial services. New York:
United Nations, 1975. 42 p. (UNIDO, ID 161).
23. Industrial information. New York: United Nations, 1969.
(UNIDO Monographs on industrial development, No.13.-ID/40/13).

Documents 5 to 20 above have been assembled into a Library Handbook for the IRC, copies of which have been deposited in the Centre for future use and reference.

UNITED NATIONS

UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

14 April 1978

U N I D O

PROJECT IN THE SOCIALIST PEOPLE'S LIBYA
ARAB JAMAHIRIYA

INTERNAL

JOB DESCRIPTION
DP/LIB/77/001/11-13/31.3.A

POST TITLE Expert in Technical Information and Documentation.

DURATION One year; with possibility of extension

DATE REQUIRED As soon as possible

DUTY STATION Tripoli

DUTIES The expert will be a member of an international team of experts supervised by the Project Co-ordinator and will work in the Library of the Industrial Research Centre. The expert will work in an advisory capacity, and will co-operate with and provide assistance to the local staff of the Centre. Specifically, the expert will be expected to:

1. Assist in organizing, and advise on effective operation of a technical and economic library in order to ensure its increasing utility for the country's industrial development.
2. Assist in providing technical and economic information required by the Industrial Research Centre and by Industry.
3. Advise and participate in filing, indexing and abstracting technical, economic and industrial development literature, and select relevant information and publications.

4. Advise on introducing effective, advanced techniques for information processing: handling, storing, recording, classifying, retrieving, and disseminating of industrial data and documents.
5. Recommend reference materials and guidelines on industrial information and documentation services.
6. Assist upon request in preparing industrial publications, studies and reports based on literature references.
7. Recommend purchases of books and periodicals within the scope of the needs of the Industrial Research Centre.
8. Advise on establishing a roster of industrial consultants with particular experience in developing countries, for potential use to the country's industry.
9. Assist in collecting lists of suppliers of industrial services and equipment.
10. Organize seminars and training programmes on industrial information and documentation.
11. Work in close co-operation with and train national counterpart personnel in the above-mentioned activities.

The expert will also be expected to prepare a final report, setting out the findings of his mission and his recommendations to the Government on further actions which might be taken.

LIBRARY AND INFORMATION SERVICES
OF THE INDUSTRIAL RESEARCH CENTRE

A report to the Director General,
Industrial Research Centre, Tripoli

L G Lindqvist
UNIDO Expert in Technical Information and Documentation

May, 1979

INTRODUCTION

Collection, storage and systematic use of information - knowledge - are necessary ingredients in any kind of industrial development work. Printed publications, such as books, journals, reports, are still dominating media for the presentation of such information. Libraries are the traditional and natural tool for their storage and systematic organization.

Development of the Library and its services should be the natural first step in any effort to establish an information system in the Industrial Research Centre, as a part of its services to Libyan industry.

This development of services can be broken down into three phases:

- I - Library development
- II - Library services development
- III - Information services development

Comments on the first two phases, stating results achieved and targets for work to be done, are given in this report, beginning June 1973, with each phase covering one year.

For the third phase, no time limits will be given. It is intimately related to the formulation of future goals and duties of the Centre, and only general comments can be made.

I - LIBRARY DEVELOPMENT (June 1978 - June 1979)

The general goal of the first phase of development has been to review and consolidate library resources and routines, as necessary for improved services.

A first report, covering the period up to the end of 1978, was presented to the Director General of the IRC in January 1979. The following notes will deal with activities concluded, or about to be concluded, up to mid-1979.

Rearrangement
of Library

1. A rearrangement of the Library has been made, interchanging the Reading room and the Reports section, and adding a new Reception room. New shelves were installed, increasing shelf space by some 125 metres. Space was found for all bound journals, and for other important publications. A better presentation of books and journals was made possible.

Geological
Library

2. Work was started on a revision and rearrangement of the Geological Library.

Staff

3. The staff of the Library has remained unchanged since October 1978 (UNIDO Expert; Library Assistant; Typist, working also for other sections of the Centre).

Three applications were received for the post as Librarian. However, recruitment was postponed.

Reports

4. The Reports collection was further expanded by addition of reports new and old. A supplement to the List of reports was made and distributed. Indexing of reports was followed up. Lists of reports from other agencies (outside the IRC) were received.

A decision, or comment, on proposed Rules for production and handling of technical reports (of Dec 1978) is awaited.

Selection
and
purchase

5. Proposals for purchase of books and journals were continued. In selection, special attention was paid to urgent needs for reference works and handbooks, statistical yearbooks, guides to information sources, etc.

A study was begun of expected needs for the new Industrial Research Centre, scheduled to go into operation after mid -1970. Unfortunately, deliveries were delayed by slow order and payment routines. These will have to be changed radically before any real speeding up in the growth of the Library will be possible.

One way to get out of some of these difficulties seems to be by the concentration of purchases (from one agency, not from many individual publishers). Further, a deposit account arrangement with a leading bookseller would make pro-forma invoices unnecessary; it might cut down delivery to half the time as against now.

Catalogue of
journals

6. A complete catalogue of journals held by the IRC was made, including latest subscriptions. (Working copies in the Library, not generally distributed). This list is necessary as a tool for periodicals work in the Library; also for exchange and external loans.

Card
catalogues

7. Author and title cards were added to the card catalogue of the Library, for easier searching of books by author and title.

United
Nations
reports

8. New UNIDO and United Nations reports were watched and requested for the Library.

Classification

9. A review was made of the classification used by the Library (Dewey Decimal Classification), for possible simplification. A list of DDC subject divisions was made for distribution to users.

- Procedures 10. A series of Reference sheets was started, describing the structure and procedures of the Library. These sheets will finally be collected into a Library Handbook (Procedure manual).
- Index of consultants 11. Work is proceeding on an index ("roster") of foreign consultants, contractors, etc., as a source of reference for planning of IRC studies and projects, and closely connecting to the Reports collection.
- Budget 12. The proposed Library budget of L⁹ 16000 was reduced to L⁹ 9000.
- Copying service 13. As an effect of the budget reduction, purchase of a new copying machine was postponed. Instead, special priorities for Library copying were suggested by the Technical Information Expert.

II. LIBRARY SERVICES DEVELOPMENT (June 1979 - June 1980)

The general goals of the second phase of development can be stated as follows:

To develop the services of the Library;
To make users, present and potential, aware of their needs for information;
To demonstrate how these needs can be met by Library services.

The growth of the Library will require:

- 1) Sufficient and regular inflow of books, journals, reports, and other information material;
- 2) Acquisition and maintenance of modern equipment for Library and information handling;
- 3) Hiring and maintenance of adequate staff for growing services.

Detailed targets for development are defined below. They should be reached generally within one year, or by the time when the new Industrial Research Centre is scheduled to be ready for operation.

Advisory
Committee

1. The development of Library resources and services is in the interest of the Centre as a whole. To be able to keep up with current interests and needs, the Library should be supported by an advisory Library and Information Committee, whose members should represent the essential activities and interests of the Centre, as well as the Library.

This suggestion was also made in the SIFCO Organization Plan for the new I.R.C.

Staff

2. Most of the activities pursued in Phase I will continue through Phase II, some of them at an increased pace. Continuity as well as growth will only be possible by recruiting additional staff.

A qualified Librarian will be needed, if possible with experience from industrially oriented Library information work. A knowledge of Arabic and English will be required.

The growing volume of work will require a differentiation of assistant functions. A general breakdown of duties:

- a) Books and reports: purchase, cataloguing, classification, shelving and maintenance, book lists and information sheets;
- b) Journals and serials: subscriptions, reception, claims, binding and shelving, exchange with outside sources;
- c) Reception (loan desk): loans, inquiries, reference work.

Altogether, these functions should require three persons. In a preliminary stage, two persons could alternate in function c), while combining it with regular duties in functions a) and b), respectively.

Knowledge of Arabic and English is desirable also for the assistants, knowledge of typing at least for one.

Still, a specialised typist should be available for letters, reports and newsletters, for preparing catalogue cards, lists, etc.

The target for Phase II would thus be a minimum of four persons, apart from the Technical Information Expert as a general adviser and instructor.

- Training 3. Training of staff should be mainly "on the job", under the supervision of the Technical Information Expert. Contacts with neighbouring institutions, libraries, etc., should be made for study and exchange of experience. Possibilities of external training should be watched.
- Procedures 4. Procedures and routines should be further developed and defined, for the completion of the Library Handbook.
- Library guide 5. A Guide to the Library, for readers and visitors, should be made and distributed.
- Selection of literature 6. Selection of new literature should be made in consultation with the Advisory Committee. Principles for weeding the ("negative accession") of outdated literature etc. should also be defined.
- Book lists 7. Lists of new books, reports and journals should be distributed regularly within the Centre, but also to neighbouring and cooperating agencies (Government Secretariats, Research Centres, GNOI, UNDP, etc.).
- Selective information 8. Summaries and abstracts of interesting documents could be sent out occasionally to selected readers. (This is a typical example of the use of photocopying, see below).
- Contacts 9. Contacts should be established with outside agencies and sources, locally and abroad, for the exchange of statistics, reports, documents, and information in general.

**Inter-
library
loans**

10. Loans from outside sources should be used regularly when information inside the Centre is not sufficient. In return, loans to outsiders should be granted more frequently.

**Instruction
to users**

11. Instruction and guidance to users should be given through instruction sessions, seminars, etc.

**Copying
service**

12. New photocopying equipment should be installed, preferably in the Library. Modern copiers (using uncoated paper) make copies so much cheaper that rules for copying could be made less restrictive, permitting better and quicker copying service to readers and visitors. Summaries, extracts, reports etc. could be made (in small numbers, without costly printing) when needed. Even storage of duplicates of IRC reports could be reduced in this way.

**Future
needs**

13. The literature and information needs of the new Industrial Research Centre should be studied in more detail, including possibilities of using modern mechanized methods: microfilm, Telex and Telefax (tele-facsimile), computer-based information systems, etc.

III. INFORMATION SERVICES DEVELOPMENT (1980 -)

Real progress in the development of information services will only be possible when the targets of the first two phases of development have been completed: in other words, when Library resources and services have reached the levels already specified under Phase I and II.

The general target of the third phase can be thus formulated: to establish an information system serving research and development in Libya, as a part of the functions of the Industrial Research Centre. These functions will probably be more or less modified by expected administrative changes. So far, the general framework for planning will remain the general organization plan based on SIFCO studies.

In the following, comments will be made on some specific problems.

Organization 1. At the beginning of the third phase, the duties and fields of activities of the IRC will be better defined. It will then be possible to assess the real demands and effects of this new organization on information services.

In the new IRC structure, research and advisory functions will no doubt be more accentuated. Information services will have to be more diverse, and tailored to the needs of outside (industrial) users.

The new Information function suggested by SIFCO (and previously by P-E Engineering) is of interest here, since it should make the IRC better known and establish useful contacts with sources and users.

Support to
advisory
services

2. The general advisory services of the Centre towards Government and industry should be supported, as far as possible, by information services. The nature of this support - literature searching, selection, establishing of contacts, translation, distribution etc. - will be very varied and will have to be defined later.

Information
bulletins, etc.

3. Systematic and regular distribution of information to users, within the Centre and outside, should be a mainline of information services. A means of doing this is by regular publication of an Information/Abstracts bulletin, or a more general Industrial Newsletter. Examples of such publications are numerous, and specimens will be collected. Some good examples from Arab countries are already available.

Staff

4. From a basic minimum of four (Librarian, two assistants, typist), the staff of the library/information unit should be expanded as needed and possible. (However, S'WCO's target of ten persons in 1975 seems exaggerated).

What seems most important is the addition of a Documentalist (or Information officer, Documents analyst). This staff member should look to the needs of users ("interest profiles"), look out for new information and channel it to readers. He should acquire a sound knowledge of the interests of the Centre (through the Advisory Committee, and others). He should establish contacts with outside sources, and with users in Government and industry. A linkage with the new Information function might be profitable.

Training

5. New specialized tasks and duties included in the third phase of development will accentuate the needs of specialized training. Scholarships for study abroad should be considered, as well as initiation of and participation in national training projects.

**Final
comments**

6. A "Perspective of information development" concluded the first report to the Director General of the IRC, 7 Jan 1979. The need for interaction with and contributions from the staff of the Centre, which was voiced in that concluding paragraph, is well worth repeating.

It may be added that a well-equipped library offering a variety of up-to-date services will be better able to take a lead in initiating and developing cooperative library and information exchange programmes, training and seminar projects, schemes for sharing computerized systems and networks, etc. Such cooperative projects, rather than the building up of isolated self-supporting units, may be the best way in the future of establishing and maintaining the flow of information into and within Libyan industry.



