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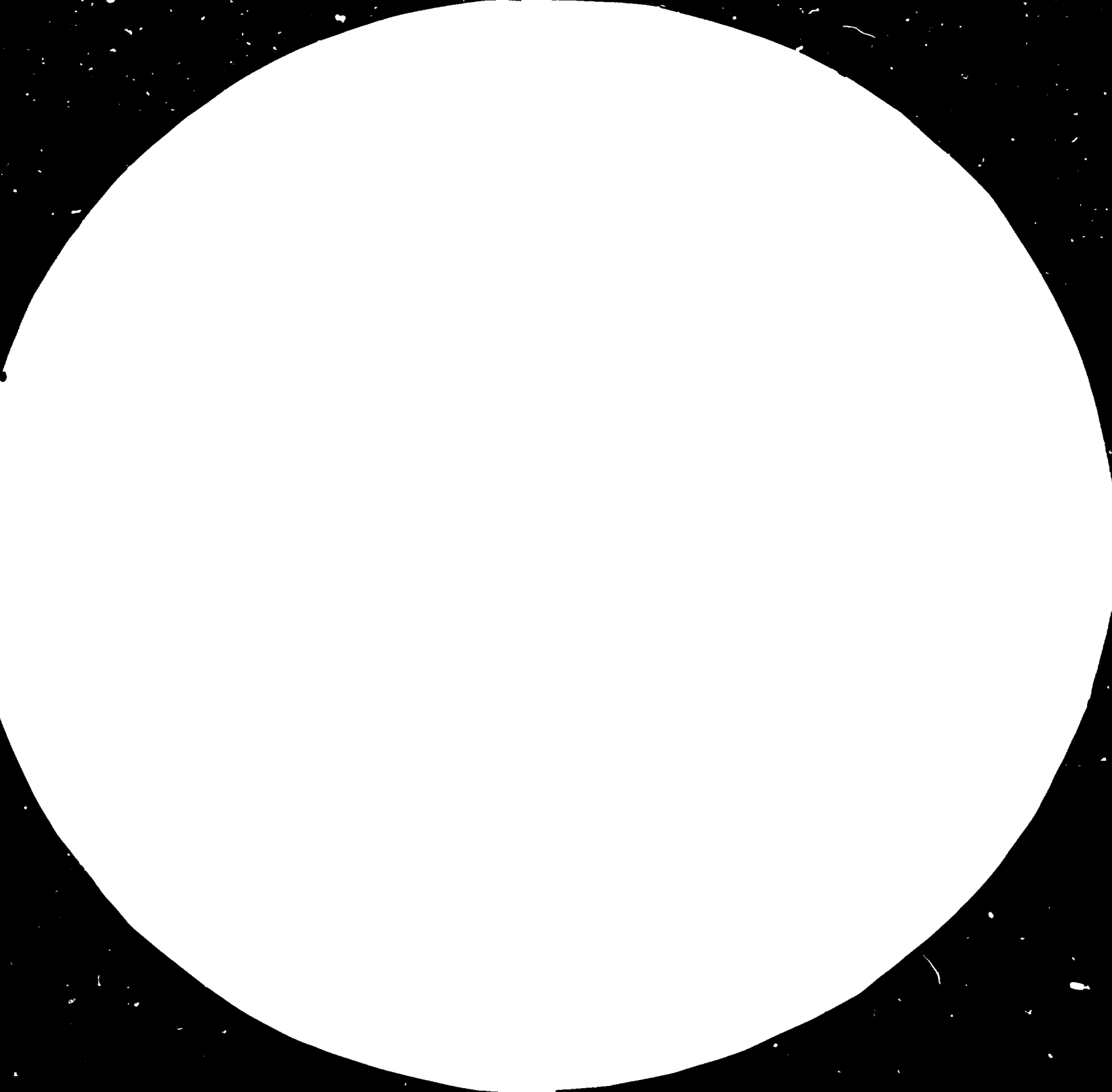
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11 December 1984

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Turkey

DEVELOPMENT OF A DOCUMENTATION CENTRE

IN SEKA, IZ.MIT.

D/1984/1/10/11-09/32.1.E

TURKEY

Final report

Prepared for the Government of Turkey
by the United Nations Industrial Development Organization,
acting as executing agency for the United Nations Development Programme

Based on the work of Margaret Yuri Gates,
expert in documentation

United Nations Industrial Development Organization
Vienna

This report has not been cleared with the United Nations Industrial
Development Organization which does not, therefore, necessarily share the
views presented.

ABSTRACT

Development of a documentation centre at SEKA, Izmit

DP/TUR/81/018/11-09/32.1.E

TURKEY

SEKA is a large organization with its headquarters at Izmit and nine pulp and paper mills in various parts of Turkey. This report describes a one-month mission to assist SEKA to develop a documentation centre to serve its managers and engineers. The general objectives were to give advice and training on:

- organizing the documentation centre
- collecting technical information
- disseminating this information within the SEKA organization

It was concluded that the documentation centre should provide:

- a monthly information bulletin
- a literature search service
- a translation service
- a library loan and photocopying service

It was recommended that manual documentation systems should be used initially. Later, when the documentation centre had established itself and its systems had matured, consideration should be given to installing a microcomputer.

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INTRODUCTION

In the developed countries, most industries and many individual companies have comprehensive documentation services. They recognize that information is a vital resource which can help to make a business more effective and profitable.

Although SEKA has purchased some books and periodicals, these are distributed passively amongst various different departments. Until now, there has been no documentation centre which could actively collect and disseminate information effectively throughout the whole of SEKA.

A documentation centre would have many advantages. It would:

- (1) give management regular and up-to-date information on developments worldwide in the pulp and paper industry
- (2) provide documentation on request on specific subjects when the need arises e.g. to help good decisions to be made on the purchase of equipment, or to assist in trouble shooting
- (3) provide an organized channel for distributing SEKA reports and other documents to those who need them
- (5) provide a resource from which translations can be commissioned and distributed.

After briefing in Vienna and Ankara on 13 and 15 November respectively, the UNIDO expert arrived in Izmit on 15 November and worked at SEKA from 16-30 November. The objectives were to help the Chief of Documentation with:

- organizing the Documentation unit
- collecting technical information
- disseminating this information within the SEKA organization

An important aim was to train the Chief of Documentation in methods of documentation and this was undertaken by means of practical instruction and demonstration.

In order to prepare lists of important recent books, periodicals and other literature on pulp and papermaking, it was necessary for the UNIDO expert to return to her home base, where she could have access to appropriate reference works and documentation sources. With the agreement of SEKA and UNDP, Ankara, she returned to England on 30 November and completed the reference work, as well as her final draft report, during the period 3-11 December.

The objectives of the mission were achieved by the combination of (a) practical training at SEKA and (b) the preparation of reference lists at the UNIDO expert's home base.

RECOMMENDATIONS

It is recommended that:

1. SEKA should establish a Documentation Centre within the Research, Development and Training Department.
2. The Documentation Centre should be organized and run by a Chief of Documentation who has knowledge of, and experience in, the paper industry. The Chief of Documentation should report to the Research and Development Manager.
3. The Chief of Documentation should initially have a staff comprising:
 - an engineer able to undertake translations from English
 - a librarian
 - a secretary/typist
4. The services provided by the Documentation Centre should include:
 - a monthly information bulletin
 - a literature search service providing information on request
 - a translation service
 - a library service providing library loans and photocopies of articles

5. The services of the Documentation Centre should be made available to the management and technical staff of SEKA and, later, to the private sector on agreed terms.
6. The budget for the purchase of foreign books and periodicals should be increased to enable all important documents needed by the Documentation Centre to be obtained.
7. A modern plain paper photocopying machine should be purchased for the priority use of the Documentation Centre.
8. Once the Documentation Centre is established, consideration should be given to the purchase of a microcomputer.
9. The library of the Training Unit should become the library of the Documentation Centre and the librarian should report to the Chief of Documentation.
10. All requests for foreign books and periodicals should be channeled through the library of the Documentation Centre, so that a balanced selection of publications can be made and unnecessary duplication avoided.
11. All new foreign books and periodicals received by SEKA should be passed to the library of the Documentation Centre immediately, so that they can be quickly classified, indexed and scanned for the Information Bulletin, before being given to the person(s) or department(s) who ordered them.

It is also recommended that:

12. UNIDO should give further support to SEKA to ensure that the work of the Documentation Centre is consolidated and developed. This support should comprise:

- (i) assistance with the purchase of important foreign publications, such as books, periodicals and standards
- (ii) assistance with the purchase of equipment (a modern plain paper photocopying machine and, later, a microcomputer)
- (iii) a fellowship to enable the Chief of Documentation to study for one month at Pira with the objective of familiarizing himself with the use of online databases and microcomputers in documentation (N.B. A good knowledge of English, including fluency in spoken English, will be essential)
- (iv) a further visit to Izmit by an expert in documentation to assist with the consolidation and development of the Documentation Centre.

I. BACKGROUND

SEKA is a large organization with its headquarters (including the Research, Development and Training Group) at Izmit and nine pulp and paper mills in various parts of Turkey. SEKA employs nearly 400 managerial staff and technical staff:

- 1 general manager
- 2 assistant general managers (1 technical, 1 administrative)
- 9 pulp and paper mill managers
- 18 assistant managers (9 technical, 9 administrative)
- 355 engineers

There is a need to develop a documentation centre to serve both management and engineers. Such a centre could provide documentation services which would:

- (1) give management regular information on developments worldwide in the pulp and paper industry
- (2) provide documentation on specific subjects on request when the need arises e.g. to help good decisions to be made on the purchase of equipment, or to assist in trouble-shooting
- (3) provide access to ideas which could stimulate innovation within SEKA e.g. to improve processes or develop new methods
- (4) provide an organized channel for distributing SEKA reports to those who need them
- (5) provide a resource from which translations could be commissioned and also through which translations could be circulated to those who have an interest in them

II. OBJECTIVES OF THE MISSION

The general objectives of the mission were to help the Chief of Documentation with:

- organizing the Documentation Centre
- collecting technical information
- disseminating this information within the SEKA organization

Specific objectives included:

- providing guidelines for a documentation system
- developing an organizational model
- providing lists of sources of information
- giving training in the classification and indexing of documents
- advising on information production (translating, abstracting, reviewing)
- developing a method or methods of disseminating information
- providing advice on cheap and efficient ways of accessing foreign sources of information
- advising on documentation aids, such as photocopying machines, computers, etc.

III. METHOD

The field work was undertaken:

- (1) by means of discussions with SEKA counterparts (see Appendix A), to assess the current situation and to identify present and future needs
- (2) by giving advice on methods of documentation
- (3) by means of practical demonstrations of methods of documentation, including classification of books, indexing, bulletin production and information dissemination.

During her visit to Izmit, the UNIDO expert:

- (1) prepared an outline classification scheme for books in the Research, Development and Training Group library (see Appendix B)
- (2) demonstrated the use of the outline classification scheme and explained how to extend it (see Appendix C)
- (3) explained and demonstrated how to prepare author and subject indexes to books in the library
- (4) designed a form for information bulletin preparation and helped the Chief of Documentation to compile sample pages for an information bulletin (see Appendices D and E)
- (5) prepared a covering letter and questionnaire to be sent to recipients of the first issue of the bulletin (see Appendices F and G)

- (6) explained and demonstrated how to prepare author and subject indexes to the information bulletin
- (7) showed how to use the indexes to Paper & Board Abstracts to find information on particular subjects, either in response to an enquiry, or in the preparation of reviews.
- (8) prepared specimen letters in English to be sent to publishers of books, periodicals and standards, requesting details of their publications (see Appendix H).

On her return to England, the UNIDO expert:

- (1) extended the classification scheme
- (2) compiled lists of important recent books, periodicals and dictionaries required by the SEKA Documentation Centre (see Appendices I, J and K).
- (3) compiled a select list of organizations, including standards organizations, with whom the SEKA Documentation Centre might usefully make contact (see Appendix L).
- (4) prepared an organizational model for the Documentation Centre (see Appendix M).
- (5) prepared job specifications for the staff of the Documentation Centre (see Appendix N).

IV. THE PRESENT SITUATION

The principal documentation resources of SEKA at present consist primarily of (i) a collection of about 150 books housed in the Research Laboratory library, and (ii) a collection of reference books and six or seven foreign periodicals kept within the library of the Training Unit. In recent years, expenditure on foreign publications has been restricted, which has led to serious gaps in coverage.

SEKA has recently appointed a Chief of Documentation in the Research, Development and Training Group, thus providing an opportunity for a major development in documentation services. The Chief of Documentation has had considerable experience in the pulp and paper industry. It is planned to appoint an engineer to assist the Chief of Documentation.

The Training Unit has a librarian who, though not professionally qualified, has been with SEKA for 16 years and has been given some practical training in library work.

The Training Unit library is a large, pleasant room fitted with bookshelves. It has a glazed-in office for the librarian. A nearby office is equipped with a duplicator and a rather old and unsuitable photocopying machine.

V. PROBLEMS

SEKA's present documentation services have several major problems:

- (1) the existing library services are fragmented between different departments and there is no central policy for book and periodical purchases
- (2) funds for the purchase of foreign books and periodicals have been insufficient during recent years
- (3) no trained staff have been available to set up and run effective documentation and information dissemination services
- (4) there is no resource within SEKA for the translation of foreign literature, particularly material published in English and German
- (5) there is a lack of modern equipment, such as a plain paper photocopying machine, computer, modems, etc.
- (6) contacts with other SEKA staff and also externally with institutes in Turkey and abroad need to be improved.

A. Fragmentation of library services

The Library of the Training Unit acts as a channel for transmitting requests for the purchase of books and periodicals to the Purchasing Department. However, there is no central policy for library purchases, so that scarce resources may be ineffectively used or wasted. Any books and periodicals received are distributed to the department requesting them and the Library has no record of what happens to them, nor are they available for other readers to consult.

A more centralized system is needed in order to ensure that a well

balanced collection of books and periodicals is available for all departments to use.

B. Insufficient funds for the purchase of foreign books and periodicals

Insufficient funds have been available in recent years to purchase foreign books and periodicals. This has led to serious gaps in coverage. The problem has been exacerbated by the fragmentation in library services referred to above.

The library at present subscribes to only six foreign journals. These are quite inadequate to meet SEKA's needs. TAPPI Standards are the most important set of paper standards in the world, yet the most recent set in the Research & Development Department is 1972 and thus badly out of date. These are examples of the problems caused by lack of funds.

C. Lack of trained staff

In the United Kingdom and other developed countries, the head of a documentation department will almost certainly be a university graduate. In addition, he may be a subject specialist who has received informal training in documentation techniques 'on the job' or via the various training courses that are available. Alternatively he may have pursued an undergraduate or post graduate degree in information science and received subject training 'on the job'. It is the combination of subject knowledge plus skills in documentation techniques which is important.

Until now, SEKA has not had such a person. However, the appointment of a Chief of Documentation with knowledge and experience of the pulp and paper industry is a significant step. The UNIDO expert has undertaken some training of the Chief of Documentation to enable him to set up documentation services using manual techniques with confidence. However, looking to the future, further training, especially in the use of online databases and microcomputers in documentation, is desirable. For this, a period of one month at Pira is recommended.

SEKA already has a librarian who, though not professionally qualified, has received some training in library techniques. She should be encouraged to enlarge the scope of her work.

D. Lack of a translation resource

SEKA does not employ any staff translators, so there is no translation resource available for the Documentation Centre. However, it is vital that important foreign literature, particularly English and German, is translated into Turkish, so that it can be easily understood by the management and technical staff who are not necessarily linguists. The best technical translators have a good understanding of the subject matter they are translating, as well as translation skills. The ideal person will be an engineer with a knowledge of pulp and paper making who has the necessary linguistic skills. Such a person may not be easy to find and it may be necessary to train a suitable engineer in English as a first priority. German would be a useful second language.

E. Lack of modern equipment

The Training Unit has a Nashua 220 copier, but this is quite unsuitable for such work as bulletin production. It uses specially coated paper which has to be imported and is very expensive.

Modern photocopying machines produce good quality copies on plain paper. Some also offer enlargement, reduction and two-sided copying. There are many suppliers of plain paper photocopying machines - Rank Xerox, Canon, Agfa-Gevaert, to name a few. However, in selecting this equipment, it is essential to ensure good and fast servicing arrangements. Photocopying machines break down from time to time, especially if they are heavily used.

In addition to having a photocopying machine, the Documentation Centre will need word processing facilities to enable bulletins, translations, reviews, etc. to be efficiently produced. A microcomputer equipped with

word processing software would be a better investment than a word processing machine, because the microcomputer could be used for other purposes. For example, it could be used for library stock control, periodical circulation control and other similar routines. Fitted with a modem, it could also be used as a terminal for accessing online databases, should this be necessary in the future. Apart from these considerations, the development in microcomputing skills within SEKA will be useful in its own right.

F. Lack of contacts

In a developed country like the United Kingdom, it is recognized that no documentation centre can be self-sufficient. Thus, most of these centres develop extensive networks of contacts, both within and outside the organization they serve, who can provide information, data and advice. The SEKA Documentation Centre, being in an embryo state, lacks these contacts.

The new Documentation Centre will greatly enhance its effectiveness if it can build up useful contacts with other SEKA staff e.g. those who have special knowledge and experience, and with suitable organizations within Turkey and abroad.

Within Turkey, appropriate organizations will include certain learned societies and research institutes, as well as technical and scientific departments in universities. Abroad, useful contacts will include pulp and paper research institutes, standards organizations and similar bodies.

VI. PRACTICAL STEPS TO BE TAKEN

Some immediate practical steps can be taken to establish the Documentation Centre.

A. By SEKA ManagementStaff

1. Appoint an engineer (as planned) as Assistant to the Chief of Documentation. The engineer should have (or be given training so that he acquires) knowledge of the pulp and paper industry and fluency in English.
2. Transfer responsibility for the library in the Training Unit to the Chief of Documentation. The Librarian should report to the Chief of Documentation.
3. Appoint a Secretary/Typist to undertake secretarial work and typing for the Documentation Centre. The Secretary/Typist should report to the Chief of Documentation.

Documents

4. Give the Documentation Centre a budget for subscribing to important foreign periodicals.
5. Allocate a budget to the Documentation Centre for purchasing important foreign books and other publications.

Equipment

6. Purchase a modern photocopying machine for the priority use of the Documentation Centre.

B. By the Chief of Documentation

1. Prepare a sample information bulletin with as many of the suggested features as possible:

- Worldwide information
- New books
- SEKA reports
- Reviews
- Articles
- SEKA translations
- Summaries of foreign articles

2. Distribute copies of the sample bulletin to appropriate managerial staff, including the managers of the SEKA mills. Send a covering letter and questionnaire with each sample copy of the bulletin.
3. Analyse response to the questionnaire and tailor the contents of the bulletin accordingly.
4. Train the Librarian to use the new classification scheme.
5. Supervise the re-numbering and classification of the books in the Research and Training Unit libraries.
6. In preparation for the literature search service, begin to build up an index of items from the Information Bulletin. As discussed during the UNIDO expert's visit, the bulletin preparation forms can be used as a basis for this index.
7. With the assistance of the Librarian, establish library loan and photocopying systems, so that requests from managers and engineers, generated via the Information Bulletin, can be quickly serviced.
8. Obtain details and prices of important foreign books, periodicals,

etc. and estimate budget requirements.

9. Obtain details of photocopying machines, decide which is the most suitable machine for the Documentation Centre, and prepare the case for purchasing it.
10. Begin to establish contacts within SEKA, within Turkey and abroad. The first SEKA contacts could be made via the Information Bulletin, including the setting up of an Editorial Advisory Board.
11. Supervise the induction and training of the Assistant to the Chief of Documentation, when appointed.

VII. FUTURE DEVELOPMENT OF THE DOCUMENTATION CENTRE

A. Technical development

Once the practical steps listed in chapter VI have been taken, the staff of the Documentation Centre will begin to build up expertise in manual documentation systems. The next stage is computerization, but it is important that the documentation systems are fully developed and proved in a manual mode before they are transferred to a computer.

The principal uses envisaged for the computer are:

1. in the preparation of the monthly Information Bulletin, to facilitate compilation and editing, and for producing error-free text of a high quality suitable for reproduction e.g. by photocopying.
2. in the preparation of documents, such as translations, where a fair amount of re-drafting and revision may be needed.
3. for building up indexes to documents for the purposes of information retrieval.
4. for maintaining library records, including orders, catalogues, library loans, circulation records, etc.
5. with the aid of a modem, as a terminal for accessing online databases, if this proves to be necessary.

A microcomputer could be used for these applications. Alternatively a minicomputer or mainframe could be used online, provided suitable software was available.

The Chief of Documentation will require training in the use of microcomputers in documentation systems and in the use of online systems.

B. Market development

The Documentation Centre will initially provide services for the staff of SEKA. However, once these services are fully mature, consideration should be given to their market development. SEKA will have documentation services which will be unique in the Turkish pulp and paper industry. The following services could be offered to the private sector on agreed terms:

- the monthly Information Bulletin
- the literature search service
- the translation service
- the library loan and photocopying service

VIII. CONCLUSIONS

1. It is both desirable and feasible for SEKA to establish a Documentation Centre within the Research, Development and Training Group.
2. The Documentation Centre should be organized and run by a Chief of Documentation who has knowledge of, and experience in, the paper industry. The Chief of Documentation should report to the Research and Development Manager.
3. The Chief of Documentation will initially require a staff comprising:
 - an engineer able to undertake translations from English
 - a librarian
 - a secretary/typist
4. The documentation services needed will include:
 - a monthly information bulletin
 - a literature search service providing information on request
 - a translation service
 - a library service providing library loans and photocopies of articles
5. The services of the Documentation Centre should be made available to the management and technical staff of SEKA and, later, to the private sector on agreed terms.

6. An increased budget for the purchase of foreign books and periodicals will be required to enable all important documents needed by the Documentation Centre to be obtained.
7. A modern plain paper photocopying machine will be needed for the priority use of the Documentation Centre.
8. Once the Documentation Centre is established, the installation of a microcomputer will be desirable.
9. To reduce fragmentation of the library services, the library of the Training Unit should become the library of the Documentation Centre and the librarian should report to the Chief of Documentation.
10. All requests for foreign books and periodicals should be channeled through the library of the Documentation Centre, so that a balanced selection of publications can be made and unnecessary duplication avoided.
11. All new foreign books and periodicals received by SEKA should be passed to the library of the Documentation Centre immediately, so that they can be quickly classified, indexed and scanned for the Information Bulletin, before being given to the person(s) or department(s) who ordered them.
12. SEKA will require further support from UNIDO to ensure that the work of the Documentation Centre is consolidated and developed. The support needed will comprise:
 - (i) assistance with the purchase of important foreign publications, such as books, periodicals and standards
 - (ii) assistance with the purchase of equipment (a modern plain paper photocopying machine and, later, a microcomputer)

- (iii) a fellowship to enable the Chief of Documentation to study for one month at Pira with the objective of familiarizing himself with the use of online databases and microcomputers in documentation (N.B. A good knowledge of English, including fluency in spoken English, will be essential)
- (iv) a further visit to Izmit by an expert in documentation to assist with the consolidation and development of the Documentation Centre.

APPENDIX A

SEKA COUNTERPARTS

Mr Ziya Yelen
Director of Research, Development and Training Group

Mr Ayhan Mengi
Research Manager

Mr Resul Ari
Chief of Documentation

Ms Ilksen Teksoy
Chief of Applied Research

Mr Ahmet Dogukan
UNIDO Project Administration Assistant

APPENDIX B

BOOK CLASSIFICATION SCHEME (MAIN HEADINGS)

Note: The main headings in this classification scheme can also be used for the contents of the Information Bulletin (see Appendix E).

- 000 Reference books
- 010 Pulp and paper industry in general
- 020 Pulp and paper mills
- 030 Fibrous raw materials
- 040 Non-fibrous raw materials
- 050 Pulping
- 060 Bleaching
- 070 Stock preparation
- 080 Paper and board making
- 090 Finishing
- 100 Coating and other treatments
- 110 Machinery and equipment
- 120 Instrumentation and control
- 130 Properties and testing of pulps
- 140 Properties and testing of paper and board
- 150 Types of paper and board: end products
- 160 Synthetic papers and non-wovens
- 170 Water and effluent
- 180 Recycling and waste paper
- 190 Energy and energy conservation
- 250 Conversion processes
- 290 Miscellaneous matters relating to the paper industry
- 300 Sciences
- 400 Engineering
- 500 Management
- 900 Miscellaneous general matters

APPENDIX C

EXTENSION OF CLASSIFICATION SCHEME

The Book Classification Scheme given in Appendix B should be adequate for classifying the books in the Library of the Documentation Centre, at least initially, since the number is not likely to be great and will be measured in hundreds rather than thousands. The use of the same scheme for the contents of the Information Bulletin will be advantageous, since it will give consistency to the documentation methods used by the Documentation Centre. However, as the number of items of information recorded by the Documentation Centre increases, the main classification headings will need to be sub-divided. It is important that this is done in a logical and systematic way. A methodology and examples are given below.

Note 1. In all cases, the main heading notation is a three-digit figure ending in '0'. This should be used for classifying all general material.

Note 2. The notation for major sub-headings is a three-digit figure ending in '1' up to '8'. Further breakdown into sub-sub-headings should be achieved by arranging entries alphabetically by subject.

Note 3. Each main heading has a corresponding miscellaneous heading whose notation is a three-digit figure ending in '9'.

000 Reference books

Subdivide by types of reference books

Examples: 001 Dictionaries

002 Directories

003 Manuals

009 Miscellaneous

010 Pulp and paper industry in general

Subdivide by country

Examples: 011 Countries - Canada

- Germany

- Turkey

Other subdivision(s)

016 Conferences in the pulp and paper industry

019 Miscellaneous

020 Pulp and paper mills

Subdivide by country

Examples: 021 Countries - Canada

- Germany

- Turkey

Other subdivision(s)

029 Miscellaneous

030 Fibrous raw materials

Subdivide by specific types of fibre

Examples: 031 Woody fibres - pine

- poplar

- spruce

032 Non-woody fibres - esparto
 - hemp
 - straw

033 Synthetic fibres

034 Recycled fibres

Subdivide by general forms of fibre

036 Wood - chips
 - pulpwood

037 Pulps - chemical
 - mechanical
 - semichemical

Other subdivision(s)

039 Miscellaneous

040 Non-fibrous raw materials

Subdivide by types of raw materials according to their function

Examples: 041 Types - Binders
 - Fillers
 - Retention aids

Subdivide by specific raw materials

Examples: 042 Specific materials - Alum
 - Clay
 - Starch
 - Titanium dioxide

Other subdivision(s)

049 Miscellaneous

050 Pulping

Subdivide by type of process

Examples: 051 Pulping processes - kraft pulping
 - sulphate pulping
 - thermomechanical pulping

Subdivide by type of furnish

Examples: 052 Pulping processes for specific furnishes

- bagasse pulping processes
- hardwood pulping processes
- straw pulping processes

Other subdivision(s)

059 Miscellaneous

060 Bleaching

Subdivide by type of bleaching chemicals

Examples: 061 Bleaching processes

- chlorine dioxide bleaching
- hydrogen dioxide bleaching

Other subdivision(s)

069 Miscellaneous

070 Stock preparation

Subdivide by process

Examples: 071 Cleaning

- 072 Screening
- 073 Refining
- 074 Beating

Other subdivision(s)

079 Miscellaneous

080 Paper and board making

Subdivide by process

Examples: 081 Stock supply

- 082 Drainage
- 083 Pressing
- 084 Drying
- 085 Calendering (on machine)

Other subdivision(s)

089 Miscellaneous

090 Finishing

Subdivide by process

Examples: 091 Slitting

092 Winding and re-winding

093 Cutting and sheeting

094 Conditioning

095 Off-machine converting

Other subdivision(s)

099 Miscellaneous

100 Coating and other treatments

Subdivide by process

Examples: 101 Specific coating etc. processes - Blade coating
- Sizing

Subdivide by material

Examples: 102 Specific coating etc. processes - Clay coating
- Rosin sizing

Subdivide by property obtained

Examples: 103 Specific coating etc. processes - Greaseproofing
- Waterproofing

Other subdivision(s)

109 Miscellaneous

110 Machinery and equipment

Subdivide by types of equipment

Examples: 111 Pulping equipment - Digesters
- Grinders
- Heat recovery systems
- Showers

- 112 Bleaching equipment
- 113 Stock preparation equipment - Beaters
 - Refiners
- 114 Paper making machines - Fourdriniers
 - Multiwire machines
- 115 Parts of paper machines - Drying cylinders
 - Presses
 - Suction boxes
 - Wires
- 116 Finishing equipment - Calenders
 - Sheeters
 - Slitters

Other subdivision(s)

119 Miscellaneous

120 Instrumentation and control (on-machine)

Subdivide by types of instrumentation

- Examples: 121 Types of instrumentation
- Basis weight measuring equipment
 - Flaw detectors
 - Flow meters
 - Formation measuring equipment
 - Moisture meters
 - Tension controls
 - Torque controls
 - Web guides

Other subdivision(s)

129 Miscellaneous

130 Properties and testing of pulps

Subdivide by property

Examples: 131 Properties of pulps

- Brightness
- Colour
- Drainage properties

Other subdivision(s)

139 Miscellaneous

140 Properties and testing of paper and board

Subdivide by property

Examples: 141 Properties of paper and board

- Formation
- Gloss
- Printability
- Strength

Other subdivision(s)

149 Miscellaneous

150 Types of paper and board: end products

Subdivide by application and property

Examples: 151 Types of paper

- Bond
- Cigarette tissue
- Greaseproof paper
- Newsprint
- Printings
- Tracing paper

152 Types of board

- Building board
- Cartonboard
- Corrugated board
- Hardboard

Other subdivision(s)

159 Miscellaneous

160 Synthetic papers and non-wovens

Subdivide by application, type of material or process

Examples: 161 Synthetics and non-wovens

- Dry laid
- Polyester
- Spun bonded
- Roofing fabrics
- Viscose
- Wet laid

Other subdivision(s)

169 Miscellaneous

170 Water and effluent

Subdivide by process

Examples: 171 Water treatment

- Coagulation
- Filtration
- Sedimentation
- Softening

172 Effluent treatment

- Biochemical treatment
- Filtration
- Sedimentation

Other subdivision(s)

179 Miscellaneous

180 Recycling and waste paper

Subdivide by process

Examples: 181 Deinking

182 Secondary fibre processing

Other subdivision(s)

189 Miscellaneous

400 Engineering

Subdivide as required

Examples: 410 Mechanical engineering

420 Chemical engineering

430 Electrical and electronics engineering

440 Civil engineering

500 Management

Subdivide as required

Examples: 510 Management techniques

520 Financial management

530 Production management

540 Personnel management

550 Marketing and sales

560 Distribution

900 Miscellaneous general matters

Subdivide as required

FORM FOR INFORMATION BULLETIN PREPARATION		
1. Item number	2. Classification	3. Cross references
4. Title in English		
5. Title in Turkish		
6. Author(s)		
7. References		

APPENDIX E

SAMPLE INFORMATION BULLETIN PAGES



ARAŐTIRMA GELIŐTİRME
MÜDÜRLÜĐÜ

ENFORMASYON BÜLTENİ

Cilt 1 Sayı 1 Kasım 1984

EDITORIAL TEAM

Mr Ayhan Mengi, Research Manager

Mr Resul Ari, Chief of Documentation

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EDITORIAL ADVISORY BOARD

Mr Ziya Yelen, Research, Development and Training Group Director

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PREFACE

In developed countries, most industries and many individual companies have comprehensive documentation services. They recognize that information is a vital resource which can help to make a business more effective and profitable.

SEKA has decided to set up its own documentation centre in the Research, Development and Training Department at Izmit. The INFORMATION BULLETIN is one of the services being provided by the new documentation centre.

The principal objective of the INFORMATION BULLETIN is to give SEKA's management and technical staff regular and up-to-date information on developments worldwide in the pulp and paper industry. Another important aim is to draw attention to SEKA technical reports, SEKA translations and other information produced within SEKA itself.

The INFORMATION BULLETIN is new. Through the coming months, the editorial team will attempt to tailor it to recipients' needs. Your views and comments are welcome. Please send them to the editor.

If you would like photocopies of articles in periodicals, copies of SEKA reports and translations, or further information on any subject, please contact the Documentation Centre. A reply sheet is enclosed.

CONTENTS

WORLDWIDE INFORMATION

- 010 Pulp and paper industry in general
- 020 Pulp and paper mills
- 030 Fibrous raw materials
- 040 Non-fibrous raw materials
- 050 Pulping
- 060 Bleaching
- 070 Stock preparation
- 080 Paper and board making
- 090 Finishing
- 100 Coating and other treatments
- 110 Machinery and equipment
- 120 Instrumentation and control
- 130 Properties and testing of pulps
- 140 Properties and testing of paper and board
- 150 Types of paper and board: end products
- 160 Synthetic papers and non-wovens
- 170 Water and effluent
- 180 Recycling and waste paper
- 190 Energy and energy conservation
- 250 Conversion processes
- 290 Miscellaneous matters relating to the paper industry
- 300 Sciences
- 400 Engineering
- 500 Chemical handling processes
- 600 Management
- 900 Miscellaneous

NEW BOOKS

SEKA REPORTS

REVIEWS

ARTICLES

SEKA TRANSLATIONS

SUMMARIES OF FOREIGN ARTICLES

WORLDWIDE INFORMATION

Each issue of the Information Bulletin will contain a list of important new literature, with the titles translated into Turkish. The list will be arranged in the order of the subject classification.

Some sample pages follow, but the titles have not yet been translated into Turkish.

010 PAPER AND BOARD INDUSTRY IN GENERAL

1/1 High production levels continue into 1984
Anon.
Pulp Pap., vol. 58, no 5, May 1984, pp. 118-121, 123 (in English)

2/1 Chemical industry optimism reflects expected pulp and paper
production boost
Anon.
Pulp Pap. Can., vol. 85, no 4, April 1984, pp. 13-22 (in English)

020 PAPER AND BOARD MILLS

3/1 Successful start-up at Augusta newsprint
Cook J C
South. Pulp Pap., May 1984, pp. 26-30 (in English)

4/1 Training paves the way to Sodra's success
Rodden G
Pulp Pap. Can., vol. 85, no 5, May 1984, pp. 13, 15-17 (in English)

030 FIBROUS RAW MATERIALS

5/1 Inferior raw materials - better pulp: Smart wood room solves
difficult equation
Bergman T
Svensk Papperstidn, vol. 87, no 6, 4 Apr. 1984, pp. 22-31 (in
Swedish)

6/1 Mill woodyards - their increasing importance
Gardner C S
Pap. 8-1, TAPPI 1983 Pulping Conference, Book 1, held on 24-26 Oct.
at Shamrock Hilton, Texas, pp. 213-214 (in English)

040 NON-FIBROUS RAW MATERIALS

- 7/1 Retention critical to papermaking
Edwards K R
South. Pulp Pap., May 1984, pp. 23-24 (in English)

050 PULPING

- 8/1 High consistency pulping developments
Koffinke R A
Pap. 6-2, TAPPI 1983 Pulping Conference, Book 1, held 24-26 Oct. at
Shamrock Hilton, Texas, pp. 133-137 (in English)

NEW BOOKS

Each issue of the Information Bulletin will contain details of new books

SEKA REPORTS

Each issue of the Information Bulletin will contain details of new SEKA reports

REVIEWS

Each issue of the Information Bulletin will contain one or two reviews of developments in areas of particular interest, e.g. straw pulping, effluent treatment, etc.

ARTICLES

Each issue of the Information Bulletin will contain one or two short articles describing developments at particular mills

SEKA TRANSLATIONS

Each issue of the Information Bulletin will contain a list of new SEKA translations.

SUMMARIES OF FOREIGN ARTICLES

Each issue of the Information Bulletin will contain summaries of important foreign articles.

REPLY SHEET

Each issue of the Information Bulletin will contain a loose reply sheet, addressed to the Chief of Documentation. It will enable readers to request:

- photocopies of articles from foreign periodicals
- copies of SEKA reports
- copies of SEKA translations

To the Chief of Documentation
SEKA Research, Development and Training Group
Izmit

Please send copies of the following documents:

WORLDWIDE INFORMATION Item nos

.....

.....

SEKA REPORTS.....

.....

.....

SEKA TRANSLATIONS.....

.....

.....

Name

Position

Address

.....

Signed

Date

APPENDIX F

COVERING LETTER TO THE MILL MANAGER

SEKA INFORMATION BULLETIN

Dear

We have pleasure in enclosing some sample copies of the new SEKA INFORMATION BULLETIN. We hope that you will read it and give copies to your senior staff.

We want the INFORMATION BULLETIN to be as useful as possible to its recipients and we should appreciate receiving your views and comments on it.

You will find a short questionnaire enclosed which we should like you to complete and return to us. We should also like to receive completed questionnaires from your senior staff.

Thank you for your help.

Yours sincerely

.....

APPENDIX G

INFORMATION BULLETIN QUESTIONNAIRE

1. Need for the INFORMATION BULLETIN

a. Do you think there is a need for the INFORMATION BULLETIN?

Yes.....

No.....

2. Coverage

a. Do you think that the coverage is about right?

Yes.....

No.....

b. If no, what should be added?.....

.....

.....

And what should be deleted?

.....

.....

3. Worldwide information section

a. Do you think the journal coverage for the WORLDWIDE INFORMATION section is about right?

Yes.....

No.....

b. If no, which journals should be added?.....

.....

.....

And which should be deleted?.....

.....

.....

- c. Do you like having the titles translated into Turkish?
 Yes..... No.....
- d. Is it useful to have the titles in the original language?
 Yes..... No.....

4. Other sections of the INFORMATION BULLETIN

- a. Are these other sections useful?
- | | | |
|-------------------------------|----------|---------|
| NEW BOOKS | Yes..... | No..... |
| SEKA REPORTS | Yes..... | No..... |
| REVIEWS | Yes..... | No..... |
| ARTICLES | Yes..... | No..... |
| SEKA TRANSLATIONS | Yes..... | No..... |
| SUMMARIES OF FOREIGN ARTICLES | Yes..... | No..... |
- b. Would you like any other sections?
-
-

5. Photocopies of periodical articles

Are you likely to want to receive copies of articles mentioned in the INFORMATION BULLETIN from the Documentation Centre at Izmit when it is fully established?

Yes..... No.....

6. Further issues of the INFORMATION BULLETIN

Do you wish to receive further issues of the INFORMATION BULLETIN?

Yes..... No.....

7. Views and comments

Please add any further views or comments that you would like to make.

THANK YOU FOR YOUR ASSISTANCE

Please return this questionnaire to:

.....
.....
.....

APPENDIX H

SAMPLE LETTERS TO PUBLISHERS

Letter to publisher of books

Dear Sirs,

Our company's main business is the manufacture of pulp and paper and we are setting up a documentation centre and library for the use of our managerial and technical staff.

Please would you send us details and prices of any recent books you have published which are likely to be of interest to us.

Yours faithfully,

Letter to publisher of periodical(s)

Dear Sirs,

Our company's main business is the manufacture of pulp and paper and we are setting up a documentation centre and library for the use of our managerial and technical staff.

We are considering which periodicals we should select for our library and would appreciate receiving a sample copy of:

.....
.....

Please would you also let us have details of your subscription rates.

Yours faithfully,

Letter to national standards organizations

Dear Sirs,

Our company's main business is the manufacture of pulp and paper and we are setting up a documentation centre and library for the use of our managerial and technical staff.

Please would you send us details of any standards you have issued which are likely to be of interest to us. A list of pulp, paper, paperboard and corrugated board standards would be particularly helpful.

Yours faithfully,

Letter to TAPPI

Dear Sirs,

Our company's main business is the manufacture of pulp and paper and we are setting up a documentation centre and library for the use of our managerial and technical staff.

We already have a set of TAPPI Standards, but it is rather old. Please would you send us the list of current TAPPI Standards, together with details of their cost.

Please would you send us information on any other recent publications, such as books and conference proceedings, which you have issued.

Yours faithfully,

APPENDIX I

SELECT LIST OF RECENT BOOKS AND CONFERENCE PROCEEDINGS

Note: This list does not include TAPPI publications and conferences. For these, see the TAPPI PUBLICATIONS CATALOGG 1984/85.

(PAPERS PRESENTED AT) IPC'S 50TH ANNIVERSARY CONFERENCE 'PAPER SCIENCE AND TECHNOLOGY - THE CUTTING EDGE', HELD 8-10TH MAY 1979

Anon.

Appleton, Wisc: Institute of Paper Chemistry, 1980, 287 pp

THE ROLE OF FUNDAMENTAL RESEARCH IN PAPER MAKING. TRANSACTIONS OF THE SYMPOSIUM HELD AT CAMBRIDGE: SEPTEMBER 1981

J Brander; editor

London: Mechanical Engineering Publications Ltd for British Paper and Board Industry Federation, 1983, 2 vols., 1220 pp, £55.00

PULP AND PAPER. CHEMISTRY AND CHEMICAL TECHNOLOGY VOLUME I

J P Casey; editor

Chichester, Sussex: John Wiley and Sons, 3rd edn 1980, 820 pp, £30.00

PULP AND PAPER. CHEMISTRY AND CHEMICAL TECHNOLOGY VOLUME II

J P Casey; editor

Chichester, Sussex: John Wiley and Sons, 3rd edn 1980, 647 pp, £26.75

PULP AND PAPER. CHEMISTRY AND CHEMICAL TECHNOLOGY VOLUME III

J P Casey; editor

Chichester, Sussex: John Wiley and Sons, 3rd edn 1981, 596 pp, £38.50

PULP AND PAPER. CHEMISTRY AND CHEMICAL TECHNOLOGY VOLUME IV

J P Casey; editor

Chichester, Sussex: John Wiley and Sons, 3rd edn 1983, 326 pp, £71.25

PAPERMAKING FIBERS. A PHOTOMICROGRAPHIC ATLAS

W A Cote; editor

Renewable Materials Institute Series no. 1, Albany, N.Y.: University of New York State College of Environmental Science and Forestry, in conjunction with University of Syracuse Press, 1980, 194 pp, US\$13.50

ENVIRONMENTAL CONTROL FOR PULP AND PAPER MILLS

H Edde

Pollution Technology Review no. 108, Park Ridge, NJ: Noyes Publications, 1984, 188 pp, US\$32.00

PULP MILL PROCESSES. DEVELOPMENTS SINCE 1977

M G Halpern; editor

Chemical Technology Review no. 198, Pollution Technology Review no. 85, Park Ridge, NJ: Noyes Data Corp., 1981, 383 pp, US\$48.00

PAPER AND PAPERBOARD MANUFACTURING AND CONVERTING FUNDAMENTALS

J E Kline

San Francisco, CA: Miller Freeman Publications Inc., 1982, 232 pp, US\$39.50

HANDBOOK OF PHYSICAL AND MECHANICAL TESTING OF PAPER AND PAPERBOARD. VOLUME I

R E Mark; editor

New York: Marcel Dekker Inc., 1983, 655 pp, Sw.Frs. 252

MEASUREMENT AND CONTROL IN PAPERMAKING

R J McGill

Bristol: Institute of Physics, Adam Hilger Ltd, 1980, 435 pp, £45.00

(PAPERS PRESENTED AT) INTERNATIONAL SEMINAR ON MANAGEMENT OF ENVIRONMENTAL PROBLEMS IN THE PULP AND PAPER INDUSTRY, HELD IN NEW DELHI, 24-25 FEBRUARY 1982

N L Ramanathan; editor

New Delhi: Delhi Productivity Council, 1982, 562 pp, US\$60.00

HANDBOOK OF PAPER SCIENCE VOL. 1. THE RAW MATERIALS AND PROCESSING OF
PAPERMAKING

H F Rance; editor

Oxford: Elsevier Scientific Publishing Co., 1980, 298 pp, Dfl. 160.00

HANDBOOK OF PAPER SCIENCE VOL. 2. THE STRUCTURE AND PHYSICAL PROPERTIES OF
PAPER

H F Rance; editor

Oxford: Elsevier Scientific Publishing Co., 1982, 300 pp, Dfl. 200.00

AN OPERATOR'S GUIDE TO AQUEOUS COATING FOR PAPER AND BOARD. SECTION 9
FORMULATING AND PREPARING THE COATING MIX

J Robertson; J M Chamberlin

London: British Paper and Board Industry Federation with Paper Industry
Technical Association, 1982, 43 pp, £10.00

HANDBOOK FOR PULP AND PAPER TECHNOLOGISTS

G A Smook

Atlanta, GA: TAPPI with Canadian Pulp and Paper Association, 1982, 408 pp,
US\$42.50

(PAPERS PRESENTED AT) 4TH I.F.A.C. CONFERENCE ON 'INSTRUMENTATION AND
AUTOMATION IN THE PAPER, RUBBER, PLASTICS AND POLYMERISATION INDUSTRIES',
HELD 3-5 JUNE 1980, IN GHENT

A van Cauwenberghe; editor

Oxford: Pergamon Press on behalf of International Federation of Automatic
Control, 1981, 694 pp, £50.00

(PAPERS PRESENTED AT) SPCI WORLD PULP AND PAPER WEEK - NEW AVAILABLE
TECHNIQUES

Stockholm; SPCI, 1984, 623 pp.

(PREPRINTS OF PAPERS PRESENTED AT) CPPA 70TH ANNUAL MEETING TECHNICAL
SECTION

Montreal, Quebec: CPPA, 1984, 374 pp.

(PAPERS PRESENTED AT) PITA, BFIF, PAPER WEEK 84
London: Paper Industry Technical Association, British Paper & Board
Industry Federation, 1984, 394 pp.

(REPORT ON THE) PROCEEDINGS OF PPI'S 3RD INTERNATIONAL SYMPOSIUM: MARKET
PULP, A COMPREHENSIVE UPDATE ON WORLDWIDE SUPPLY, DEMAND AND PRODUCTION
TRENDS FOR MARKET PULP

San Francisco: Miller Freeman Publications Inc., 1983, 97 pp., US\$70.00

(PAPERS PRESENTED AT) KMW/NORDISKAFILT SEMINAR: TISSUE MAKING, FORMING
FABRICS AND YANKEE DRYERS

Karlstad: AB Karlstads Mekaniska Werkstad with Nordiskafilt AB, 1983

(PAPERS PRESENTED AT) 3RD INTERNATIONAL PULP AND PAPER PROCESS CONTROL
SYMPOSIUM

Pittsburgh, PA: ISA with CPPA, 1983, 205 pp., Canadian \$25

(PAPERS PRESENTED AT) 1983 INTERNATIONAL SYMPOSIUM ON WOOD AND PULPING
CHEMISTRY

Tokyo: Japanese Technical Association of the Pulp and Paper Industry,
1983, 831 pp., 15,000 yen

(PAPERS PRESENTED AT) 36TH CONGRESS ATIP - IP 83

Paris: ATIP, 1983

(PAPERS PRESENTED AT) FOURTH INTERNATIONAL SYMPOSIUM IN THE PULP AND PAPER
INDUSTRY

Stockholm: Korrosionsinstitutet, 1983, 282 pp., 300 Kr.

(PAPERS PRESENTED AT) PITA CONFERENCE ON COST EFFECTIVE WATER REMOVAL
London: Paper Industry Technical Association, British Paper and Board
Industry Federation, 1983, 149 pp.

(PAPERS PRESENTED AT) THEME DAY ON RETENTION

Stockholm: Svenska Traforskningsinstitutet, 1984, 169 pp.

(PAPERS PRESENTED AT) EUCEPA SYMPOSIUM: RECYCLING IN THE PRODUCTION OF PULP AND PAPER

Paris: EUCEPA, 1983, 258 pp.

(PAPERS PRESENTED AT) UMIST NONWOVENS CONFERENCE 1983

Manchester: University of Manchester Institute of Science & Technology, 1984, 421 pp., £30.00

(PAPERS PRESENTED AT) PPI PUBLICATION PAPERS CONFERENCE 1982

San Francisco, CA: Miller Freeman Publications Inc. for Pulp & Paper International, 1983, 79 pp., US\$105.00

(PAPERS PRESENTED AT) STFI TISSUE MACHINE SYMPOSIUM 1983

Stockholm: STFI, 1983, 125 Kr.

(PAPERS PRESENTED AT) IEEE 1983 PULP AND PAPER INDUSTRY TECHNICAL CONFERENCE

New York: Institute of Electrical and Electronics Engineers, 1983, 127 pp., US\$40.00

(PAPERS PRESENTED AT) THE WAPRI CONFERENCE ON BIOTECHNOLOGY IN THE PULP AND PAPER INDUSTRY

Leatherhead: Pira, 1983, 421 pp., £137.50

(PAPERS PRESENTED AT) CPPA 1982 ENVIRONMENTAL IMPROVEMENT CONFERENCE

Montreal: Canadian Pulp and Paper Association, 1982, 177 pp., Canadian \$25.00

(PAPERS PRESENTED AT) IPC 47TH EXECUTIVES CONFERENCE

Appleton, WI: Institute of Paper Chemistry, 1983, 76 pp.

(PAPERS PRESENTED AT) CPPA/IPC 1982 INTERNATIONAL WATER REMOVAL SYMPOSIUM

Montreal: CPPA/IPC, 131 pp., Canadian \$25.00

(PAPERS PRESENTED AT) BPBIF COATING TRENDS FOR PRINTING AND PACKAGING
SEMINAR

London: British Paper & Board Industry Federation, 1983, 250 pp.

APPENDIX J

LIST OF IMPORTANT FOREIGN PERIODICALS

The periodicals marked * are the most important.

Appita *

Appita, Clunies Ross House, 191 Royal Parade, Parkville, Victoria 3052,
Australia

Published bi-monthly (in English)

British Paper Machinery

British Paper Machinery Makers' Association, c/o Joe Horrocks (PA) Ltd,
Bolton Street, Bury, Lancashire, England

Published quarterly (in English)

Deutsche Papierwirtschaft

P Keppler Verlag GmbH und Co KG, Industriestr. 2, 6056 Heusenstamm, W
Germany

Published quarterly (in German)

Japan Pulp & Paper *

Shigyo Times Sha Ltd, Bunsei Bldg., 9-4, 3-chome, Ginza, Chuoku, Tokyo,
Japan

Published quarterly (in English)

Journal of Pulp and Paper Science *

Technical Section, Canadian Pulp and Paper Association, Sun Life Building,
23rd Floor, 1155 Metcalfe Street, Montreal, P.Q., Canada H3B 2X9

Published bi-monthly (in English)

Nonwovens Report International

Texpress, Merridale House, Mauldeth Road, Heaton Mersey, Stockport SK4
3NT, Cheshire, UK

Published monthly (in English)

Paper *

Benn Publications Ltd, Sovereign Way, Tonbridge, Kent TN9 1RW, England
Published twice monthly (in English)

Paper Age *

Business Press Inc., 101 West Street, Hillsdale, NJ 07642, USA
Published monthly (in English)

Paper Technology and Industry *

Pira, Pira House, Randalls Road, Leatherhead, Surrey KT22 7RU, England
Published 8 times/year (in English)

Paper Trade Journal *

Vance Publishing Corp., 400 Knightsbridge Parkway, Lincolnshire, IL 60069,
USA
Published monthly (in English)

Paperi ja puu *

Suomen Paperi- ja Puutavara-Lehti Oy, Pietarinkatu 1 C, 001141 Helsinki 14,
Finland
Published 11 times/year (in Finnish, with some articles in English)

Das Papier *

Eduard Roether Verlag KG, Berliner Allee 56, 6100 Darmstadt, Germany
Published 13 times/year (in German)

Papier Carton & Cellulose

CEP Information Professions, 1 cite Bergere, 75009 Paris, France
Published 10 times/year (in French)

PIMA

Paper Industry Management Association, 2400 E. Oakton St., Arlington
Heights, IL 60005, USA
Published monthly (in English)

Pulp and Paper *

Miller Freeman Publications, 500 Howard St., San Francisco, Calif. 94105,
USA

Published monthly (in English)

Pulp & Paper Canada *

Southam Business Publications, 310 Victoria Avenue, Westmount, Quebec H3Z
2M9, Canada

Published monthly (in English)

Pulp & Paper International *

Pulp & Paper International, 500 Howard Street, San Francisco, California
94015, USA

Published monthly (in English)

Revue ATIP *

Association Technique de l'Industrie Papetiere, 154 Boulevard Haussmann,
75008 Paris, France

Published 10 times/year (in French)

Southern Pulp & Paper *

Ernest Abernethy Publishing Division of Southeast Advertising Inc., 75
Third Street, N.W., Atlanta, GA 30365, USA

Published monthly (in English)

Svensk Papperstidning *

AB Svensk Papperstidning, Villagatan 1, S-114 32 Stockholm, Sweden

Published 18 times/year (in Swedish, with some articles in English)

Tappi Journal *

Technical Association of the Pulp and Paper Industry Inc., 15 Technology
Parkway South, Norcross, GA 30092, USA

Published monthly (in English)

Wochenblatt fur Papierfabrikation *

Gunter Staib Verlag, Postfach 14 52, Bismarckring 49, D-7950 Biberach

(Riss) 1, W Germany

Published 22 times/year (in German)

Zellstoff und Papier *

VEB Fachbuchverlag Leipzig, Karl-Heine Str. 16, DDR-7031 Leipzig, E

Germany

Published bi-monthly (in German)

APPENDIX K

SELECTED DICTIONARIES

THE SHORTER OXFORD ENGLISH DICTIONARY (ENGLISH-ENGLISH)
Clarendon Press, Oxford, 3rd edition, 1944, 2515 pp.

CHAMBERS' TECHNICAL DICTIONARY (ENGLISH-ENGLISH)
Edited by C F Tweney and L E C Hughes
W & R Chambers Ltd, 11 Thistle Street, Edinburgh, 3rd edition 1958, 1028 pp.

THE DICTIONARY OF PAPER (ENGLISH-ENGLISH)
American Paper Institute Inc., 260 Madison Avenue, New York, NY 10016, 4th edition, 1980, 489 pp.

DICTIONARY AND ENCYCLOPAEDIA OF PAPER AND PAPER MAKING (ENGLISH-ENGLISH,
WITH EQUIVALENTS IN FRENCH, GERMAN, DUTCH, ITALIAN AND SPANISH)
Compiled by E J Labarre
Swets & Zeitlinger, Amsterdam, 2nd edition, 1952, 488 pp.

INTERNATIONAL GLOSSARY OF TECHNICAL TERMS FOR THE PULP AND PAPER INDUSTRY
(ENGLISH, SWEDISH, GERMAN, FRENCH, SPANISH)
P D Van Derveer and L E Haas (Editors)
Miller Freeman Publications Inc., San Francisco, 1976, 238 pp.

VOCABULAIRE PAPETIER (FRENCH-ENGLISH AND ENGLISH-FRENCH)
M Argy and H L Supper
Edition de la Papeterie, Paris, 230 pp.

VOCABULAIRE DICTIONNAIRE DU PAPIER FRANCAIS-ANGLAIS (FRENCH-ENGLISH PAPER
DICTIONARY)
L'Imprimerie Nouvelle, no 186, Sept. 1970, special edition. Societe
Edition Imprimerie Nouvelle, Paris, 116 pp.

TECHNISCHE WORTERBUCHER ZELLSTOFF UND PAPIER. BAND I (ENGLISH-GERMAN),
BAND II (GERMAN-ENGLISH)

Eduard Roether Verlag, Darmstadt, 1955, 266 pp.

HANDBUCH DER PAPIER UND PAPPENFABRIKATION (PAPIERLEXIKON), VOLS. I & II
Dr Sandig Verlag K G, Wiesbaden, 1955

DIZIONARIO CARTOTECHNICO (ITALIAN-FRENCH, ENGLISH AND GERMAN)

O Galeazzi and M Vito-Colonna

Ente Nazionale per la Cellulosa e per la Carta, Rome, 1969, 615 pp.

DICTIONARY OF PAPERMAKING IN FOUR LANGUAGES - POLISH - GERMAN - ENGLISH -
RUSSIAN

K Baczynska, B Bialoblocki, K Palenik and J Robowski

Wydawnictwo Przemyslu Lekkiego I Spozywczego, Warsaw (available from 'Ars
Polona', Warszawa, Krakowskie Przedmiescie 7, Poland), 1966, 459 pp.

TEKNISK ORDBOK: TRA, PAPPER (TECHNICAL DICTIONARY; WOOD, PULP, PAPER)
(SWEDISH, ENGLISH AND GERMAN)

AB Svensk Travarutidning, Stockholm, 1964, 156 pp.

INGILIZE - TURKCE TEKNİK LUGAT - MAKİNE - ELEKTROTEKNİK - RADYO -
TELEVİZYON SOGUK TEKNİGI (ENGLISH-TURKISH)

Inkilap ve Aka Kitabovleri Koll. Sti, Istanbul, 1963, 328 pp.

APPENDIX L

LIST OF CONTACTS

Members of WAPRI: World Association of Paper Research Institutes

Mrs Susana R B de Sucatte

CICELPA

Avda. Leandro N Alem 1067 6^o piso

1001 Buenos Aires

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Chief CSIRO

Division of Chemical & Wood Technology

Private Bag 10

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Victoria

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570 St John's Blvd

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Mr J Ducom
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Grenoble Cedex
FRANCE

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38400 Saint Martin d'Heres
Grenoble
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Mr G h van Dorth
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Paper & Board Division
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Dr S Hernadi
Paper Research & Development Institute
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HUNGARY

Dr A Bosia
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Roma
ITALY

Dott. G Ceragioli
Stazione Sperimentale per la Cellulosa Carta e Fibre Tessili
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Milano
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National Timber Research Institute
PO Box 395
Pretoria
0001 SOUTH AFRICA

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Wisc 54911
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Prof Dr Ing L Gottsching
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Selected publishers

CPPA: Canadian Pulp and Paper Association
Sun Life Building
23rd Floor, 1155 Metcalfe Street
Montreal, P.Q.
CANADA H3B 2X9

EUCEPA: Comité Européen de Liaison pour la Cellulose et le Papier
154 Boulevard Haussmann
F-75008 Paris
FRANCE

PITA, BPBIF: Paper Industry Technical Association, British Paper & Board
Makers' Federation
Pira House
Randalls Road
Leatherhead, Surrey
UK

Miller Freeman Publications

500 Howard Street

San Francisco

Calif. 94105

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TAPPI: Technical Association of the Pulp and Paper Industry

15 Technology Parkway South

Norcross

GA 30092

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Selected standards organizations**AFNOR: Association Francaise de Normalisation**

Tour Europe, Cedex 7

92080 Paris La Defense

FRANCE

DIN: Deutsche Institut fur Normung

Burggrafenstrasse 4-10

1000 Berlin 30

GERMANY

SCAN: Scandinavian Pulp, Paper and Board

Testing Committee

Box 5604

S-114 86 Stockholm

SWEDEN

ISO: International Organization for Standardization

1 rue de Varembe

Case Postale 56

CH-1211 Geneve 20

SWITZERLAND

TSE: Turk Standardlari Enstitusu
Necatibey Caddesi 112
Bakanliklar
Ankara
TURKEY

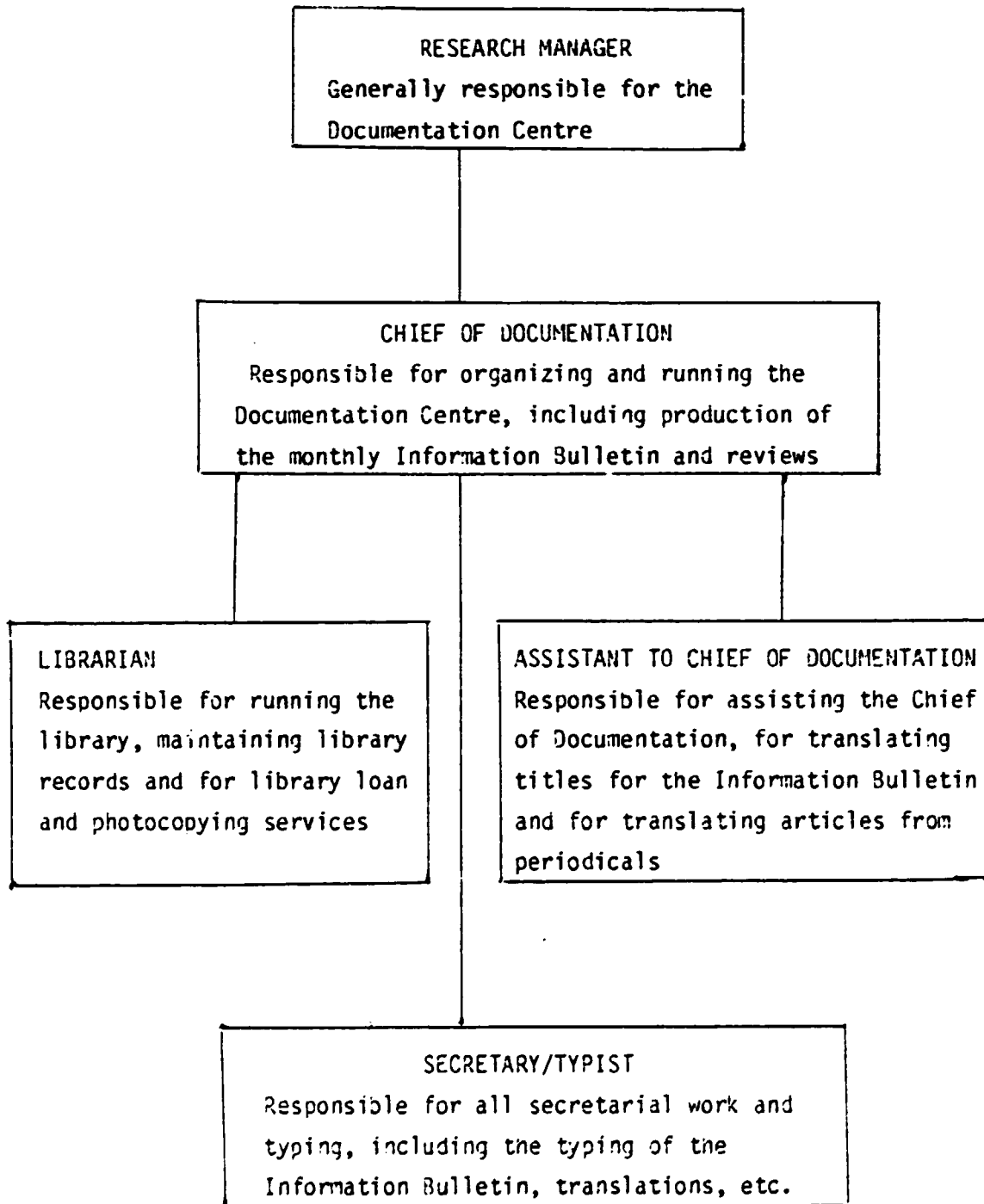
BSI: British Standards Institution
Sales Office
101 Pentonville Road
London N1
UK

ASTM: American Society for Testing and Materials
1916 Race Street
Philadelphia
PA 19103
U S A

TAPPI (see Selected Publishers)

APPENDIX H

OUTLINE ORGANIZATIONAL MODEL FOR THE DOCUMENTATION CENTRE



APPENDIX N

JOB SPECIFICATIONS

Chief of Documentation

Responsible to the Research Manager for organizing and running the Documentation Centre.

Specific duties:

1. Planning and implementing documentation systems and services
2. Production of the monthly Information Bulletin
3. Writing reviews and articles for the Information Bulletin
4. Setting up and chairing the Editorial Advisory Board for the Information Bulletin
5. Answering enquiries for technical information
6. Training and supervising the Assistant to the Chief of Documentation
7. Training and supervising the Librarian
8. Supervising the Secretary/Typist
9. Preparing lists of important foreign books, periodicals, etc. to be purchased and estimating the budget required
10. Obtaining details of equipment needed and preparing the case for purchasing it
11. Establishing useful contacts within SEKA, within Turkey and abroad
12. Reporting on progress to the Research Manager

Qualifications and experience required:

1. A degree or equivalent in physical sciences or engineering (E)
2. Knowledge of the pulp and paper industry (E)
3. Experience of the pulp and paper industry (D)
4. Knowledge of documentation systems and services (E)
5. Experience of documentation systems and services (D)

6. Knowledge of English (E)
7. Knowledge of other foreign languages (D)
8. Experience of management or supervision of staff (D)

E = essential D = desirable

Assistant to Chief of Documentation

Responsible for assisting the Chief of Documentation, for translating titles for the Information Bulletin and for translating articles from foreign periodicals.

Specific duties:

1. Assisting with the production of the monthly Information Bulletin
2. Translating titles of foreign articles for the Information Bulletin
3. Translating articles from foreign periodicals
4. Preparing summaries of articles from foreign periodicals
5. Assisting with writing reviews and articles for the Information Bulletin
6. Assisting with answering enquiries for technical information

Qualifications and experience required:

1. A degree or equivalent in physical sciences or engineering (E)
2. Knowledge of the pulp and paper industry (D)
3. Ability to translate technical articles from English into Turkish (E)
4. Knowledge of other foreign languages (D)

E = essential D = desirable

Librarian

Responsible to the Chief of Documentation for running the library,

maintaining library records and for library loan and photocopying services.

Specific duties:

1. Channelling all orders for books and periodicals to the Purchasing Department
2. Checking receipt of all books ordered
3. Cataloguing books
4. Recording arrival of journals
5. Running the library loan service
6. Running the library photocopying service

Qualifications and experience required:

1. Qualification in librarianship or appropriate practical experience (E)
2. Some knowledge of English (D)

Secretary/typist

Responsible to the Chief of Documentation for all secretarial work and typing.

Specific duties:

1. Secretarial work for the Chief of Documentation, the Assistant to the Chief of Documentation and the Librarian
2. Typing the monthly Information Bulletin
3. Typing translations

Qualifications and experience required:

1. Secretarial experience (E)
2. High quality, accurate typing (E)

