

MEMORANDUM**September 23, 1994**

TO: F. Gary Towery, Mission Director
USAID/Maseru

THRU: Gary Lewis, General Development Officer
USAID/Maseru

FROM: Margaret S. Pope
Acquisitions Coordinator
USAID/W/PPC/CDIE/DI

SUBJECT: Acquisitions Trip Report

At the request of USAID/Maseru, a TDY was approved for the period of September 19 through 23. The purpose of this TDY was to provide onsite technical assistance in the disposition of the USAID/Maseru library materials as part of the Mission closing process. The following tasks were to be completed:

1. Review USAID/Maseru library books and documents to determine holdings required for USAID's Development Information System (DIS).
2. Review additional Mission document collections as appropriate to determine holdings required for DIS.
3. Determine holdings that appropriately need to remain in local archives and work with Mission in communicating with appropriate local recipient institutions.
4. Determine holdings that can be disposed of, and make recommendations on most appropriate approach, i.e., destroy, transfer or gifts.
5. Provide guidelines to Mission Acquisitions Liaison to complete the disposition of document collections.

Major accomplishments:

1. **Review Documents.** Identified six boxes of USAID-sponsored Lesotho or regional documents which are not represented in USAID's Development Information System. These documents will be sent to CDIE Acquisitions.

CD-DIS was installed on the FSN Program Development Assistant/Mission Acquisitions Liaison's 486 PC and was used to identify documents to transfer to CDIE.

In addition to the library, the Lesotho Agricultural Production Institutional Support Project (LAPIS) collection was reviewed and checked. This one file cabinet and two boxes of documents will be sent directly to me for donating to the Library of Congress as requested through USAID/W/AFR/DP.

2. **Local Recipient Institutions.** The Mission Director and Acting Director had already established communication with local institutions to receive documents in the library which will not be sent to CDIE. (See Appendix C.) The library collection is arranged on the shelf by sector. Mission staff will make a list of the documents being transferred to each institution before they are shipped.
3. **Training & Guidelines.** Provided written guidelines for the FSN Mission Acquisitions Liaison to continue checking of USAID supported documents until the Mission closes. Provided written instructions on using CD-DIS and Trained Mission Acquisitions Liaison on how to use CD-DIS.

Other Issues:

1. During the coming year, work will not stop and we would appreciate your attention to submitting any documents published, such as evaluations to CDIE. If the documents are given to Mrs. Palesa Mphohle, Mission Acquisitions Liaison, she will see that they are sent to CDIE.

2. Ms. Malehlohonolo Mathaba, the Mission's FSN Administrative retains the USAID Handbooks. The Handbooks are now being issued quarterly on CD, called CD-DR Directives, and the paper copies of the USAID Handbooks can be destroyed. Forms are also included on the CD and can be downloaded and printed on demand.

Appreciation

I would like to express my sincere appreciation to everyone at USAID/Maseru who helped to make my trip to Southern Africa special. From being picked up at the airport and taken to comfortable accommodations at the Lesotho Sun, to the warm welcome I received at the Mission by Dr. Lewis and Mr. Towery, to being escorted to and from the Mission each day (Thank you Samson and Chocks for acting as my special tour guides and answering all my questions) to a special sightseeing trip and shopping spree, for all your kindness...I thank you.

A very special thank you to Mrs. Palesa Mphohle whose competence, patience and graciousness made things so much easier for me. Palesa graciously shared her PC with me and made sure I had everything I needed to work with. Ms. Mphohle has a firm grasp on what needs to be done regarding submission of documents to CDIE and has done an outstanding job as the Mission's Acquisitions Liaison.

If there is any assistance I can offer you when I am back in Washington, please do not hesitate to contact me via E-mail, fax or telephone.

Attachments: Appendices A, B and C

Appendix A

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Guidelines for Sorting USAID/Maseru Documents

General Guidelines

To minimize the amount of checking for USAID/Maseru several guidelines are recommended:

- * give primary emphasis to identifying contractor and USAID or Mission-sponsored reports/documents which focus on Lesotho or the Southern Africa Region;
- * assume that USAID/Washington produced reports are already available from that source;
- * identify project design and evaluation documents which are known to be missing from DIS.

Documents and reports were reviewed and sorted into one of three categories:

- 1) Send to CDIE
- 2) Donate to local institutions
- 3) Destroy

Specific Guidelines

More specific sorting criteria for each of these categories follows:

1. Send to CDIE

It is helpful to CDIE if reports are checked on CD-DIS prior to sending to CDIE.

However, if time becomes critical, CDIE will do the checking. Please continue to send any:

- * USAID Project design and evaluation documents
- * USAID Contractor Reports (look for contract numbers, e.g., DAN- 1254-G-55-5065-00)

- * especially any Mission sponsored reports which are issued subsequent to this TDY, e. g., Rural Roads Evaluations.

2. Donate to Local Institutions

All other materials, including:

- * Reports produced by international donor organizations (such as: World Bank, United Nations (UN or UNDP), Food and Agriculture Organization (FAO), other development organizations from Norway (NORIDA), Japan (JICA), Canada (IDRC or CIDA) of Sweden (SIDA), etc.

World Bank documents which indicate limited distribution should be destroyed and not donated. These documents were made available to the US Government through reciprocal arrangements and restrictions should be honored.
- * Any reports which are duplicates and are already included in DIS, i.e. USAID documents with an order number (PN/PD) on the cover, e.g., PN AAB-123 or PD-BAA-321.
- * Evaluation publications produced by CDIE, such as Performance Assessment Reports (POA); special studies, etc.
- * Any publications from commercial publishers, such as Westview Press or National Academy Press.
- * World Watch Institute and Peace Corps
- * Phone books, journals (including USAID-produced, such as Front Lines)

3. Destroy

The following library materials are recommended for destruction:

- * Congressional Presentations
- * U.S. Legislation
- * Any classified or otherwise sensitive material
- * Contractor Proposals which contain proprietary information
- * USAID Handbooks and any other procedural reports
- * CDIE/DI Publications: New Acquisitions Lists, including Technical Reports, Evaluations, Project Descriptions, Requests and Responses; and Current Contents Bulletin.

Appendix B

Guidelines for Searching Using CD-DIS

1. Just type CDDIS at the letter prompt for the CD Drive.
2. Use the menu driven Guided Search.
3. Search by **TITLE**. Usually 3 random and distinct words will be sufficient to narrow the display.
 - * omit articles (le, the, and, etc.)
 - * watch out for punctuation, such as apostrophes-'
4. Narrow search using **DATE** or **PERSONAL AUTHOR**.
5. **SUBJECT** searching is easily done using the rotated index display. Consider alternate vocabulary. An updated version of the USAID Thesaurus is available on request from the address below.
6. **ORDERING DOCUMENTS**. Any documents included in CD-DIS can be ordered for personal use. The quickest way to order documents is via E-Mail. Send an E-mail message to Margaret Pope or Valerie Douglas on USAID E-mail.

Documents can be ordered through pouch by contacting:

Development Information Services Clearinghouse
PPC/CDIE/DI/DISC
ROOM 206G SA-18
USAID POUCH

or

Fax to CDIE Order Dept. (703) 351-4039

or

CDIE's Research and Reference Services (703) 875-5269

Appendix C

LIST OF LOCAL INSTITUTIONS

1. AFRICAN DEVELOPMENT FOUNDATION
2. LESOTHO AGRICULTURAL COLLEGE LIBRARY
3. LESOTHO MINISTRY OF AGRICULTURE LIBRARY
4. LESOTHO MINISTRY OF EDUCATION LIBRARY
5. LESOTHO MINISTRY OF HEALTH LIBRARY
6. LESOTHO NATIONAL TEACHERS TRAINING COLLEGE LIBRARY
7. NATIONAL UNIVERSITY OF LESOTHO LIBRARY