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**SHORT-TERM LIBRARY CONSULTANCY
FOR
NARCOTICS AWARENESS AND CONTROL PROJECT**

A Final Report

Jean M. Brown

**September 1, 1991
Peshawar, Pakistan**

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file: nacprept.fin

Executive Summary

The Narcotics Awareness and Control Project, based in Peshawar, needed to set up a library and information resource center that could be used by its staff and other officials to help them accomplish their goals and objectives in narcotics awareness and research. I was asked to initiate the collection of relevant resource materials and data in the subject areas of narcotics: reduction, eradication, awareness, control, interdiction, legislation, statutes and so forth. I was also to train their local employee as an archivist/librarian; start preparation of an annotated bibliography; develop a system for computerized cataloguing. The short-term consultancy was for 240 hours or part-time for twelve weeks, starting on May 21, 1991.

During this 12 week period, I helped to create a database to be used for control of all the materials collected. I have started training the person hired as librarian in library management, operations and procedures. Most of the time has been spent on teaching him the procedures for cataloguing the different types of material, entering the required information into the database accurately, and labelling the material so that it can be shelved properly.

Other library management principles taught included: setting up a pamphlet file for articles and other items that are difficult to shelve; keeping accurate records of all correspondence and orders sent, locating different sources for acquiring materials.

In addition, orders were placed for publication lists and some books and articles. Lists of journals, books and articles were compiled as well as names of agencies that could do bibliographic searches; however, the time was not adequate for responses to arrive from any of the requests before the consultancy ended. During this time period, approximately 170 additional items have been acquired and subscriptions to two more newspapers and two monthly magazines have been started.

There is still a need for a manual on library operations and procedures which will help guide the librarian in his work. More supervision is also needed in cataloguing and data entering.

Recommendations:

1. Another person should be assigned to help the librarian by taking over the responsibility of clipping the newspapers and magazines each day.
2. A method must be found for printing out the catalog cards, either from the database directly or by purchase of a commercial cataloguing program.
3. There are two cabinets presently under construction in Peshawar. Someone should check to see if they can be finished before NACP moves out of Peshawar.
4. Further training in management is needed for the librarian.
5. Orders should be placed as soon as possible for journals, drug-related newspapers and current books and articles in order to assist the NACP staff in their research and awareness training.
6. A manual should be written which explains the steps involved in library management. This will include cataloguing, shelving of materials, filing catalog cards.
7. Shelving and card filing are two areas in which the librarian had no previous experience. These should be taught as soon as possible with time allowed for supervision.
8. Some of the more relevant material should be translated into Dari and Pashtu so that more of the staff can make use of the resources.

Submitted by:

Jean M. Brown
Library Consultant for NACP
Peshawar, Pakistan
September 1, 1991

1. Background

The library consultancy for NACP was for 12 weeks, four hours a day, 5 days a week or a total of 240 hours. The terms read as follows:

- "Initiate the systematic collection process of relevant work and data on narcotics crop reduction efforts, eradication programmes, awareness, control, interdiction, narcotics legislation and statutes and other pertinent material.
- Develop computerized cataloging and reference system for the collected documentation.
- Initiate preparation of an annotated bibliography on the literature of crop substitution programmes and relevant agricultural documents and reports.
- Work with all members of the office on their different information and research requirements. Establish a procedure for the dispersal of relevant information to the various sections.
- Train local employee as archivist/librarian."

An Afghan was hired, full time, in January to serve as the librarian. I was to see how well trained he was and to further his knowledge in library management. The contract started May 21, 1991.

It is not possible to work 12 weeks straight due to the holidays scheduled - Pakistani and American. Below, are the hours worked during the consultancy.

Month	Hours worked	Total hours Accumulated
May	24	24
June	70	94
July	80	174
August	66	240

1.1. Survey of what existed in the library at outset of consultancy, May 21, 1991.

Abdul Saboor Raheel, an Afghan was hired in January to be the permanent librarian. By 21 April 1991, there were approximately 84 items in the library/archives. Saboor had entered this

collection into a simplified database (see Appendix A.2 for the printout of fields used). He had talked with librarians at the ACBAR Resource and Information Centre (ARIC) and received some helpful ideas on what to include in a database. At this time, he needed more experience in figuring out where to find the correct information to be selected for the database.

The books, periodicals and reports in the collection were given to the library by various people - consultants, staff and other interested people. Dr. Hans Spielmann, a consultant for NACP had previously worked with a narcotics group in Indonesia. Copies of many of his resource materials from there and from Thailand had been given to the library/information centre at the Pakistan Drug Abuse Prevention Resource Centre (DAPRC). Hans had also donated some photocopy ink, paper and Rs. 1000/= to them to help in making copies of more books. Thus, prior to 21 May some 100 books had been copied and brought up to the NACP office here in Peshawar - for the library and for NAC's resource centre. (It is not certain where all of these books are now since NAC moved across the street.)

Saboor also had started putting out a monthly pamphlet of all the newspaper and magazine articles related to narcotics and drug abuse. This is a time-consuming but valuable task as it gives a good record, after the fact, on what is happening in this area. Throughout the month, these are displayed daily on a board in the reception area of the main office. Some four newspapers and two magazines had been subscribed to: The News, Frontier Post, The International Herald Tribune, Jang, and Time and Newsweek.

In addition, Saboor had made contact with SCA, ARIC and UNIDATA to get some of their reports. He had made a trip to Islamabad to photocopy more books from DAPRC, carrying on the project started by Hans. A trip to the American Center, Peshawar, had allowed him to copy the titles of their books dealing with drugs. He also designed a rack to hold the newspapers.

2. Progress of activities started during consultancy

2.1 Training in field of library management

Because Saboor had very little first-hand experience in working in or managing a library, library management training became a top priority. (See Appendix A.3 for his daily work schedule, as of June 1991.)

2.1.1 Cataloguing materials

The basic reference books used in many libraries for controlling their materials are a) Library of Congress Subject Headings, 3 volumes; b) DDC 20 (Dewey Decimal Classification System), 4 volumes; and c) The Anglo-American Cataloguing Rules (AACR II). On June 17 I sent a request to DAI-Washington for assistance in getting these. Until the books arrived, we were able to use my personal copies of the DDC 20 and AACR II. I borrowed an older edition of the LCSH books (10th edition) from the librarian at the Agricultural University. The ordered DDC 20 and AACR II were brought to Peshawar by the NACP evaluation team; the LCSHs (14th edition) finally arrived 18 August.

Proper cataloguing is necessary so that it is consistent with other libraries and enables the client to find material quickly. It is not something that can be learned in a short period of time. The best learning method is to actually do the classification with close guidance and this is the approach I used. Saboor is a quick learner and I feel that we have made a lot of progress. Just getting into the routine of selecting the correct subject headings and classification numbers takes time and patience. (see Appendixes A.4-A.7.)

At the same time that the cataloguing training was being done, we set up a new database, greatly expanding the number of fields, to make it more comprehensive. (see Appendix A.8) By the end of August Saboor has done the initial cataloguing on some 170 books and reports and entered about 120 into the database. The difference in numbers is due to the delay I have had in checking his cataloguing. This process involved initial cataloguing on paper, and then checking by me against the book or report, a necessary step when one learns cataloguing for the first time. It is then entered into the database and again checked for accuracy of typing and spacing. (see Appendix A.9 for the form developed for use in this process.)

A	B	C	D
Initial cataloguing by Saboor	Checked by JM Brown	Entered into database by Saboor	Checked by JM Brown
170	144	120	57

Columns A and B are the most time-consuming processes. Column D is an important step: typing errors are easy to make; this is a step that Saboor can correct himself. However, the line and word spacing is very important in the typing process since the database was structured so that it could create the format/structure of the catalogue cards. In other words, the cards will be printed in the exact form that the lines were entered into the database so words have to be hyphenated properly and so on.

2.1.2 Library's location and furniture

When NAC moved across the street, the library moved into Steve Weerts' old office. For furniture, the room had 3 book shelves, 2 desks, a computer table and newspaper rack. Four additional shelves for books (made by AID warehouse) and one metal four-drawer hanging file cabinet were asked for and received. (See 2.1.6 for planned use of file cabinet.) Computers were shifted around until the library finally received a color monitor, necessary when using the ININ International Drug Library CD-Rom. (This was brought back after evacuation.) After examining the card catalog cabinets in use at ARIC and the American Center, a design was drawn up and Iqbal located a carpenter who will construct this.

A request has been sent to Iqbal to have AID warehouse make an additional shelf, with slanted shelves to display current magazines and articles more easily.

Proper location of the furniture in the library is important, especially since our room is somewhat limited in size and we have a lot of furniture. The plan is to get the dimensions of the room and of each piece of furniture. Using graph paper and shapes drawn to scale, the best location for desks, book shelves etc can be more easily determined. This is a process that Saboor can use later when the library has to move again. It also prevents having to move heavy bookcases and books unnecessarily. (see Appendix A.10 for example.)

2.1.3 Acquisition of materials

Chronology of events: As stated at the beginning of this report, when I started the consultancy, there were approximately 84 items. Excluding the library management books, the first request for resource materials was sent out on June 17. The delay in starting was due to time needed to investigate what already existed in the library and to locate sources for more material, especially within-country. Below is a chronology of requests/orders/purchases made, from 19 June to 18 August. The * means the item has been received.

Date	Source and items
6/17 *	Fax to DAI - order AACR II, DDC and LCSH books
6/19	UN Division of Narcotic Drugs-Vienna/publication list + 7 articles
6/30 *	John Dixon orders 21 items from NCADI; library to keep those 18 received
7/2	Sosland Pub./subscription to <u>Agribusiness WorldWide</u> -free
7/10	Ranfurly Library Service/any relevant materials-free
7/14 *	USAID-Pak/photocopied 25 books from them
7/15 *	London Book, Isl/reference book on databases, kept in library
7/23	FAO-Isl & Rome/publication list + any materials
7/17 *	PARC-Isl/bimonthly journal + 2 pamphlets (Journal starts)
7/23	DA via Joel Jutkowitz/articles & books from Research Alert bibliographic search: 37 items + info on costs for 18 journals and 3 books
7/25	The Bottom Line/article on drugs
7/28 *	Saeed Books/2 books of Afghanistan - history & politics
8/4	Subscription to magazine, issues in Dari and English
8/4	World Neighbors/17 items ordered
8/6	DAI-fax sent requesting cost/addresses for 11 more journals + 2 books + doing online search for us
8/10	Contact Richard Scott, DAI Kala Dhaka, for any other books from his collection
8/12 *	Book stores-Isl/2 books purchased - Islam and politics
8/12 *	DAPRC-Isl/35 books photocopied
8/15 *	Saeed Bks/2 books purchased:Heroin + databases
8/18 *	Saeed Bks/3 books purchased:politics, ethnology, history

A difficulty of a consultancy like this, as can be seen by the lack of *'s, is that it takes such a long time to get any response from people. John Dixon was to contact Joel Jutkowitz the beginning of September to check on progress on the fax sent with him on 7/23 to DAI.

By the end of August, some 170-180 items had been acquired in addition to those already in the library when I started work.

2.1.4 Sources: Some material has been acquired by photocopying books and reports from other agencies. Two trips were made to Islamabad with Saboor, on June 9-10 and July 14-15. While there, visits were made to the Pakistan Drug Abuse Prevention Resource Centre and to USAID/Pak. Reports and books were taken by us to the photocopier to be copied and bound. At the USAID-Rep Office, we were able to check their bibliographic list and they kindly made copies of the reports we wanted. UNDP has a small library with several reports that would be of value to our collection but there has not been time to borrow them and have copies made. UNDCP gave us some of their material but I believe they may have other reports they did not mention to us. The man we talked to was new on the job so was not too familiar with his own collection.

Queries have been sent to additional organizations and agencies but there has not been enough time for responses. These include: August 26 to Drug Information Service, University of Minnesota to start their quarterly newsletter; August 26, to National Clearinghouse for Alcohol and Drug Information's Office for Substance Abuse Prevention for their publication list; August 22, to Dr. Margaret Mills, Folklore Department at University of Pennsylvania for names and resources (she is an expert in women's studies and the Middle East).

I also was told on or about August 25 to stop spending any more money for the library. This stopped an order for some books from Intermediate Technology in London (information and completed order form has been left in the library). No journals and drug-related newspapers have been ordered for the same reason.

The library was able to start subscriptions to additional newspapers, Wah Dat Kausar and Shahadat (which arrives irregularly) and two monthly magazines

2.1.5 Bibliographic searches: A contact has been made with someone who works with Robert Nathan Associates, who will have some online bibliographic searches done for me in Washington - charges to be made to DAI-NACP. A request was also sent directly to DAI (fax, dated August 6). However, to date nothing has been heard from DAI.

2.1.6 Pamphlet file: Often material in a library is one or more pages, unbound - articles from periodicals, newspapers and so forth. These can not be located on shelves as they are too thin to stand upright. The alternative is to use hanging files identified by similar terms used on the catalog cards for subject headings. This is the reason a metal file cabinet was purchased: drawer one are general subject headings, drawer two for the individual provinces in Afghanistan, drawer three for any information related to library management and operations. Drawer four is, at present, empty.

Reasons for having the same subject headings (here in the pamphlet file) as are used in the database were explained as well as the need to label each item so it can be replaced in the right folder easily.

2.1.7 Types of material acquired:

The books and materials collected have dealt with a variety of subjects. These include, obviously anything concerning narcotics and opium/poppies anywhere in the world. Agricultural information was also acquired, including anything on crop substitution, cash crops, costs and returns of alternatives (crops and other). Some other subject areas searched and acquisitions made included: rural development, history and politics of Afghanistan, role of islam in politics, ethnic groups, cultural anthropology, infrastructure changes, research and survey methodology, social change and action, treatment possibilities.

Additional reference materials that I found useful to buy were user manuals for some of the computer programmes used at NACP. Though dBase IV is used on all the computers, there was no manual anywhere. When Shafkat, the computer operator, was absent or busy elsewhere, it was impossible to solve any problems that arose. With the dBase IV book now in the library, anyone can come in to find how to do many procedures. (I notice now that Shafkat himself comes in at least once a week to check out things in the book.) A book on FoxPro also was purchased since this is one of the programmes bought during evacuation.

In the future, a book on FormTool may be of help though I have not been able to locate it in any of the stores in Peshawar or in Islamabad.

The rationale here is that it is better to have reference books available to learn by oneself than to rely entirely on one "expert" who may solve your problem but never teaches you the solution in the process and who is not always available to help you.

3. Library operations and procedures

I have been teaching Saboor some of the basic fundamentals of library management. One of the most visual results is the creation of a file (looseleaf notebook) entitled "Library Operations". It is divided into seven sections:

- Work pending
- Orders: information/possibilities
Includes lists of publications available,
international organizations dealing with drug
abuse)
- Orders sent/responses
- Contacts: in Peshawar and Pakistan as well as other
countries
- Office management (library)
- Main Office memos
- Reports written

One rule I have tried to stress is that a copy of everything written or planned must be kept in the library itself - for his own record and to help him refresh his memory as to when things were done or initiated. One of the hanging files contains all the forms developed for use in the different operations (see samples located in Appendix 11 a-e).

I have also explained the necessity of saving one's data on backup diskettes. This is especially important when one is working with a large database. As happened this past week, the hard disk in the library lost all of its files, including the LIRU database so we were lucky that it had been saved on a floppy.

I created forms to be used to check in the magazines and journals. Many libraries in the US use printed cards but a computer printout on paper works just as well and is much less expensive. There are three: weekly, monthly and quarterly. Another form was made to keep track of all orders sent, to whom, when they were received, cost involved and so forth. A final form was made to keep track of anything borrowed from the pamphlet file.

A second file/notebook was set up, labelled "Database/Cataloguing", which has all the material dealing with the database structure (database is called LIRU) and notes I have set up on cataloguing. These list the subject numbers and some special subject headings used. It is hoped that this will help in maintaining some consistency in the total process.

A third file contains all the Research Alert sheets as they are sent over by John Dixon.

4. Contacts made

All along, contacts have been made with the different agencies and organizations here in Peshawar and in Islamabad. We are in the process of increasing these resources - though the names in Peshawar may be less relevant with the proposed move to Islamabad. Certainly it will be more difficult to acquire the reports published by many of the NGOs here in Peshawar without on-the-spot checks. The names have been collected by Saboor and he is to put them into the computer so it can be updated periodically.

Any calling cards received have been stapled onto a sheet of paper and kept in the 'Library Operations' file.

5. What remains to be done

There are some things unfinished. The main ones are listed below, not necessarily in order of importance.

- 5.1 Ordering journals: Journals are important in a project such as this because of the currency (timeliness) of the information they contain. The information on cost and address for subscriptions have not been received as of the end of the consultancy. In addition, there has been no response to the requests for descriptions of contents and relevancy of certain journals. Saboor will need guidance in selecting which journals to order, especially since many are expensive. I have made a start on my own scale for selection but have not finished this.

In particular, I had hoped to be able to order some of the journals which cover the Middle East and South East Asia, Islamic topics, cultural anthropology and ethnology as well as the ones dealing with various aspects of narcotics use/abuse/trafficking/prevention and so forth. (See Appendix A.12 for list of known journals with some ratings.)

- 5.2 Programming the database so it will print the cards: This was to be done with the help of Chris Nelson and the other librarian at ARIC. Hopefully there will be time to do so before the move. See under Recommendations for a possible alternative system using a library cataloguing computer programme and computer cards.
- 5.3 Purchase of 'paper' to be cut for catalog cards and book check-out cards: There just never seemed to be enough time to take off the 1-2 hours necessary to go down the Old City, purchase the 'paper' in one store and go to another to have it cut to the right dimensions. See above for alternative system.

- 5.4 Ordering of recent books: No responses have been received to the requests for bibliographic searches, therefore, no progress has been made in this at all.
- 5.5 Writing manual on library operations: This is a valuable addition to a library when the librarian and/or staff are in the learning stages. In the twelve-week period there was not enough time to do this plus all the 'hands-on' training needed. However, notes have been kept and sections of it have been started.
- 5.6 Shelving books/filing catalog cards: A start was made on the shelving but it has not progressed too rapidly. I will write a brief description on this and remind Saboor to complete this as soon as possible.

6. Recommendations

The following are some of the areas in the NACP library that need some changes, additions or more supervision. They are not listed in order of importance as I feel all should be dealt with, in one way or another.

- 6.1 Saboor will have an increasing number of responsibilities in managing the library operations and daily work. One of the most time-consuming tasks he does now is the daily clipping of newspapers for narcotics related articles.

Suggestion: This is one job that could be turned over to a responsible person such as the photocopier or receptionist who often seems to have time to spare. This would free several hours a day for Saboor. It also would be a good learning experience for Saboor as he will have to train someone else and monitor that person's progress.

- 6.2 Catalog cards. At present, the system for printing out the catalog cards has not been developed, partly because the concentration was on setting up the database and learning the basic cataloging system and partly because it takes so long to get the cabinet built.

Suggestion: There are two possible methods for solving this problem. a) Contact the librarians at ARIC to have them install their programme into our database as well as give Saboor careful instruction as to operations. b) Purchase the library computer programme that deals with cataloging. Saboor can then train someone to input the information into this programme system. After the additional purchase of computer cards, the catalog cards are produced from the computer. Total cost of programme runs around US \$200.00 to

US \$ 250.00. I do not know the cost of sets of computer cards.

Suggestion b has a lot of merit if, as I now understand, there is less possibility of the NACP library moving to Kabul where it would have been more difficult to purchase more computer cards when needed.

- 6.3 Two cabinets currently under construction: I asked for a bookcase with slanted shelves in the library so that it would be more easy to display current journals and magazines and articles of special interest and relevancy. The dimensions for the cabinet which will hold the catalog cards is also under construction at some carpentry shop here in Peshawar.

Suggestion: Iqbal should be encouraged to check with AID Warehouse and the special carpenter to have these two items finished before the move to Islamabad. Alternatively, responsibility for checking on construction progress should be delegated to someone remaining in Peshawar. Or, the orders should be canceled and purchase of both should be undertaken in Islamabad.

- 6.4 Monitoring work done by librarian: There has not been enough time to fully train Saboor in all of the library operations and procedures. He is progressing well on the cataloging side but has not reached the point of checking his own work for typing errors.

Suggestion: Additional supervision and monitoring is still needed in order to better train Saboor in proper library management. The advantage of this person being an "expat" is that it would increase Saboor's knowledge of English, especially in writing thank-you letters and requests for information to international sources.

- 6.5 Ordering of journals and drug-related newspapers: As explained earlier, this was not initiated due to lack of adequate information to be used in the selection process and also due to a shortage of money in the budget. Only a few have been seen personally by me and these I have analyzed according to relevancy to the library collection.

Suggestion: Professional expertise is necessary when making the initial orders for such items as journals because of the cost involved. Also a library does not want journals that will never be read since keeping the back issues will take a certain amount of storage space.

- 6.6 Manual explaining the steps involved in library management, including cataloging, shelving of materials, filing catalog cards: This type of written record is essential for a librarian in a lesser developed country for several reasons. It is never certain just how long this person will be in that position; his replacement needs written information on procedures etc. Any librarian needs to 'refresh' his/her memory on basic procedures done in the past. It is important that procedures, once initiated, are followed consistently.

Suggestion: That such a manual be written as soon as possible to help Saboor in his daily work.

- 6.7 Shelving and card filing: These are two areas of work that Saboor will have had no previous training from me. Especially in the area of catalog card filing, the system needs to be explained clearly and simply and then supervision for some time is essential. The importance of proper filing can not be emphasized enough as often the card file is the initial source for people in finding material "on their own" and if a card is misfiled, then the material is "temporarily lost". Misfiled cards become an even more serious problem when dealing with people with English as their second language.

Suggestion: Having the manual to refer to will be of help. However, the best solution is some continued supervision while the librarian has "hands-on" experience.

- 6.8 Translation of some of the library materials into Pashtu and Dari: In some of the talks with the people at NAC's Resource Center, they have requested that we translate some of our more relevant material into Pashtu and Dari so that it can be read by more of their staff. There are some merits to this but probably an additional staff member would have to be hired since this will be time-consuming. It certainly would ensure that more of the material being collected would be utilized.

Suggestion: Translations of certain materials should be seriously considered if at all possible; cost for translator to come from the library budget.

SCOPE OF WORK

POSITION: SHORT TERM ARCHIVE/LIBRARY CONSULTANT

SUPERVISED BY: COORDINATOR OF IRU

- Initiate the systematic collection process of relevant work and data on narcotics crop reduction efforts, eradication programmes, awareness, control, interdiction, narcotics legislation and statutes and other pertinent material.
- Develop computerised cataloging and reference system for the collected documentation.
- Initiate preparation of an annotated bibliography on the literature of crop substitution programmes and relevant agricultural documents and reports.
- Work with all members of the office on their different information and research requirements. Establish a procedure for the dispersal of relevant information to the various sections.
- Train local employee as archivist/librarian.

It is essential that this person should have recent knowledge of Afghanistan and communication and computer skills. Relations with PVOs and organizations in Pakistan would be an asset. The initial consultancy would be for a period of twelve weeks, part time basis.

18 DECEMBER 1990

Structure for database: D:\DBASE\ASR.DBF

Number of data records: 84

Date of last update : 05/13/91

Field	Field Name	Type	Width	Dec	Index
1	ACCN0	Numeric	6		Y
2	ACCDATE	Date	8		N
3	TITLE1	Character	67		Y
4	TITLE2	Character	67		N
5	ALTTITLE	Character	67		N
6	AU1	Character	40		Y
7	AU2	Character	40		N
8	EDITION	Character	15		N
9	ORG_1	Character	60		N
10	PLACF_PUB	Character	30		N
11	PUB_YEAR	Character	16		N
12	SECTOR	Character	40		N
13	SUBJECTS	Character	67		Y
14	CUTR	Character	3		N
15	GEOS_AREAS	Character	67		N
16	LANG	Character	9		N
17	TYPE	Character	10		N
18	SERIES1	Character	67		N
19	NOTE_1	Character	67		N
20	1 11		746		

Appendix A.2

DAILY WORKS SCHEDULE OF ARCHIVE/LIBRARY

A brief list of daily activities of the librarian :

- 1 - from 08:00 to 09:30, reading four newspapers, cutting and fixing drug news articles on the bulletin board of the reception room.
- 2 - From 09:30 to 12:30 making bibliographical notes for materials (books).
- 3 - 12:30 to 01:15 lunch and prayer time.
- 4 - 01:15 to 04:30 working with Jean Brown for entering the data of books and learning card cataloging.

Notes:

- There are 4 daily papers. 2 weekly and 2 monthly magazines that are to be read for drug news articles.
- On Sundays we have 12 daily papers. (Friday, Saturday, Sunday)
- During a month period we have about 8 weekly and 2 monthly magazines. (separate issues)

Appendix A.3

Record#	subject_no	heading
1		
2	.025	use .025 for directory of organization, etc
3	.06	use .06 for annual reports and other reports
4	.0715	Education - adult (class continuing education)
5	.07152	Institutes and workshops
6	.072	use .072 for research of specific subject
7	001.4	Research
8	001.42	Research methods
9	011	Bibliographies
10	025	Library operations, collections, etc.
11	060	Conferences: proceedings, reports of
12	306	Culture and institutions
13	306.349	Economic systems (agricultural systems of labor
14	307.72	Rural development (rural sociology, rural villages/communiti
15	323	Civil and political rights
16	323.64	Expatriation and repatriation
17	325	International migration and colonization
18	325.21	Political refugees
19	333	Land economics
20	333.76	Rural lands - agricultural lands
21	338	Production
22	338.1	Agricultural economics
23	339	Macroeconomics and related topics
24	339.3	Income accounts, accounting (national product, wealth)
25	361.77	Private, international organizations (in social problems)
26	361.7706	Annual reports of organizations
27	361.8	Community action
28	362	Social welfare problems & services
29	362.29	use for 'problems of and services to addicts'
30	362.29	Substance abuse - comprehensive works on drug abuse
31	362.2917	Prevention of substance abuse
32	362.293	Narcotics = opium, heroin, morphine
33	362.2937	Measures to prevent narcotic abuse
34	362.29751	Drug abuse awareness/education programs
35	363.45	Drug traffic - narcotics agents
36	364	Criminology
37	364.177	Illegal sale, possession, use of drugs
38	380	Commerce, communications, transportation
39	380.1	Commerce (trade)
40	614.42	Health surveys
41	616.86	Diseases (substance abuse)
42	621	Applied physics
43	621.3678	spot imagery - remote sensing technology
44	623.26	Mines - laying, clearance, demolition
45	627.5	Reclamation, irrigation, related topics
46	627.52	Irrigation - canals : construction and use
47	630	Agriculture
48	631.521	Cultivation and harvesting - seeds
49	631.56	Cultivation and harvesting - operations after harvesting
50	631.8	Use of fertilizer, etc
51	633	Field and plantation crops
52	633.75	Poppies (papaver somniferum) Narcotic crop
53	634	Orchards, fruits, forestry
54	634.9	Forestry
55	910.3	Gazetteers
56	958.1	Afghanistan -- use for UNHCR background reports

Record#	heading	name
1	AGR	Agriculture
2	BIB	Bibliographies/abstracts
3	CON	Conference proceedings
4	DIR	Directory
5	DIR	Directories
6	DRU	Drug abuse
7	ECO	Economics
8	ENG	Engineering
9	EVA	Evaluations
10	FOR	Forests and forestry
11	HEA	Health
12	HER	Heroin
13	LAW	Laws - legislation
14	LIB	Libraries - operations, etc.
15	MAP	MAPS
16	MAR	Marketing
17	MIN	Mines
18	NAR	Narcotics
19	POP	Poppies
20	PP	Project proposals/plans
21	REF	Refugees
22	RES	Research
23	RUR	Rural development
24	SOC	Sociology
25	SUR	Surveys
26	TA	Technical assistance

Appendix A.5

file: see-card.cat

August 31, 1991

Examples of See cards to be placed in the
catalog file cabinet

Note: cards should be type using this format. You will need to use a typewriter, probably.

1. Crop protection
See
Plants, Protection of

2. Project plans
See
Technical assistance

3. Alternative crops to opium
See
Crop substitution

file: dbf-type.cod

August 31, 1991

Code used in database for

type of material: i.e., book, report, etc.

A	=	Audio cassette
B	=	Book
D	=	Directories
DI	=	Dictionary
E	=	Encyclopedias
F	=	Film
G	=	Gazetteers
M	=	Manuals
MA	=	Maps
P	=	Posters
PA	=	Pamphlet
PE	=	Periodicals = magazines, journals
R	=	Report
V	=	Videos

Appendix A.7

Structure for database: A:\LIRU.DBF
 Number of data records: 158
 Date of last update : 08/29/91

Field	Field Name	Type	Width	Dec	Index
1	ACCNO	Numeric	5		N
2	ACCDATE	Date	8		N
3	TITLE	Character	67		N
4	TITLE2	Character	67		N
5	TITLE3	Character	67		N
6	TITLE4	Character	67		N
7	ALT_TITLE	Character	67		N
8	AU1	Character	40		N
9	AU2	Character	40		N
10	EDITION	Character	15		N
11	ORG1	Character	60		N
12	PLACE_PUB	Character	30		N
13	PUBLISHER	Character	60		N
14	PUB_YEAR	Character	16		N
15	PUB_DETAIL	Character	50		N
16	ITEMS	Numeric	3		N
17	SECTOR	Character	3		N
18	SUBJECT1	Character	65		N
19	SUBJECTS	Character	1		N
20	SUBJECT2	Character	65		N
21	SUBJECT3	Character	65		N
22	TM	Character	2		N
23	SUBJECTNO	Character	9		N
24	CUTTER	Character	3		N
25	AREA_CODE	Character	15		N
26	GEOCODES	Character	60		N
27	LANGUAGES	Character	9		N
28	SERIES	Character	67		N
29	NOTE1	Character	67		N
30	NOTE2	Character	67		N
31	AU3	Character	40		N
32	ORG2	Character	60		N
33	ORG3	Character	60		N
34	COST	Character	8		N
35	ISBN	Character	40		N
36	ISSN	Character	20		N
37	COPIES	Numeric	2		N
38	LOCATION	Character	30		N
** Total **			1421		

BIBLIOGRAPHICAL NOTES FOR MATERIALS
IN THE NACP/IRU LIBRARY

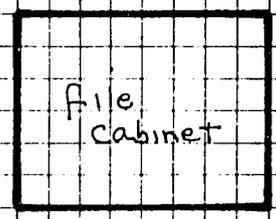
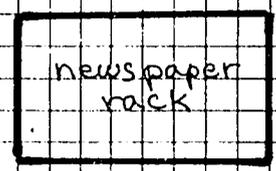
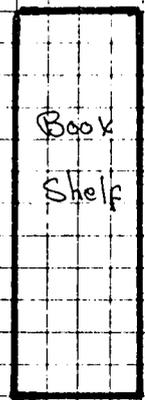
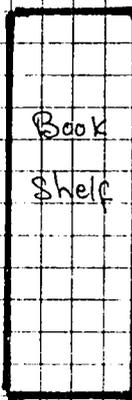
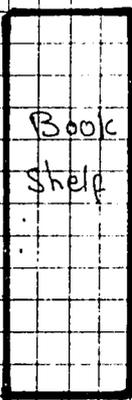
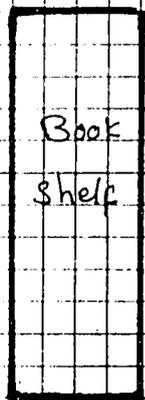
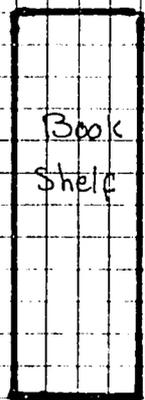
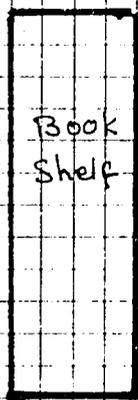
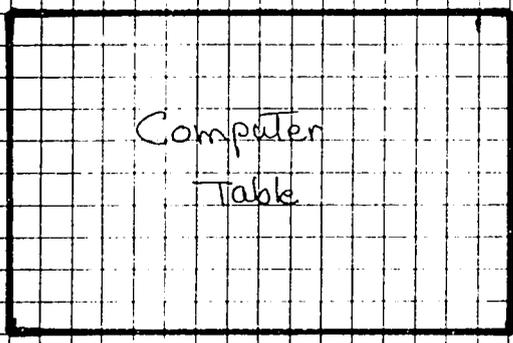
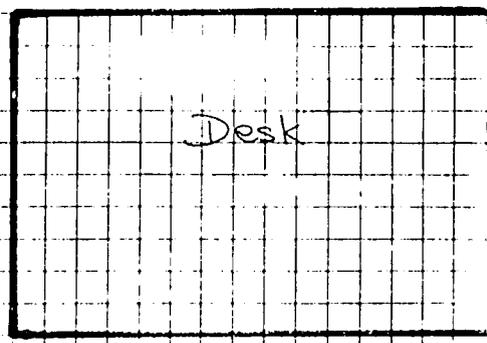
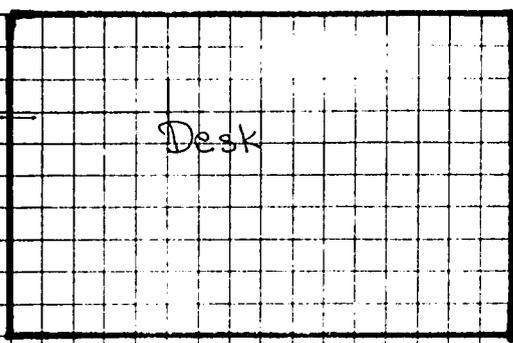
Acc. No.:	Input date:	Location:
Subject No.:	Cutter:	Type:
Author Statement:		
Title Statement: (Incl. editor, etc)		
Edition:	Place_Pub:	
Publisher:		Year:
Series:	Language:	Cost:
Pub_Detail:	ISBN: ISSN:	
Sector: (broad SH)	No. of items:	Copies:
Subjects: 1. 2. 3.		
Area Code:	GeoCode:	
Notes:		
Organizations:		

file: bibliogr.

30 August 1991

Appendix A.9

Furniture Cutouts for Library
1 square equals 3 inches



Record#	title	issues_yr	source
1	Addiction & recovery	6	A & R - New Jersey
2	Addictive behaviors	6	
3	Advances in alcohol & substance ab	4	
4	Alcohol & drug abuse pulse beats	12	
5	Amer. Jour of drug & alcohol abuse	4	Marcel Dekker Journals,ny
6	American anthropologist	0	
7	Anthropological Quarterly	0	
8	Asian Medical News	24	Karachi, Pakistan
9	Asian affairs	0	
10	Comparative studies of hist & soc	0	
11	Contemporary drug problems	4	law quarterly
12	Drug & alcohol dependence	0	
13	Drug Information Service	4	U of MN - doc. delivery
14	Drug abuse	4	Swedish Coun, for Info on
15	Drug abuse & alcoholism	12	
16	Drug abuse current awareness	0	
17	Drug link	6	ISDD - Haworth Press
18	Drugs & drgu abuse education	12	
19	Drugs and society	4	
20	Ethnology	0	
21	Inst. for study of drug dependence	0	London - reference serv.
22	Intern'al J. of Middle East studie	0	
23	International drug report	12	
24	Intern'al journal of drug policies	6	
25	Journal of drug education	4	Baywood Publishing Co
26	Journal of drug issues, Inc	4	alternatives: war on drug
27	Journal of sustainable agriculture	4	Haworth Press
28	Journal on comparative religion	0	
29	Middle East Journal	0	
30	Muslim world	0	
31	Narcotics demand reduction digest	12	
32	Signs	0	
33	Substance abuse	0	
34	The Journal	12	Addiction Research Founda
35	US Journal	12	
36	US Jour of drug/alcohol dependence	12	
37	Feminist Studies	0	
38	Middle East Reports	0	
39	MERIP	0	
40	Current Sociology	0	
41	Jour. of Refugee Studies	0	
42	Women's Studies Intern'al Forum	0	
43	Cultural Survival Quarterly	0	
44	The Minority Rights Group	0	
45	Encyclopedia Iranica	0	
46	Encyclopedia Islamica	0	
47	Asian Folklore	0	
48	Jour. on Environment	0	
49		0	

MEMO

TO: A. Saboor Raheel, NACP/IRU Librarian

FROM: Jean M. Brown, Library Consultant

September 2, 1991

SUBJECT: Reference notes for library operations file: libnotes.iru

The following are some rules and regulations to keep in mind when you are operating the library/resource center for NACP/IRU.

1. Use of DDC and the Library of Congress Subject Headings:

I have typed up a list of those subject numbers and broad subject headings that have been used so far. Use these as much as possible in an attempt to be consistent. When you use additional numbers, add them to the list for future reference.

Try to keep the number of broad subject headings to a minimum.

The basic reason for consistency is to be able to locate all materials of one type in one section on the shelf. This enables the prospective client to check shelf areas and find all the materials the library has, on that particular subject.

In classifying a book, report etc., go for the broadest subject covered for the subject number (DDC).

For editions, write in this manner: 2nd ed. 3rd ed. 4th ed.

Suggestion: All the books on the shelf behind your desk - before entering these into the database, re-check all the subject headings against the Library of Congress headings in the three large red books. Some of this material you did before the use of the LCSHs was completely explained to you.

2. Entering data into the database: You have been progressing well in this. Usually the errors found have been due to mis-typing and you can correct them yourself when you re-check records. This you should do for those entered but not yet checked by me. For now, don't put in the * just in case I do get to work with you for a brief time longer.

Watch the line spacing, especially in the fields for author, title, notes and organizations. The way the data is typed in is how the library catalog card will be typed by the computer.

There also are certain rules in the English language on dividing words - done by syllables. Ask someone if you are uncertain.

3. Shelving of the material: This is to be done by the subject number first, and then by the Cutter number second. This is why it is helpful to have this number located on the spine of the book or report whenever possible.

4. Written memos, letters and such items: Everything that you write must be shown to the IRU Coordinator, his Deputy, Hawa or Steve before being sent. You will need to check the correct procedure here. Then, a copy is to be given to Steve, Chief of Party to read - this copy is then placed in the Administration file. You must also keep a file for your own records, to be placed in the black file I have set up.

I can not emphasize strongly enough that everything you write must have the file number typed on it. This is the only way, sometimes, that you can locate a correspondence or memo at a later date.

5. The black file entitled "Library Operations": This will be a big help to you in keeping everything organized. It also lets you know when requests were sent and how long it has been before you hear back from them. When over 6-8 weeks have passed with no response, it might be advisable to write a second letter. 1) refer to your first letter, quoting file no. and date. 2) then ask if they received it. Say you are still waiting to hear from them. Remember, be polite and they will respond in a similar fashion!

Continue using the form "Books/Materials ordered" each time you send a request for materials or information. When you have to write your monthly progress reports, this gives you a good start. And, it is your way to keep track of events.

6. Contacts: Follow up on this and fill in that sheet. Add organizations/agencies as you locate new ones. It might be helpful, at this stage, to add their address, phone number, contact person and his title.

7. UNHCR Background Reports: Make sure you contact UNHCR to see if they have published those copies the library does not have. They were mentioned in the reports we have already received.

8. Requests for information about journals and books to DAI/DA: When this information does arrive, discuss it with Ken, John, Steve and others before you do any ordering. This will help in prioritizing which are the most helpful. Also, find out how much money will be available for this before you do anything.

9. Furniture outlines on graph paper: I am including this with my final report and giving you a copy. When the library is located in its new home, get the dimensions of the room and put these on another sheet of graph paper - using the same scale as the one with the furniture. Then, you can 're-arrange' the furniture on paper until you have it organized in the most efficient way for traffic flow and for able to see all the shelves etc. This saves moving heavy pieces of furniture unnecessarily.

10. Afghanistan gazetteer: Don't forget to photocopy the rest of these volumes and then write your thank you letter. I am attaching a rough sample letter with suggested words depending on what type of assistance you have received. It wouldn't hurt to write one to the librarian at DAPRC either.

11. Check-out cards and pockets for the books/materials taken out by people. For the pockets, you can use long white envelopes cut into half. For the check-out cards, buy colored cards (or white if you wish). This is done by purchasing long poster paper (not thick but thicker than paper) and having it cut into shapes of 3" by 5". Draw the lines and write in the needed information:

upper left corner: subject no.
 cutter no.
 copy no.
center: author's name
 title
upper right corner: acc. no. if you want

put in line then two columns for date out and borrower's name.

This about covers the major things that I can think of. It has been fun and nice working with you, Saboor, and I hope that you continue on with the library. You have made a very good start on monitoring the collection by cataloguing it and getting the records onto a database. Check with Chris and the ARIC librarian if you run into difficulties, as long as you are up here in Peshawar. Also, they have the programme you need to set up the computer so that it will run off the catalog cards. They can tell you where they purchase the cards.

NACP
Narcotics Awareness and Control Project
Address

Date

Person's name writing to
Address

Dear Sir (or Madam) or their name if known,

On behalf of the library/resource center for the Narcotics Awareness and Control Project - Peshawar, I would like to take this opportunity to thank you for the materials (assistance***) you have loaned (given***) us. Any help that we receive in setting up NACP's resource center makes it that much more useful to our clients.

*** means to select which is the most appropriate term to use.

Notes: [Then can specify some of the items received - i.e., the gazetteer and how it helped in checking population figures in different districts in Afghanistan]

[If needed, say a little about the work NACP is doing]

[Close with another thank you i.e., ----->

Thank you again for your assistance.

Yours sincerely

Abdul Saboor Raheel
Librarian

file name

Note: I usually try to make each thank you letter somewhat 'personal' so the person receiving it knows this is not just another form letter - in other words, not the same thing sent to everyone. This makes him remember you and be willing to help more, in the future.

Also, check that you Project Coordinator and Administration staff accept this type of letter and not the memo format used at present.

Appendix A.13-4

24'