

AGENCY FOR INTERNATIONAL DEVELOPMENT  
 WASHINGTON, D. C. 20523  
**BIBLIOGRAPHIC INPUT SHEET**

FOR AID USE ONLY

*Batch 94*

1. SUBJECT CLASSIFICATION	A. PRIMARY Libraries and Information Sciences	MC00-0000-0000
	B. SECONDARY Library science/documentation	

2. TITLE AND SUBTITLE  
 Population planning library manual

3. AUTHOR(S)  
 Yeager, G.F.

4. DOCUMENT DATE 1973	5. NUMBER OF PAGES 30p.	6. ARC NUMBER ARC
--------------------------	----------------------------	----------------------

7. REFERENCE ORGANIZATION NAME AND ADDRESS  
 AID/ASIA/USAID/Pakistan

8. SUPPLEMENTARY NOTES (*Sponsoring Organization, Publishers, Availability*)

9. ABSTRACT

10. CONTROL NUMBER PN-AAG-184	11. PRICE OF DOCUMENT
12. DESCRIPTORS Classification Indexes Libraries Manuals	13. PROJECT NUMBER
	14. CONTRACT NUMBER AID/ASIA/USAID/Pakistan
	15. TYPE OF DOCUMENT

1974-75 WA

# population planning library *Manual*



USAID



ISLAMABAD

POPULATION PLANNING LIBRARY MANUAL  
AND  
CLASSIFICATION/INDEX SYSTEM GUIDE

Glennis F. Yeager, Librarian

POPULATION PLANNING LIBRARY

Office of Population/Health  
USAID Mission to Pakistan  
Islamabad, Pakistan

January 1973

## TABLE OF CONTENTS

	Page
I. Introduction	1
II. Description of Major Subject Classifications	3
III. Population Planning Library Classification/ Index Guide	5
Communications	5
Country Studies	6
Demography	8
Ecology	10
Education and Training	10
Family Planning	11
Health/Nutrition/Medicine	12
Population Programs/Policies	14
Social/Economic/Cultural	15
IV. Classification	16
V. Organization of Collection	16
The Card Catalog	17
Locating Materials	17
VI. For the Librarian	18
Ordering	19
Processing Materials	20
Circulating Materials	21
Information Mailing	22
Lending Service	22
VII. Adapting the Population Planning Library Classification/Index System	23
VIII. Library Staff, Space, Supplies	24
IX. References for Library Development and Resources	25

## INTRODUCTION

To facilitate information retrieval is the basic purpose of any good library system. One immediately thinks in terms of computerized library systems, but, at the present time, none have been developed to the point that they are usable, or even practical for the small population planning library. Therefore, librarians and the information retrieval systems they develop must stand in for the computerized library of the future.

Much has been learned during the development of the USAID/ Islamabad Population Planning Library over the past eighteen months. It is the intention of this manual to report our experience in a form usable to those who may be starting a small population library, as well as to those who use the library and librarians who manage it. The USAID Islamabad Population Planning Library has certain unique characteristics which allow it to offer services unavailable elsewhere in Pakistan. Although its collection is organized for specific audiences, because of its subject classification accessibility, researchers in all related population planning disciplines find it useful for their individual requirements.

It should be carefully noted that, unlike usual library classification/coding systems having indexes, the Population Planning Library Classification System serves both as a classification system and an index, as well as the inventory for its collection. It is a unique system specially developed for the small population planning library which usually has only one person, often on a part-time basis, who must manage alone all of the library mechanics. As the library collection grows, its scope is expanded and adequate appropriation arranged for employing additional staff, an index to the classification system may be indicated and its development and implementation would be greatly simplified by the subject classification and cross-filing already accomplished for the combined classification/index system in use.

To make this manual more useful to those who wish to start a small population planning library, a section has been added on "Adapting the Population Planning Library Classification/Index System" on Page 23.

DESCRIPTION  
OF  
MAJOR SUBJECT CLASSIFICATIONS

COMMUNICATIONS

Descriptions and other studies of programs and research in the field of communications for population planning; articles, news-clips, audio-visual aids, and other publicity media for public awareness and education.

COUNTRY STUDIES

National/cross-national studies, concentrating on population planning programs and policies; demographic and socio-economic studies within specific countries.

DEMOGRAPHY

Studies and theory of demographic determinants and their change by demographic processes; population problems, concerns and controversy; population size, distribution, trends and projections; research and analysis, data collection and processing, demographic methods, training and facilities.

ECOLOGY

Materials on pollution, conservation, quality of life and all environmental concerns.

EDUCATION: TRAINING

Studies and reports of programs for family life education, literacy, vocational training, professional, sub-professional education and training; texts, references and manuals for client, professional, sub-professional education and training; materials on institutes, facilities, curricula, courses and services.

#### FAMILY PLANNING

Reports of studies and research on all methods of abortion, contraception, sterilization; legal, social, and religious aspects; reproductive and contraceptive research; dissemination of services, supplies and manpower.

#### HEALTH/NUTRITION/MEDICINE

Materials on programs, research and technology in health, nutrition, MCH, medicine, and disease eradication; medical references.

#### POPULATION PROGRAMS/POLICIES

Organizations' and governments' reports, policy statements, policy research, law and legislation for population planning; population/family planning program development, evaluation, funding, and specific settings.

#### SOCIAL/ECONOMIC/CULTURAL

Socio-economic development and planning; materials on resources, productivity and manpower; laws, religions, customs and other cultural studies; education, welfare, social security, and other social services.

GUIDE  
POPULATION PLANNING LIBRARY  
CLASSIFICATION INDEX SYSTEM

COMMUNICATIONS

- C1. General Presentations  
C1.1 conferences, symposiums (See ET3.1, Seminars/Workshops)  
C1.2 Population Planning Library Development
- C2. Audio-Visual Aids (materials on use, physical files)  
(general)  
C2.1 films, slides, tapes  
C2.2 graphs, charts (demographic, briefing charts) (See also C4.5)  
C2.3 models, puppets, training aids (for educational, promotional use)  
C2.4 posters, stickers, tables, leaflets (for advertising, promotional use)
- C3. Communication Programs, Studies (for population planning, education, information)  
(general)  
C3.1 attitude change, motivation (processes in general) (See S3.1, Social Change/Mobility)  
C3.2 counselling, leadership, group dynamics  
C3.3 family planning, population (See also, ET2.3, FP5.5)  
C3.4 mass communications (television, radio, use, effectiveness)  
C3.5 written/mailing (materials on use, effectiveness)
- C4. Population Planning Publicity/Promotion  
(general)  
C4.1 client materials (See ET2.1, Family Planning Methods)

C4.2 media articles/statements (aimed at awareness/information/education)

- C4.21 abortion/sterilization
- C4.22 circulated materials (by Population Planning Library)
- C4.23 environmental
- C4.24 family planning innovation
- C4.25 population problems

C4.3 newsclippings (chronological six-month collections)

- C4.31 local media surveys (by AD/PH staff)
- C4.32 other Country media
- C4.33 Pakistan media
- C4.34 U. S. media

C4.4 organization/commercial agency publicity

- C4.41 abortion/sterilization agencies
- C4.42 health/health maintenance (HMOs)
- C4.43 population/environmental
- C4.44 social security

C4.5 program presentations (briefing papers/information/publicity)

(See also C2.2)

COUNTRY STUDIES

CS1. Area/Multi-Country Presentations

- CS1.1 conferences/symposiums
- CS1.2 cross national/broad perspective collections

(See also P2.2)

CS2. India

- CS2.0 conferences/symposiums
- CS2.1 organization periodic reports/policy (GOI/GOI sub-divisions)
- CS2.2 health/nutrition/medicine (programs/reports/studies)
- CS2.3 population studies/statistics (demographics)
- CS2.4 program administration/organization (funding/planning/structures)

(See C4.5, Program Presentations)

(See also ET2.2, H3., H4.)

(See also P4.1, P4.3)

- CS2.5 special innovations/research/studies (incentives/marketing/welfare) (See also FP5.4, FP5.5, P4.2)
- CS2.6 training/research facilities/programs (prof/sub-prof education research) (See also ET3., ET4., D6.5)
- CS2.7 program analysis/evaluation/methodology (See also P4.4, P4.5)
- CS2.8 agricultural/economic development (community development/food-people-land balance) (See also E2.2, S2.1, S2.4)
- CS2.9 family life (sex) education/communications (adult education/vocational training programs/studies) (See also C3., ET2.3., ET2.5)
- CS3. Other Countries (countries not assigned numbers) (See CS1., Area/Multi-Country)
- CS3.1 China/Taiwan
- CS3.2 Korea
- CS3.3 Philippines
- CS3.4 Turkey
- CS3.5 Iran
- CS3.6 Thailand
- CS3.7 Japan
- CS4. Pakistan
- CS4.0 agricultural/economic development (community development food-people-land balance) (See also E2.2, S2.1, S2.4)
- CS4.1 conferences/symposiums (in country meetings)
- CS4.2 family life (sex) education/communications/vocational training (See also C3., ET2.3, ET2.5)
- CS4.3 facilities/personnel (for prof/sub-prof education/training/research) (See also D6.5, ET3., ET4.)
- CS4.4 health/nutrition/mch (in-country programs/reports/studies) (See also ET2.2, H3., H4.)
- CS4.5 program administration/organization (funding/development planning structures) (See also P4.1, P4.3)
- CS4.6 program analysis/evaluation/methodology (See also P4.4, P4.5)
- CS4.7 population studies/statistics (demographics)
- CS4.8 special innovations/research/studies (incentives/marketing/welfare) (See also FP5.4, FP5.5, P4.2)
- CS4.9 organization periodic reports/policy (GOP/GOP sub-divisions)

DEMOGRAPHY

D1. General Presentations

D1.1 conferences/symposiums

D1.2 general collections/readers (on broad perspective of population growth)

D1.3 historical/retrospective/theory (origin/development of population concept)

D1.4 population problems (general works on concerns/controversy)

(See also E2. . E3. 2)

D1.5 political demography (political attitudes/influence/problems)

(See also P1. . P3.)

D2. Fertility/Mortality/Morbidity (measurements studies of determinants;  
biological-cultural/economic/psychological)  
(general)

D2.1 fertility differentials/measurements (fecundity/fertility/child-woman ratios pregnancy prevalence-wastage-interval studies)

D2.2 mortality differentials/measurements (cause of death epidemiological application/morbidity)

D2.3 measurements (birth/death/age-specific crude rates/life tables)

(See also D2. 3, D5. 3)

D2.4 levels/trends/projections (of fertility/mortality/life expectancy)

D2.5 prenatal/perinatal/infant mortality (fetal through first year deaths)

D3. Fertility Control (demographic effectiveness of methods/programs)  
(general)

D3.1 clinical studies (abortion seekers-repeaters/client return/IUD retention)

D3.2 impact/use-effect measurements studies (births averted couple years of use/demographic effect of abortion)

D3.3 socio-economic studies (cost-benefit analysis of births averted by methods/programs)

(See also S2. 3)

D3.4 user (acceptor)/drop-out characteristics (pregnancy/birth intervals/coital frequency/child sex/number preference)

- D4. Population Composition, Characteristics (studies/theory of determinants:  
fertility/mortality/marriage/migration)  
(general)
- D4.1 labor force/occupational status/economic status of women/  
dependency ratios) (See also S2.2)
- D4.2 marriage/family structure/divorce (extensions/size/dependency/  
illegitimacy/status of women) (See also S3.2, D3.4)  
(See also D5.3, D2.4)
- D4.3 age/sex characteristics/structures (factors/distribution ratios)
- D4.4 socio-economic status/residence (housing/poverty/urban-rural  
character/services) (See also S3.5)
- D4.5 ethnicity/religion (minority groups/ethnic patterns) (See also S3.3)
- D4.6 educational status (related cultural mobility) (See also S3.5)
- D5. Population Size/Distribution/Migration  
(general)
- D5.1 migration studies (urban-rural/internal/international/refugees/  
resettlement)
- D5.2 regional/spatial studies (urban-rural patterns/density/area studies)
- D5.3 trends/projections/growth rates (natural increase/decrease/age  
pyramids/estimates/projections/demographic transition) (See also D2.3, D2.4, D4.3)
- D6. Research/Analysis (demographic research methodology/technology)  
(general)
- D6.1 census data/vital statistics/registration
- D6.2 demographic methods (data collection/processing/methodology/  
analysis/development) (See also P4.5)
- D6.3 policy/legislation (demographic research/policy/policy  
implementation/analysis for population planning) (See also P1.1)
- D6.4 research program/administration/organization/advisory/  
consultant services/planning/cell reports/studies) (See also P1.1)
- D6.5 training/research centers/facilities (See also ET4.)

## ECOLOGY

- E1. General Presentations
  - E1.1 conferences/symposiums
- E2. Environmental Concerns (general)
  - E2.1 pesticides/pollution studies (See also S2.4)
  - E2.2 resources pollution/depletion studies (land-food balance theory)
  - E2.3 quality preservation (policy/legislation)
- E3. Human Ecology (general)
  - E3.1 genetics research/studies (animal population dynamics/inbreeding) (See also FP4., H2.)
  - E3.2 quality of life/stress studies (urban crowding/noise stress)
    - E3.21 environmental health

## EDUCATION AND TRAINING

- ET1. General Presentations
  - ET1.1 conferences/symposiums
  - ET1.2 population education (broad perspective/need for)
- ET2. Client Materials/Programs/Studies (general)
  - ET2.1 family planning educational materials (texts/pamphlets/manuals on methods/why population control) (See also C4.1, C4.2)
  - ET2.2 health/nutrition educational materials (See also H3.4, H4.3)
  - ET2.3 literacy/family life (sex) education (programs/curriculum development) (See also CS2.9, CS4.2, H2.4)
  - ET2.4 reproductive processes (educational materials on reproduction/sex/embryology/pregnancy/birth) (See also H3.7)
  - ET2.5 vocational/community life/adult education (programs/reports) (See also ET2.3, CS2.9, CS4.2)

**ET3. Professional/Sub-Professional Education**

(general)

ET3.1 courses/workshops/seminars (all disciplines)

ET3.2 handbooks/manuals/teaching guides

(See H2.3, Medical)

ET3.3 studies/reports/papers (on prof/sub-prof/education/training)

ET3.4 textbooks/references/readers (for all disciplines)

(See H2.3, Medical)

**ET4. Institutes/Facilities**

(general)

ET4.1 curriculum/professional programs/studies

(See also ET3.1)

ET4.2 catalog/course announcements

**FAMILY PLANNING (Birth Planning)**

**FP1. General Presentations**

FP1.1 conferences/symposiums

FP1.2 collections on all methods/aspects

FP1.3 history/prognosis of Family Planning

**FP2. Methods/Technology (for birth control/pregnancy prevention)**

(See also ET2.1, ET3.2, ET3.4)

(general)

FP2.1 abortion (induced/spontaneous/therapeutic)

(See also C4.21, C4.41, FP3.)

FP2.2 contraception

(See also C4.24, FP3., FP4.)

FP2.21 agents (injectables/orals/spermicides)

FP2.22 behavioral (abstinence/coitus interruptus/rhythm method)

FP2.23 mechanical (condom/diaphragm/intrauterine devices)

FP2.3 sterilization

(See also C4.21, C4.41, FP3.)

FP2.31 laparoscopy/tubal ligation (female)

FP2.32 vasectomy (male)

- FP3. Psychological/Sociological Aspects (of use/non-use of methods)  
(general)
- FP3.1 legal/ethical/moral (considerations of methods) (See also P1.2, S3.3)
  - FP3.2 religious attitudes/beliefs (concerning methods) (See also D4.5, S3.3)
  - FP3.3 psychological problems
  - FP3.4 unwanted/teenage pregnancy (See also D4.2, S3.2)
- FP4. Reproductive/Contraceptive Research  
(general) (See H2.2, Medical Research)
- FP4.1 conventional contraceptives (See also FP2.21, FP2.23)
  - FP4.2 endocrinology/hormones
  - FP4.3 immunology
  - FP4.4 intrauterine contraception (See also FP2.23)
  - FP4.5 reproductive physiology (infertility/ovulation/menstruation/menopause) (See also H2.1)
- FP5. Services/Supplies Dissemination  
(general) (See P4.2, Program Settings)
- FP5.1 abortion clinics/counseling/referral services
  - FP5.2 mobile/satellite clinics/services
  - FP5.3 prenatal/post-partum services (teenage/unwed parent services) (See also FP3.4, H3.3, H3.5)
  - FP5.4 incentives/allowances/welfare services (See also CS2.5, CS4.8, P4.2)
  - FP5.5 supplies procurement/dissemination (marketing innovations) (See also CS2.5, CS4.8)

#### HEALTH/NUTRITION/MEDICINE

- H1. General Presentations
- H1.1 conferences/symposiums
- H2. Bio-Medical/Reports/Studies  
(general)
- H2.1 obstetrics/gynecology (See ET2.4, FP4.5)
  - H2.2 medical research (See also FP4.)
  - H2.3 medical textbooks/references/manuals/handbooks (See also ET3.2, ET3.4)
  - H2.4 sexual behavior/deviancy (See also D3.4, ET2.3)

- H3. Health (general) (See CS2.2, CS4.4, E3.21)
- H3.1 mental health programs/studies
- H3.2 mother-child health programs/studies (breastfeeding-maternal nutrition/pregnancy counseling) (See ET2.4, FP5.3)
- H3.3 services/manpower utilization/organizations (HMCs/other innovations) (See also FP5.1)
- H3.4 health education programs/studies (See ET2.2, Client Materials)
- H3.5 health/family planning integration reports/studies (See also FP5.1, P4.2)
- H3.6 health program development/evaluation (administration/structures methodology) (See also FP5.1, P4.2)
- H4. Nutrition (general)
- H4.1 child nutrition/malnutrition (See H3.2, Pregnancy Lactation)
- H4.2 deficiency diseases/malnutrition (beriberi/pellagra/rickets)
- H4.21 endemic goiter
- H4.22 protein-calorie malnutrition
- H4.3 nutrition education programs/studies (See ET2.2, Client Materials)
- H4.4 nutrition program development/evaluation (administration/structures/methodology)
- H4.5 science/technology (food chemistry/values/enhancement)
- H5. Mass Eradication Programs/Studies (general)
- H5.1 alcohol/drug abuse
- H5.2 disease eradication/research
- H5.21 cholera
- H5.22 malaria
- H5.3 mass immunization (demographic aspects) (See also D2.2)
- H5.4 venereal disease (programs/research/education innovation) (See ET2.2, Client Materials)

POPULATION PROGRAMS/POLICIES

- 14
- P1. General/Cross National Presentations (broad perspective/global policy)
    - P1.1 population policy ethics/research (policy design/administration) (See also D6.3)
    - P1.11 population cells (planning/ coordinating agencies) (See also D6.4)
    - P1.2 population laws/legislation (reports/surveys of current laws)
  
  - P2. Conferences/Symposiums (on all aspects of population programs/policy) (general) (See also CS4.1)
    - P2.1 international conferences
    - P2.2 regional/cross-national conferences (See also CS1.1)
    - P2.3 United States conferences
  
  - P3. Executive Action (hearings/reports/statements of governmental bodies/agencies) (general)
    - P3.1 Congressional hearings/reports
  
  - P4. Family Planning Program Development/Evaluation (general) (See also D3.1)
    - P4.1 administration/organization/structures
    - P4.2 family planning program settings (reports on specific programs:  
    clinic/industrial/integrated/welfare/incentive) (See also FP5., H3.5)
    - P4.3 funding/assistance (financial aspects of programs) (See also D3.2)
    - P4.4 program evaluation (service statistics/client-staff ratio/flow/  
    attendance) (See also D3.1, D3.4)
    - P4.5 survey/evaluation technique/systems (models/interview technique/  
    reporting/record keeping) (See also D6.2)
  
  - P5. Organization Policy/Reports (within organizations) (general)
    - P5.1 annual/periodic progress reports/statements (project assessments)
    - P5.2 policy/position papers (organization administration)
    - P5.3 program/research funding/assistance (offered by organizations)
    - P5.4 representative reports/statements

SOCIAL/ECONOMIC/CULTURAL

- S1. General Presentations  
S1.1 conferences/symposiums  
S1.2 general collections/readers
- S2. Economic Aspects (of population growth control)  
(general)  
S2.1 development/productivity (community/rural development) (See also CS2.5, CS4.0)  
S2.2 employment/manpower (studies/programs for) (See also D4.1)  
S2.3 population growth/control (economic aspects for developing countries) (See also D3.2, D3.3)  
S2.4 resources (their use/development/import/export requirements)
- S3. Social/Cultural Aspects (See also D4.)  
(general)  
S3.1 change/social mobility (studies/theory of) (See also C3.1, D4.4, D4.6)  
S3.2 child abuse/unwanted child/delinquency (not always related) (See also D4.2)  
S3.3 laws/customs/religions (See also D4.5, FP3.2)  
S3.4 social research (pr. grants/need for)  
S3.5 social services (education, welfare, health, housing projects/  
day care centers/recreation)

\*Note: Contextual, or added information within parenthesis after category descriptions implies "also" and/or "et cetera" though not stated.

## CLASSIFICATION

A library system of storing information so that it may be quickly retrieved when necessary is the essence of classification. The most commonly used, the Dewey Decimal and the Library of Congress systems, are not compatible with a highly specialized field, based on various disciplines, such as population planning.

It is for this reason that the Population Planning Library Classification/Index System has been developed and it is presented here as it is being used in the USAID Islamabad Population Planning Library. To facilitate its use as a training aid, as well as to clarify its terminology for the casual user, alternate or additional contextual meanings and explanations are given in parenthesis after most subject categories and the words "includes", or "et cetera" are implied, though not stated. When "see also" notes are indicated for further research, they are shown on the right-hand margin opposite the subject category they enhance.

The Classification System is organized in simple outline form, having nine major subject classifications, Page 3, which are indicated by their first letters. Various important aspects of each of these nine major subjects are indicated by letter-numbers and by letter-decimals indicating related subjects within each of the important aspects.

## ORGANIZATION OF COLLECTION

The collection of the Population Planning Library has been placed within the nine major categories: C-Communications, CS-Country Studies, D-Demography, E-Ecology, ET-Education Training, FP-Family Planning, H-Health/Nutrition/Medicine, P-Programs/Policies, and S-Social/Economic/Cultural; see "Description of Classification" on Page 3.

All materials on the Shelves or in the Vertical File drawers have a Call Number which indicates their major subject classification by letters (as above), the sub-classification by a letter number-decimal, their exact location by their own unique number and the letter "S", for Shelf, or "V" for Vertical File. Example: D6.2-95 reads, D, Demography, 6.2, demographic methods, -9, unique

number, and S, Shelf (V would indicate Vertical File). Periodicals are marked PS, Periodical Shelf, or PV, Periodical Vertical File. Films are indicated by F, Film File.

#### The Card Catalog

In addition to the Classification Index System, cataloging of the collection provides another means by which the user can be directed to the information he wants. All catalog cards have the Call Number of the article they represent in the upper right-hand corner of the card.

The Population Planning Library uses two separate catalogs: an Author-Title catalog, in which the cards are filed alphabetically; a subject index catalog, in which the cards are filed numerically behind subject guide cards, which have been arranged to represent exactly the Classification Index System Guide, Page 5. The numerically filed cards also serve as a collection inventory, as all materials in the library, either on the shelves or in the file drawers, are arranged in exactly the same order as these cards in the subject index catalog.

Since an article may relate to several subject classifications, cards having the same Call Number may be cross-filed in two, or more subject classifications. These cross-filed cards are filed alphabetically by title behind the numerically filed inventory card in that classification.

#### Locating Materials

The library shelves are clearly marked with the nine major classification headings, with major sub-classification letter numbers dispersed in between, in a general left-to-right, top-to-bottom sequence. The file cabinet drawers, or Vertical Files are clearly marked on the front as to the major classification, sub-classification they contain. Within the drawers, left-hand guide cards show the nine major classification headings, center guide cards show the sub-classification letter numbers, and right-hand guide cards show sub-classification number-decimals.

If the name of the author, or the title of the article is known, the researcher should go directly to the Author/Title Catalog and locate either the author, or the title card, note the Call Number in the upper right-hand corner and go to its indicated location on the shelf, or in the vertical file.

When researching a specific subject, the researcher should first check the Library Classification/Index Guide, Page 5, and decide where to look. Locate the corresponding subject classification in the Subject Index Catalog, go through the cards in that classification, note the Call Number/Numbers of materials of interest and go to the location indicated on the shelf, or in the vertical file. There are notes on the Library Classification/Index Guide to assist with further research, and often there are "see also" cross reference notes on the catalog cards that suggest additional related literature.

Periodicals are displayed alphabetically on the Periodical Shelf (PS) and those that lend themselves more to vertical filing are filed alphabetically by title in the Periodical Section of the Vertical File (PV). A 5" x 8" card file of Periodicals on hand is kept and articles of particular interest may also be carded and included in the Card Catalog and listed on the periodic "Scanning Sheet". Their Call Number is simply a "PS", or "PV" on the card, or after their description on the "Scanning Sheet".

#### FOR THE LIBRARIAN

The librarian need not be a professional, but should be reasonably conversant with the several disciplines relevant to population planning; e. g., demography, sociology, education, communications, ecology and medicine as well as deeply interested in the organization of the collection and appreciative of the importance of following through with the time-consuming mechanics of library management.

It is important that the librarian develop and continue to build a ready knowledge of from where information can be retrieved, both within the library collection and outside, so that personal assistance may be offered the user by searching out pertinent information, assembling it and presenting it. In order to do this efficiently, the scope of the library must be determined by identifying the immediate users and potential users of its collection.

The Population Planning Library serves primarily the USAID Islamabad Mission Staff and the GOP and GGP Agencies, all having personnel working in the aforementioned relevant disciplines, as well as those persons classified as "clients" who are the direct recipients of library materials and services. Knowing the prime users, the librarian can determine the selections for the library's collection within the nine major subjects.

The daily routine of the library, e.g., ordering, following up orders, scan-reading and classifying, circulating materials to the staff and others with appropriate conveyance, filing and retrieval on impromptu request, routine inventory and follow-up of borrowed materials, preparation of periodic acquisitions lists and the determination of materials for distribution to the participants on mailing lists and those requesting specific information requires the full time of the librarian with the assistance of the staff to do the physical mailing, typing, etc. One other qualified person should be introduced to these library procedures, as well as the mechanics of the Classification Index System, to take over in the absence of the librarian.

### Ordering

With the exception of free publications and those materials available from our government and its supported agencies, all purchases are divided into off-shore and on-shore procurement and then funded. The librarian must be introduced to these rather involved procedures and should be familiar with each step so that orders, which often, in the case of off-shore procurement, take three to six months from processing to receipt can be followed up. A complete record of all requests for materials and purchase order must be kept. A card file of each requested and ordered item, in addition to a file of all purchase orders and letter requests, has been found to be the most efficient. Each card should offer the following information:

Title \_\_\_\_\_  
 Author \_\_\_\_\_  
 Publisher/Journal \_\_\_\_\_  
 Date of Order \_\_\_\_\_ Follow-up \_\_\_\_\_  
 Resource \_\_\_\_\_ Order File \_\_\_\_\_  
 Requested by \_\_\_\_\_ No. Copies \_\_\_\_\_

### Processing Materials

The essential procedures are as follows:

- 1) Scan read the literature, determine the major subject and place it in the proper classification by noting it on a small slip of paper attached to the item.
- 2) Assign the item its own unique number-location, or Call Number by checking the classification/index catalog, noting the next available number listed on the guide card for the assigned classification, crossing it off and placing it on the slip attached to the item being processed.
- 3) Recommend any cross-filing necessary by noting the classification letter numbers on the slip with a small "x" in front of each one.
- 4) Stamp the title page and the inside back cover of the article being processed with the library stamp and send the item on to the secretarial staff for accomplishment of the following:
  - a) typing of the inventory card, all necessary cross-file cards, the author card/cards, the title card, and organization card/cards as necessary.
  - b) properly marking with electric pen, or other marker the spine of all books and the title page of all vertical file materials with the Call Number of the item.
  - c) typing of titles of adhesive strips for vertical file folders.
  - d) placing of all materials, according to their Call Number, on the shelf, or in the vertical file.
- 5) Send the literature to, or alert the person requesting it that it has been processed.

Circulating Materials

Because the staff of USAID/Islamabad using the Population Planning Library is comprised of a demographer, doctor, program planners, information specialist and food/nutrition experts, a "cover router", below, is often used for their evaluation and suggested use of new materials. However, the librarian cannot depend on staff evaluations being done routinely as their time does not allow for it.

Periodicals are routed through the staff after being carefully marked as to current subject interest. The librarian must keep "tuned in" to what is going on so that all pertinent information is called to their attention.

COVER ROUTER

To: Name/Title	Initial	To: Name/Title	Initial
1. _____	_____	4. _____	_____
2. _____	_____	5. _____	_____
3. _____	_____	6. _____	_____

TITLE \_\_\_\_\_  
Temporary I. D. \_\_\_\_\_ Date \_\_\_\_\_

RECOMMEND:  
File Subject Area \_\_\_\_\_  
X-File Subject Areas \_\_\_\_\_

Order (Suggested Number of Copies) \_\_\_\_\_

Duplicate All Part (Specify) \_\_\_\_\_

Possible Uses \_\_\_\_\_

COMMENTS: (Please Initial)

Return to: \_\_\_\_\_ Date: \_\_\_\_\_

Information Mailing

Information Mailing is done on a selective basis, as pertinent materials become available for distribution. In the absence of time and appropriate staff support, materials may be distributed without cover letters, abstracts, summaries or other suitable conveyance, but this is far from ideal and probably not advisable, as personal attention to the content of materials as well as the requirements of the recipient is necessary.

To assist the librarian in selecting duplicate materials to be distributed, especially on impromptu request, the duplicate materials and the mailing lists are correlated with the classification/index system. Duplicates are stored in order of their classification and all cards and "Scanning Sheets" itemizing them are marked with a small ds after their description indicating duplicates are available and where to find them. Mailing lists are also segregated into Major Classifications and notes as to the sub-categories of interest of each client are indicated after their names.

Lending Services

An honor system for the loan of literature in the Population Planning Library has been tried and found to be inadequate. A means of notifying borrowers on a routine basis is recommended, and a form, such as the one below, has been found useful.

In general, an effort is made to obtain at least two copies of all materials, so that one is always available for loan purposes, and items having only one copy in the collection are never loaned and may be reviewed in the library only. As a service, an article may be xeroxed, or otherwise duplicated, depending on expense and need considerations.

Date \_\_\_\_\_ Call No. \_\_\_\_\_  
Title \_\_\_\_\_  
Borrower \_\_\_\_\_  
Address/Dept \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_

ADAPTING THE POPULATION PLANNING LIBRARY  
CLASSIFICATION INDEX SYSTEM

The Population Planning Library Classification Index System was developed for the intended scope and availability of literature and materials in the USAID Islamabad Division of Population and Health and is the result of considerable experimentation and an overall learn-by-doing process. Similarly, other small libraries will want to develop systems suitable for their own needs, and it is with this in mind that the following suggestions for adapting the Population Planning Library Classification Index System are offered:

- 1) The use of letters signifying the Major Classifications is arbitrary and either straight alphabet or Roman numerals can be substituted. Also, the use of slashes can, in most cases be replaced by commas.
- 2) "Communications and Education Training" can very easily be combined under one Major Classification, possibly entitled "Information-Education-Communications".
- 3) "Ecology" can logically become a Major Sub-Classification under "Demography", possibly entitled "Environmental Concerns" (of population growth).
- 4) "Programs-Policies" can be eliminated by placing its various Major Sub-Classifications where they logically fall under the other Major Classifications: e.g., P1, and P2, could be under "Demography" (D1), P3, and P5, would become Major Sub-Classifications of "Demography", and P4, should be placed as a Major Sub-Classification under "Family Planning".
- 5) When replacing a system in use by a new classification system, it is probably advisable to leave the original system temporarily intact. Begin as of a specific date to introduce all new incoming materials to the new system and, as time allows, the original sequence collection may be re-evaluated and introduced as if it were, in fact, new incoming literature.

### LIBRARY STAFF, SPACE, SUPPLIES

Population library resources are especially needed in developing countries where the services of professional librarians are seldom available, adequate space often non-existent and supplies must be improvised or, at best, long supply lines dealt with.

While the librarian need not be a professional, a library cannot be started until someone, preferably with a well-rounded background in the various disciplines involved with population planning, is put in charge of its development and continued operation. The library's collection and overall scope will determine the requirement for the librarian's time and the need for additional staff.

Adequate space should be appropriated before the library becomes established and it is important to remember that the collection will grow very fast. Ideally, shelves and files should not be allowed to become more than two-thirds full before consideration is given to additional space. Floor space requirements are flexible, but a general rule is that at least four or five feet should be allowed in front of all files, desks and facing bookshelves.

Library furniture is usually available within the sponsoring organization and supplies (catalogs, cards, order forms, etc.) can be made/printed locally, or can be ordered from the following companies who will supply catalogs on request.

1. BRO-DART, Inc.  
56 Earl Street  
Newark, New Jersey 07114
2. GAYLORD BROS., Inc.  
Post Office Box 61  
Syracuse, New York 13201
3. LIBRARY BUREAU  
Division of Remington Rand  
801 Park Avenue  
Herkimer, New York 13350

REFERENCES FOR LIBRARY DEVELOPMENT AND RESOURCES

- "Current Publications in  
Population/Family Planning" Book and Equipment Secretary,  
The Population Council,  
245 Park Avenue,  
New York, N. Y. 10017
- "Directory of I. E. C. Assistance" East-West Population Institute,  
East-West Center,  
1777 East West Road,  
Honolulu, Hawaii, 96822
- "Family Planning Library Manual"  
(Guidelines for Starting a Family  
Planning and Population Library  
or Information Center) Katharine Dexter McCormick  
Library,  
Planned Parenthood-  
World Population,  
810 Seventh Avenue,  
New York, N. Y. 10019
- "Guide to Information Sources in  
the Fields of Population and  
Family Planning"  
(Publication No. 103) Katharine Dexter McCormick  
Library,  
Planned Parenthood-  
World Population,  
810 Seventh Avenue,  
New York, N. Y. 10019
- "International Directory of  
Population Information and  
Library Resources" First  
Edition, May 1972 and Supple-  
ment to First Edition, September  
1972 Carolina Population Center,  
University of North Carolina,  
Chapel Hill,  
North Carolina, 27514

"Library Bulletin"

International Planned  
Parenthood Federation,  
18/20, Lower Regent Street,  
London, S. W. 1 Y 4PW

"Library Bulletin"

International Planned  
Parenthood Federation,  
Western Hemisphere Region, Inc.  
111 Fourth Avenue,  
New York, N. Y. 10003

"Overview" (A Journal of  
Population Libraries)

Anne Cotterili, Editor  
Carolina Population Center,  
University Square,  
Chapel Hill, North Carolina, 27514

"The Establishment of a  
Library/Information  
Distribution Service",  
Final Report, December 1972

US AID Mission to Pakistan.  
Office of Population/Health,  
Islamabad, Pakistan

"Directory of Population  
Study Centers" (United  
States and Canada)

Population Association  
of America,  
P. O. Box 14182,  
Benjamin Franklin Station,  
Washington, D. C. 20044