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IMPROVEMENT OF POPULATION LIBRARY AND  
REFERENCE SERVICES IN LDCs

Contract No. AID/csd-2936

Semi-Annual Report July-December 1972

SEMI-ANNUAL REPORT

IMPROVEMENT OF POPULATION LIBRARY  
AND REFERENCE SERVICES IN LDCs

Contract No. AID/csd-2936

July 1-December 31, 1972



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Family Planning Library and Information Services*

## INTRODUCTION

### GENERAL COMMENTS

We are now at the halfway mark for this project, and we have learned a great deal from our experience since the proposal was written more than two years ago. We are in many cases "pioneering" in the library field and in library science as applied to population/family planning with this contract. A great deal more initiative and energy are needed to do something the first time around, and I am glad to say that all but two of our proposed "firsts" have reached their next phases. We have the first Directory and the first Overview out; the first trainees have come and gone, and the first interns are now enrolled; the first stage of conversion of the card catalogue is complete, and the first two issues of the bibliography series have been distributed. We still have the first edition of the thesaurus, and the first established key site library to go. We are requesting a few adjustments to the contract and have outlined a proposal for extension of certain aspects of the work in a separate document accompanying this report.

This report is divided into sections which cover each of the topics listed under "General Provisions" of the contract. The brief summary of progress given in the "Introduction" is followed by the complete reports with attachments. Sample copies of the Supplement to the International Directory, the second issue of Overview and the Bibliography Series, and the Proceedings of the 5th National Conference on Population Library and Information Services are a part of this report, and are submitted separate from this document.

### SUMMARY OF PROGRESS

#### Publications

#### ✓ I. *International Directory of Population Library Resources*

The Supplement to the first edition of the International Directory was mailed out on October 18, 1972, to every recipient of the first edition. User response has been gratifying, and post-publication distribution of the Directory is proceeding steadily. The Directory was reviewed in several major library publications, as well as in such population/family planning periodicals as the Population Council's Current Publications. Tables detailing distribution are included in Section I.1.

## II. *Overview*

On October 9, 1972, 550 copies of the second issue of Overview were mailed out. Since that date, an additional 150 copies have been distributed on request. The mailing list for Overview continues to grow, and a system of area correspondents has been developed as one of many ways to achieve more reader involvement. We are in the process of forming an "editorial board" consisting of librarians and information specialists from other organizations who are interested in contributing regularly. We will also use the board to verify copy and to provide pre-publication comments as well as ideas for articles. Our aim is still to present a clear, accurate, and unpretentious publication informative to both librarians and administrators.

## III. *Bibliography Series*

The third through fifth issues in the Bibliography series are considerably longer and more ambitious than our first two numbers, and come from contributors outside the CPC. The series has been divided into two sections; one for the general topics, and one for bibliographies focusing on specific geographical areas. The series has grown so rapidly that it was necessary to make it a full half-time assignment for one of our reference bibliographers.

## Conferences and Training

### I. International Conference

Plans for the International Conference are proceeding on schedule. The Conference will be held in Bangkok, Thailand on September 4-15, 1973. The meetings will be divided into two segments. First, there will be three and a half days of General Sessions aimed at a wide audience and having a program format similar to that used at the APLIC conferences. This will be followed by a one-week (five day) Training Institute under the direction of Dr. Fred Roper, UNC School of Library Science.

### II. Library Internship Program

The first two interns are now enrolled and will complete their terms in May. Eugenia Labbe-Norris from Santiago and Joung I, Kim from Seoul were chosen from a large number of qualified applicants this fall. The number of eligible librarians in need of training, and the complexities of University procedure for admission to the Graduate School have led us to consider an alternative training program to supplement the internships. Following a recommendation from the Dean of the School of Library Science, we are investigating the possibility of offering a joint summer training institute in 1974.

### III. Short-Term Traineeships

A short-term traineeship was completed for Mrs. Jean King, of the National Family Planning Board of Jamaica. Mrs. King was at the CPC for two weeks before returning to Jamaica to begin her job as librarian for the Board.

We have three requests for short-term training on file at present. One will be completed during the next three months; the other two will be postponed until summer if possible. We feel it best to stagger the training periods in order to give as much individual attention as possible.

### IV. Visitors/Consultation

Ms. Patricia Ribeiro, newly appointed librarian for the Department of Population Dynamics at Johns Hopkins University spent November 22 and 23 with Caroline Lucas and Peggy Osburn, learning about all phases and aspects of our thesaurus for subject access in her library, in which plans are underway to convert to an automated system similar to ours.

Mr. Peter Kilburn, Acquisitions Librarian at the American University in Beirut, visited TIS in January 1973 and consulted with various staff members about AU's plans to build a population section for their library. He was also investigating the feasibility of establishing an automated system similar to ours.

Mr. Arthur Conning of CELADE, Santiago, Chile, visited the Library in January to consult with various staff members on the production at CELADE of a machine-generated bibliography of Latin American fertility studies. The bibliography is to have regular cumulative updates and will be available for distribution throughout Latin America. TIS has expressed its willingness to provide consultative and technical assistance throughout the planning stages of the project.

### Key Site Library Development

Preliminary discussions are underway with three potential key sites: Pahlavi University in Iran; the University of Ghana at Legon; and Javieriana University in Bogota. The CPC has excellent contacts with all three institutions, and each provides an important opportunity for combining our library project with broader institution building programs. The revised plan for the key site program will propose an intensive effort to increase the involvement of UN organizations such as UNESCO in population library building.

## Methodology and Special Materials

### I. Thesaurus Development

The thesaurus is one of the most important projects ever undertaken in the CPC library, and may be the single most important contribution to the population field to result from this contract. We are continuing to work with the National Library of Medicine and the Karolinska Institute to produce a complete thesaurus. Our section will cover "social science aspects" of population/family planning. Karolinska and NLM are working on "biomedical aspects." This effort has been accelerated, and we hope to publish the first edition within twelve months.

### II. Automation of CPC Library Catalogue

Conversion of the CPC card catalogue is complete. Over 18,000 citations are on our data base, making it the largest automated data in population/family planning. A computer-produced acquisitions list in five sections with a cumulative index is now being published. Standardization of the conversion is of priority for the next six months.

### III. Micro-Book Catalogue

We are experimenting with a microfiche format for the book catalogue which will be produced from our data base. Micro-form will play an increasingly important role in information dissemination of the future, and it offers notable immediate advantages as well as some disadvantages (user resistance). Until G. K. Hall Company requested permission to publish our catalogue, we were forced to go to micro-form for reasons of cost and bulk. Even if we publish with Hall, we will need a micro-version of the catalogue, and cost of the experiment is negligible. The combination of book and microfiche format is ideal for LDC libraries.

### IV. Publication of CPC Catalogue by G. K. Hall

Mr. John Cronin, Associate Editor of G. K. Hall Publishing Company, a major publisher in the library field, and publishers of the Population Index catalogue, wishes to contract with us to publish our catalogue in the spring of 1974. We will be talking with AID officials about this in the next few weeks, and if there are no problems, will proceed to prepare our copy. Bound editions of the CPC catalogue would be a major aid to library building in LDC's, as it would provide a bibliographic control of the field and offer ready-made cataloguing at the same time.



## J. PUBLICATIONS

### 1. International Directory of Population Information and Library Resources

#### Supplement to First Edition

The Supplement to the 1st edition was received from the printer on October 18, 1972. It contains 56 paragraph entries and 10 address entries, representing a total of 38 countries, as well as several address change entries. It also includes a List of Periodicals published by Supplement entries and the following indices: Names of Organizations (English; Non-English; Abbreviations) and Library Publications. Both entries and indices follow the 1st edition formats.

2500 copies of the Supplement were printed and a copy was immediately sent to every organization and individual who had already received a copy of the 1st edition.

#### Published Reviews of the Directory

In August 1972 review copies of the Directory were sent to the Book Review Editors of several appropriate periodicals. As of the middle of January 1973, publication notices have appeared in: Library Journal; the Population Council's Current Publications in Population/Family Planning; Science; the Technical Assistance Information Clearing House's TAICHI News; Family Planning Perspectives; and the East-West Communication Institute's newsletter Information, Education, Communication in Population. As an example, the following notice appeared in Current Publications in Population/Family Planning:

Fogle, Catherine, Karin Gleiter, and Marilyn McIntyre, eds.  
International Directory of Population Information and  
Library Resources. Chapel Hill, N.C.: Carolina Population  
Center, 1972. 324 pp. Available only from Technical  
Information Service, University of North Carolina at Chapel  
Hill. \$7.00.

This book is the first edition of a series containing library and information activities in the population field throughout the world. It is organized to provide maximum clarity and usefulness. The detailed questionnaire that furnished the information on which the paragraph entries are based is included. A supplement to this edition covering an additional 70 organizations is available.

Information, Education, Communication in Population commented: "Although the Directory focuses primarily on professional-technical information, and not on public IEC activities, it nevertheless has potential value to persons engaged in IEC programs. By using the many indexes, the reader can identify sources of technical information on various topics related to his work."

## User Response

We have been gratified by the extent and nature of the response of Directory users. Sample comments include: "The editors are to be congratulated on this superb effort" (Australia); "The Directory and Supplement will prove an important addition to our library collections, and we will look out for future editions" (Nigeria); "I believe [it] will be an extremely valuable reference tool for researchers in population studies" (USA, Virginia); "It is very useful to us in our work" (Netherlands); "It has been valuable already...a great job" (USA, New York); "Extremely useful as a basic reference" (Thailand); "What a mind of information this is!" (USA, New York); "We consider it a valuable contribution to this Department" (Colombia); "It will be very valuable to us" (Yugoslavia).

We have asked each recipient for comments and suggestions, including names and addresses of organizations missing from the Directory. Several organizations, including the Research Group for European Migration Problems (the Netherlands), TEMPO--Center for Advanced Studies (General Electric Corporation, Washington, D.C.), the Family Planning Association of Tanzania, and the Tayloe Murphy Institute (Charlottesville, Virginia), have written to ask that they be included in the second edition and have sent descriptions of their activities. In addition, we have received valuable suggestions of other organizations to contact.

## Distribution

As already mentioned, 2500 copies of the Directory and Supplement were printed. The two following tables give break-downs of the distribution of these copies to date, by types of recipient and by geographical areas.

## Tables

A complete record of all Directory recipients has been kept. A number of organizations ordering the Directory appear to be potential second edition entries, an unexpected but pleasing result of our record-keeping.

International Directory of Population Information and Library Resources

Distribution of 1st Edition and Supplement

As of January 26, 1973

By Type of Recipient

FREE [1265]

1. To organizations which are represented by paragraph entries in 1st edition and Supplement (in some cases more than one copy per organization)	350
2. To organizations which returned the long questionnaire but were either rejected or given only an address entry	56
3. To organizations in developing countries which are not included in the <u>Directory</u>	105
4. To other organizations not included in the <u>Directory</u> , plus review copies, and other free copies	121
5. AID-Washington	<u>637</u>
	1,269

PAID\* [143]

Copies sold to organizations and individuals in developed countries (the United States, Canada, and Western Europe)	163
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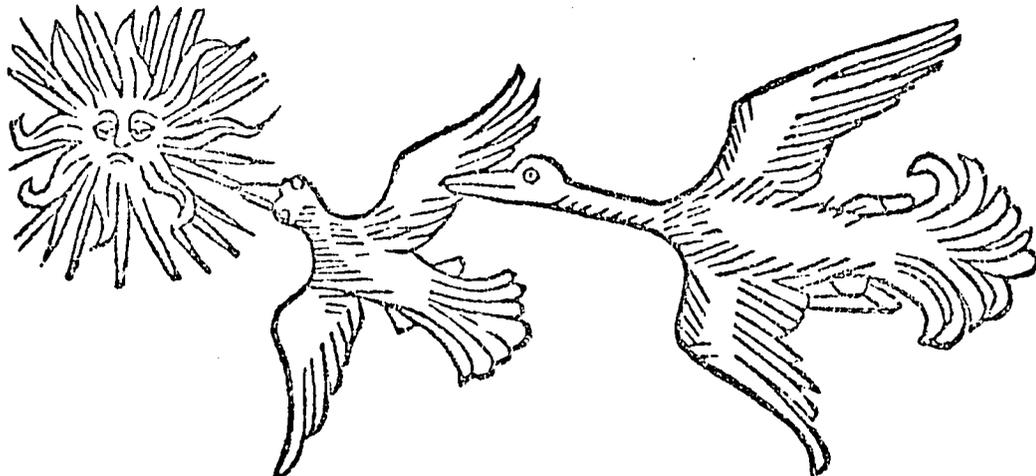
TOTAL DISTRIBUTED 1,432

\*In order to recoup a portion of the larger than anticipated printing costs for the Directory and Supplement, some copies are being sold at a price of \$7.00 each. All requests from developing countries are filled at no charge. Several orders from LDC's have been accompanied by checks; these have been returned.

By Geographic Areas of Distribution

Africa		36
Africa, North		15
America, Caribbean		6
America, Central		12
America, North		
Canada	12	
Puerto Rico	4	367
United States	351	
America, South		38
Asia, Far East		21
Asia, Middle East		26
Asia, South		71
Asia, South East		63
Europe		100
Oceania		8
		<hr/> 763
IPPF-London*		32
AID-Washington*		<hr/> 637
		1,432

\*IPPF and AID are distributing the Directory to recipients in developing countries, but we are unable to assign these figures geographically.



*First Edition*

INTERNATIONAL DIRECTORY OF POPULATION INFORMATION AND LIBRARY RESOURCES

1972

A detailed, comprehensive guide to  
worldwide population information resources

The Directory features:

- \* Table of Contents
- \* 300 Entries, arranged by geographic regions
- \* List of Population Periodicals
  
- \* Special Indices
  - Alphabetical list of organizations
  - Non-English names of organizations
  - Abbreviated names of organizations
  - Geographical interests of organizations
  - Subject interests of organizations
  - Special collections of libraries
  - Publications of libraries
  
- \* Supplement, containing 60 additional entries

INTERNATIONAL DIRECTORY--\$7.00

Order from: Directory  
Technical Information Service  
Carolina Population Center  
University of North Carolina  
Chapel Hill, North Carolina 27514 USA

*There is a charge of \$7.00 per copy to individuals  
and organizations in the United States, Western  
Europe, and some other parts of the world. Your  
order will be billed if this charge applies.*

## I. PUBLICATIONS (continued)

### 2. Overview: A Journal for Population Libraries

On October 9, 1972, 550 copies of the second issue of *Overview* were mailed out. 800 copies had been printed by the University Duplicating Department for \$633.40. Since then, we have mailed and given away 150 more copies along with back copies of the first issue.

The December number, the last of volume 1, was prepared on schedule. The printing of it, however, has been delayed almost a month by the University, which at the last minute refused to authorize use of a printing group on campus called Student Graphics which we wanted to use instead of University Duplicating for reasons detailed below. At the time this is being written, Student Graphics has the copy for the December issue and hopes to have it printed as close to the beginning of February as possible. (See also the enclosed chronological description of conferences with various university personnel, during the weeks of delay, on the subject of printing *Overview*.)

A production schedule for 1973 has been prepared which allows for six issues for volume 2: February/March, April/May, June/July, August/September, October/November, and December/January. We intend to let the commercial printers in the area bid on the job of all six issues and establish with one of them a year's contract, in this way hopefully stabilizing the production of *Overview* as well as making it more professional. We suffered twice from working with a printing department which does not offer advice, and which is undependable in its quality and schedules.

The frustration of December's delays aside, using Student Graphics to prepare this last issue of volume 1 should prove educational and help stream-line production in the long run. We discussed *Overview* several times with the Design and Production Manager of the University of North Carolina Press and were advised to have the magazine typed by a printer on a composer instead of preparing our own camera-ready copy. Using a composer would improve the quality of print and eliminate wasted space by putting two to three times as much text on a page. We should be able to cut the total number of pages in each issue and still have the same amount of information, with the added advantage of using a variety of type styles, sizes, and faces. Most important, we would be freed from the expense and work of preparing a typed, camera-ready copy for the printer, a great boon if we want to concentrate on issuing the magazine regularly. On the one hand, finding an ordinary typist to do the work and monitoring him or her is extremely time-consuming. On the other hand, top format typists are hard to find and keep and are expensive. In either case, we have learned from experience that much of the job of typing *Overview* is making innumerable lay-out decisions and, up to this point, without the help of a model or professional advice, which slows decision-making even more. For these reasons, typing the finished copy has been a tremendous job. Student Graphics has been willing to give us much time and advice, for instance teaching us to estimate copy length and prepare a proper dummy, and at a reasonable price. In short, with them we are finally developing a format with which we can work for awhile. Having *Overview*

properly designed now will simplify the process of offering it to bidders and working with a commercial printer and will reduce future costs of production.

A full-time writer has been added to the staff. In addition, we now have the use of a person experienced in layout, presently on the staff of the CPC Publications and Communications Office.

There have been eight responses to the request for "correspondents," which was included in the second issue. So far, volunteers have written from Bangladesh, India, the Philippines, France, and from several U.S. libraries. This year, we will be trying to develop the correspondents into an active, participating part of the magazine and their relationship with us into one of mutual benefit to both sides. They will attempt to keep us informed about the situation of the population library and its needs in various parts of the world, and in turn will be able to use *Overview* to introduce their organizations to others and establish contacts of their own.

Another aim for 1973, besides that of regular production and the active participation of "correspondents," is the development of subsidiary publications or an educational series under the auspices of *Overview*, to be mailed either to the whole mailing list or to a selected group. Already we have material to begin a series on "library automation" as it affects the small library. It is tentatively envisioned as a series of articles of carefully graduated complexity (but always in clear, simple English) put together in such a way as to slowly establish a defined set of terms with which to talk about computers and library automation in particular. The articles would be aimed at librarians, especially those abroad who have little real understanding of the field and are intimidated by its almost mythical complexity and mechanism. They are therefore unable to take advantage of many services offered by existing systems. By presenting an automation project from different angles, for instance the inputter's point of view, the programmer's experiences, the indexer's, etc., the series could show what interrelationships develop in library automation work between 1) the hardware and software, 2) between both of these and the people who work with them, and 3) among the people themselves. Another example of a possible series would be a technical processing manual geared to population librarians and their particular types of material, readers' needs, and the problems they engender.

The response to *Overview* continues to be enthusiastic and encouraging. There is definitely a need it can fill:

"I acknowledge with thanks the receipt of the second issue of *Overview*. This has come out at a time when all the countries, especially the underdeveloped ones, are struggling hard with the population problems and I am sure this publication would play a very vital role as a means of communication among the population libraries. In fact both the issues contain informations hitherto unknown to many librarians. I am benefited much with the informations published and very happily I have started corresponding with institutions for collecting materials on population and family planning..."

"We have today received vol. 1, no. 2 of your publication *Overview* and found it very useful and important in regard to the project we are at present engaged in....We are presently engaged in equipping our library with basic books in population and the information provided by you in your publication is very helpful. We have just appointed a librarian to help us in building a good library but he has had no formal training in library science nor any experience in the various aspects of running a library. We feel that the ideas given in *Overview* will be of much help to him in his efforts to carry out his responsibilities..."

"...I am especially pleased with the section FOR NEW LIBRARIES, and I think this will fill a gaping hole in knowledge of techniques. I would like to know if I may recommend the publication to others who might find it useful..."

Our aim is still to present a clear, accurate, and unpretentious publication interesting to both librarians and administrators who are increasingly having to work together on problems of information management and dissemination. The emphasis of *Overview* continues to be on establishing contacts among librarians who can help each other and get to know each other, on passing on information about publications, library operations, and developments in information management, and on continuing a discussion of the place of the library and information center in the population field.

C O N T E N T S

September, 1972

Vol. 1, No. 2

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PHOTOGRAPHS: THE 5TH NATIONAL APLIC CONFERENCE . . . . . *inside back cover*



**E D I T O R S ' R E M A R K S**

*Thank you for the encouraging and interesting response to the first issue. We were often surprised to see where OVERVIEW had been passed on. Please let us keep hearing from you, because this magazine cannot develop without feedback from the librarians and various resource persons in population to whom it is directed.*

*As was suggested in the first issue, OVERVIEW is provided to: 1) offer help to population librarians, especially to those in developing countries where little guidance is available but where library resources are badly needed; and 2) create a voice and forum through which population librarians all over the world can establish better contacts among themselves and with researchers, students, field workers, and administrators. Ideally, we would like to create such a network of intercommunication among population resource people that the needs of one organization, no matter how small, could be matched and answered with the materials and capacities of another, either by us in a clearinghouse capacity, or, better and more directly, by the institutions or persons themselves through information learned here. We should be, in short, a periodic, up-to-date resource booklet putting you in touch with other people, with publications and materials for your profession, and with ideas and technical developments which directly affect your profession.*

*We are still trying to develop a format that can be packed with information yet allow the reader to locate what interests him, and also a simple style, accurate in what is said and straightforward in how it is said, free of confusing jargon. We have a way to go, however, and need your participation to complete OVERVIEW--in many details and in the final understanding of its potential.*

## I. PUBLICATIONS (continued)

### 3. Bibliography Series

The rapid expansion of the Bibliography Series has led to its division into two sections. The first series will deal primarily with "general topics" and the second series with studies focused on a specific region. Following this division, the next issue published will be Population in Sub-Saharan Africa, 1965-1971, compiled by David Radel of the East-West Center in Honolulu. Bibliography of Indonesian Demography, by Lely Kusnadi, also of the East-West Center, should be published during April or May, and a third number on population/family planning programs in Morocco by Joel G. Montague of the Population Council is planned for early summer.

The first two issues in the Bibliography Series were disbursed to almost 500 individuals and institutions throughout the world, and requests for copies arrive almost daily. It is anticipated that coming issues will be equally well received, and we will now begin to offer the series on a subscription basis.

#### I. May 1972:

Marshall, Judith M. "Studies relating women's non-familial activities and fertility." 6p. 56 citations of books, journal articles, Ph.D. dissertations, and conference papers from the late 1950's to 1972.

#### II. June 1972:

Walker, Richard L. "Basic reference sources in population/family planning: an annotated bibliography. 11p. 34 citations grouped into the five broad categories of population, medical and related fields, sociology and related fields, public opinion and current interest, and jurisprudence, governmental and business. In addition to publication information, the citations include those subject headings or categories under which population/family planning information may be found.

#### III. Population in Sub-Saharan Africa, 1965-1971. David Radel (in process)

This selected bibliography consists of books, articles from periodicals and edited books, and some conference papers. In general, governmental documents such as census reports and statistical abstracts have been omitted. All nations and territories south of the Sahara are covered except the Republic of South Africa. Although the basic time period covered is 1965-1971, some materials published in 1972 are included. With few exceptions materials in languages other than English, French or German, and Portuguese have been excluded. The bibliography consists of 735 items and is arranged under 17 headings. A geographical index is included.

#### IV. Bibliography of Indonesian Demography. Lely Kusnadi (in process)

This bibliography of 714 entries covers the years 1931-1970. Languages included are English, Dutch, German, French, Indonesian, and Russian. Many Dutch census publications are included as well as Indonesian government publications. The materials are arranged alphabetically by author, with title and subject indexes.

## II. CONFERENCES AND TRAINING

### 1. International Conference on Population Library and Information Services

Plans for the International Conference on Population Library and Information Services are proceeding on schedule. Bangkok has been selected as the site for the Conference, and the Oriental Hotel as the most likely accommodation. Sessions will be held in the Hotel, at the ECAFE Sala Santitham quarters, and possibly also in a library facility at Chulalongkorn or Mahidol University. (Tours of major library facilities in the area are also planned.)

Dates for the conference have been set for September 4-15, with the first four days devoted to General Sessions, followed after the weekend by a one-week Training Institute. The General Sessions are being planned by a program committee composed of the APLIC Board of Directors plus several special invitees from international organizations. The special invitees include: Catharine Stubbings, of IPPF; Richard Hankinson, of OECD, Paris; Jacqueline Forget, of UNESCO, Paris; Erica Campanella, of WHO, Geneva; and Laura Olsen, Hunter Chen, and Jerry Kilker, of ECAFE, Bangkok.

The Training Session which is to follow the General Sessions will be limited to thirty participants at most, possibly only twenty. The institute will be lead by Dr. Fred Reper of the UNC School of Library Science, who will be in charge of developing the program for the institute in collaboration with the CPC. Qualified applicants for the intern program will be given priority in the selection process when choosing participants for the training sessions. At present, we are planning to limit the sessions to librarians from Asia and Africa, but have had many requests to include Latin Americans in the group. These requests will receive due consideration.

Plans for the Conference are subject to revision in the event that supplemental funds become available. We are going to approach the UNFPA, ECAFE, IPPF, the Population Council, and UNESCO for travel money for participants from different areas. Present funds are ample for program and publication expenses, but are limited for participant travel.

A meeting of the U.S. coordinating committee is scheduled for February 8, 1973 at the International Demographic Statistics Division of the Bureau of the Census in Washington. Program committee meetings for this group will be scheduled to coincide with each APLIC board meeting until the time of the Conference, and a special working committee for the International Conference will be formed at the annual APLIC conference in New Orleans this April. By March 1, a brochure describing the Conference and providing details on accommodations, application for travel support, and program content will be completed and mailed out to supplement previous announcements (such as those which have appeared in Overview, IPPF News, etc.)

We are most fortunate in having an excellent and interested library school here at UNC with whom we can work and turn to for advice and support. Both faculty and students have shown an active interest in our program, and have become involved in many of our projects. (For example, Dr. Roper is working on the Conference, and several other faculty are serving as advisors to projects such as thesaurus development and automation.) The Library School has also been most helpful in accommodating the interns.

We have recently been discussing with Dr. Edward Holley, Dean of the School of Library Science, the possibility of offering a summer training institute for population librarians from LDC's in July of 1974. (It is not possible to schedule such a program for summer of 1973.) The institute would be a joint venture between the CPC and the School of Library Science, with funds provided from the contract to cover the cost of the course and participant travel, with course work and teaching offered by the Library School. A certificate of some type will be presented to each participant. Emphasis will be on basic library techniques, and practical work in the CPC library will be included in the program as well.

Offering such an institute would alleviate pressure on the intern program, and would at the same time serve to accommodate many librarians eligible for training under this contract who cannot meet the academic admission standards of the Graduate School.

## II. CONFERENCES AND TRAINING (continued)

### 2. Internship Program

#### Current Internship Program

The two Population Library Interns scheduled to spend this semester working and studying at the Carolina Population Center Library arrived here the first week in January. The two Interns are Ms. Eugenia Labbe-Norris, librarian at the Latin American Demographic Center in Santiago, Chile; and Ms. Joung I. Kim, librarian at the Korean Institute for Family Planning in Seoul, Korea. Each of these candidates submitted an impressive application, indicating a strong interest in acquiring additional practical and theoretical experience in establishing and maintaining a sound population library collection and service program. (Copies of each application were attached to previous AID correspondence.)

The two Interns will spend the Spring semester here, a period lasting from January-May, 1973. During this time, they will work 20 hours a week in the CPC Library, and will audit three graduate-level courses at the University. The courses include "Medical Librarianship," offered by the School of Library Science; and "Population and Politics," given by the Department of Political Science. The Interns will spend the first six weeks observing and participating in CPC Library activities such as: acquisitions and technical processing, Area Files organization, circulation policies and procedures, cataloguing of book and non-book materials, reference services, thesaurus development, card catalogue conversion, and automated retrieval of bibliographical information. After this initial period of observation/training, each will begin working on an individual project. Both Interns are interested in developing a project which involves application of computer techniques in the context of a small library.

The Internship Program offers substantial benefits to our Library, as well as to the Interns. For instance, the CPC Library receives numerous requests each year from population-related institutions in less-developed countries asking for various kinds of assistance in establishing and/or developing a population library. Through contact and discussion with the Interns, the CPC Library staff is better able to understand and respond to such requests from libraries overseas. In addition to these broader insights, the Interns also provide staff here with detailed information on such things as the workings of the international book trade, a subject about which specific information is difficult to obtain. Further, each Intern will spend some time analyzing and evaluating CPC "Area Files" holdings from her home country, and will assist in cataloguing these materials.

## Overall Response/Applications to Date

A flyer on the Internship Program was included with each copy of the International Directory of Population Information and Library Resources sent to Asia, Africa, and South America, all of which were mailed out the first week in August 1972. The Program was announced also in the September 1972 issue of Overview, as well as at the Fifth National Conference on Population/Family Planning Libraries and Information Services and in the IPPF News. As of mid-January 1973 we have received the following responses: (excluding the two current interns):

a. Completed or near-completed applications (from Burma, Chile, El Salvador, India, Indonesia, Korea, Taiwan, and Venezuela)	8
b. Letters of inquiry expressing interest and requesting application forms. (These requests came from Bangladesh, Ghana, India,(5), Kenya, Malaysia (3), Pakistan, Philippines (3), Sri Lanka, Taiwan, Thailand, and Turkey)	19
	<hr/>
Total (from 17 countries)	27

## Future Plans

We are very pleased at the response so far to the announcement of the Program. The slow response noted in the previous report was apparently due to the length of time it took for the Directories (with the flyers) to arrive at their destinations by sea mail. At the moment, we anticipate continuing the Program along essentially the same lines, offering two intern slots in the Fall and in the Spring semester of each academic year, but some adjustments will also be necessary if we are to meet the level of demand indicated. It is too soon to assess the full impact of the Program, but one observation can be made now. The "formal" nature of the Program forces it to exclude many otherwise eligible candidates for training. In order to audit Library School and other graduate courses, the Intern must be admitted the UNC Graduate School. Formal admission to the Graduate School is also required for the intern to be allowed to live in University housing, use the Student Infirmary, and have his/her Exchange Visitor visa handled by the University's Foreign Student Advisor. The problem with this is that the Graduate School requires academic credentials which a number of librarians in less-developed countries will not have.

Therefore, we have investigated several alternative methods for offering training to those unable to qualify for the Internship Program. The UNC Library School has proposed to explore the possibility of a thirty-day "summer institute" for LDC population librarians in 1974. The institute would offer a combination of formal

coursework and practical experience, with special focus on basic library skills. In the meantime, the International Conference, scheduled for September 1973 in Bangkok, will be followed by a week of intensive library training sessions. We also plan to continue offering short-term training where appropriate, if this meets with AIP approval and supplemental funding is available.

## II. CONFERENCES AND TRAINING (continued)

### 3. Short Term Trainees

Ms. Jean King, newly appointed Librarian for the National Family Planning Board of Jamaica, was with the CPC Library from July 17 until July 31 for intensive training in all spheres of population library activity, especially that of overall administration. Her informal internship was arranged by Mr. Alton Wilson, USAID Public Health Advisor in Jamaica.

Requests for two-week training periods continue to be received, e.g., that of Ms. Beatrice Alzate, Librarian for the Bibliographic Documentation Center of the Pan American Federation of Associations of Medical Schools, Bogota, Colombia. As we have two full-time trainees with us through May 1973, we hope to have her with us early in the summer. In the meantime, we are also expecting Ms. Petrina Amonoo, Librarian for the Population Dynamics Program at the University of Ghana at Legon. Ms. Amonoo comes at the request of another AID-CPC project, and her training will therefore be given priority.

### 4. Summer Institute

The large response from qualified applicants to the Intern Program let us to consider an alternative training program which would accommodate more trainees, and in particular, those otherwise eligible applicants unable to meet the stiff academic requirements of the UNC Graduate School. Dean Edward Holley of the UNC School of Library Science suggested we consider offering a summer institute in 1974. We proposed that funds for the institute be provided from this contract. Plans at present are for the Library School to provide faculty for teaching basic courses on library procedures, with special emphasis on population/family planning. The CPC Library would serve as a practice work lab for the students. The institute would last one month, and would accept twenty-five students. We are very pleased and enthusiastic about the prospect of collaborating with the Library School on such a project, and hope that these plans will be approved.

### III. KEY SITE LIBRARY DEVELOPMENT

The key site program is currently being scrutinized with an eye towards revision of some parts. This report will confine itself to activities since the last report, and any revisions which are approved and adopted will be reported next time.

#### Candidates for Key Site Program

Discussions are underway with three potential candidates for a key site library. These are:

University of Ghana at Legon, Ghana  
Pahlavi University at Shiraz, Iran  
Javieriana University at Bogota, Columbia

Each of these looks at the present time as though it will be eligible for assistance under the program, and each appears willing at this preliminary state to conform with the requirements for participation (see below under Responsibilities). CPC has well established contacts with the University of Ghana, and will be offering training for the librarian from Legon this spring. A preliminary visit has already been made (fall of 1971) and a preliminary report and work plan is on file (see Semi-Annual Report for July-December 1971). The CPC has a resident representative now in Ghana through whom we have excellent working contacts.

The situation in Iran also looks promising. The CPC is just beginning to work with Pahlavi University under the guidance of Dr. Ali Paydarfar, and we have had correspondence and contact with others in the library field in Iran over the past several years independent of the proposed population program. It will be possible to work in English in Iran, as well as in Ghana, and this is of course an advantage from our standpoint. The initial visit, should plans go as hoped, should take place some time during the next few months. In the meantime, we are requesting permission to offer training to another Iranian librarian now with the Ministry of Health, Division of Population and Family Planning (see under Short Term Training).

The situation at Javieriana University is unique and presents quite an exciting opportunity. ("Two very happy coincidences", in the words of the Rector.) Javieriana is now in the process of completing plans for a new library building for the campus, and they are willing to allot space to the proposed "demonstration" library. This is almost too good to be true. The second coincidence is that they are beginning to offer a course (at night) in what they call "Bibliothecology", or what we call Library Science. Again, they are interested in building in a population/family planning library component, providing us with another unprecedented opportunity. The difficulty for us in working with Javieriana is the language barrier, as none of their library staff speaks English. We had anticipated such problems, however, and will simply have to cope with them through gaining more Spanish-speaking capability on our staff. (We already have one adequate, if not fluent, research librarian.) The greatest draw-

back will be that their librarian will not be able to come to CPC for training, and as no training library will exist in Colombia until this one at Javieriana is developed, there will be no easy alternative available.

### General Outline of Purpose, Responsibilities and Budget

#### Purpose

The purpose of a demonstration or "key site" library is to:

1. Provide a good, comprehensive collection of population and family planning materials, with special emphasis on materials in the language of the host country, and on information on population and family planning activities in that country.
2. Serve as a training and demonstration library providing formal and/or informal training opportunities for population librarians in that area. The libraries will be oriented strongly towards "information center" activities rather than towards traditional library services.
3. Provide a major link in a planned "network" of population library/information systems covering the field in different parts of the world and working towards compatible systems for the future.
4. Eventually to bear a major responsibility for assessment of population information needs in their area and to propose and implement insofar as possible programs to meet these needs.

#### Responsibilities

Under the terms of the key site library development project, the local institution will be expected to:

1. Provide adequate space for the library.
2. Provide assurance of continued funding for an adequate staff.
3. Be willing to make its facilities available for training as necessary.
4. Be willing to offer library services to appropriate users in the area not affiliated with the parent institution.
5. Contribute towards some of the basic expenses (e.g., furniture).
6. Budget for library acquisitions once the initial phase is complete.

#### The CPC will contribute:

1. Up to \$45,000 in funds over a three-year period towards initial acquisitions, staff training, and purchase of basic equipment.

2. Provide continuing assistance in the form of consultation, staff exchange, and provision of special materials, services, manuals, etc., to the demonstration libraries.
3. Included in the above two clauses, but worthy of special mention, the CPC will try to offer on an individual basis whatever "special" assistance may be needed to overcome unexpected or unique problems during the difficult initial stages. In other words, while a certain minimal standard assistance can be guaranteed in advance, the CPC is also ready to provide a "non-standard" assistance to each key library according to its particular situation and needs.

Budget

While final plans and budgets for each "key site" library must be developed separately and based upon the particular requirements of the local situation, the following may be considered a "typical" budget plan.

During the first three years, cost of library building may be estimated to cost \$20,000-30,000 per year of which total up to \$15,000 per year may be provided by the key site library development project.

YEAR 1

Total space requirements, figured as if library were a separate entity: 800 sq. ft.

Staff

- |                      |       |  |
|----------------------|-------|--|
| 1. Librarian         | ----- | (Salaries at appropriate local level.) |
| 2. Library Assistant | ----- |  |
| 3. Clerk (1/2)       | ----- |  |

Acquisitions \$5,000

Equipment/furniture 6,000

Travel (for training) 1,200

Supplies/postage 1,200

YEAR 2

Space: 1,200 sq. ft.

Staff

- |                        |       |
|------------------------|-------|
| 1. Librarian           | ----- |
| 2. Assistant Librarian | ----- |

3. Library Assistant	-----
4. Clerk/typist	-----
<u>Acquisitions</u>	\$5,500
<u>Equipment/furniture</u>	2,000
<u>Supplies</u>	1,500
<u>Training</u>	1,000

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YEAR 3

Space: 1,800 sq. ft.

Staff

Same as above, with possible addition of 1/2 professional and 1 1/2 clerk positions.

<u>Acquisitions</u>	\$6,000
<u>Supplies</u>	1,500
<u>Training</u>	500

Phased Development Plan

An outline of a phased development plan was included in the last report, and will not be repeated here. The only major change in the plan as outlined there is an increased emphasis on preparing the key site library for its role as a training center for its region. As this will be one of the later phases of activity, not applicable until Phase III, this shift will have little obvious effect on the library in its early stages.

#### IV. METHODOLOGY AND SPECIAL MATERIALS

##### 1. Thesaurus

The thesaurus to date contains 1097 index terms plus access terms with cross-references. Approximately 150 new terms await processing. Total number of new additions to the thesaurus has not increased as fast as we had hoped due to the need for a major reorganization and development of the existing vocabulary. The vocabulary was reorganized and its structural indications developed as planned during the period July through September (see previous report). From September - October, all terms were reviewed by a group of CPC Faculty and research staff who agreed to provide consultation to the project as needed. Regular meetings between researchers and indexers have been scheduled.

In October we also reinstated the library acquisition lists mailings. The program features for these lists have been much improved (see "Automation Report"). At this time we again began to do some subject indexing. It quickly became apparent that additional staff would be needed for indexing if we are to keep the thesaurus development current, and additional staff was recruited as described later.

A meeting was held in November with Dr. Norman Shumway and Mr. Stanley Jablonski at the National Library of Medicine. Mr. Jablonski had just returned from Stockholm where he had spent a month helping Karolinska with their work on extension of the Medlars vocabulary. The subject scope for Karolinska's work is strictly limited to the "biomedical aspects" of human reproduction, with emphasis on the "research" orientation. This report from Mr. Jablonski reassured us that there would be no overlap or duplication of efforts between CPC and Karolinska, the last of the groups about which we had a question. (We are concentrating on the "social, economic, and demographic aspects" of the field.) Because no one else is covering this area, and in view of our increasing list of people following our work, we are pushing for a January 1974 deadline for completion and publication of the first edition of the thesaurus. We have decided to reassign two present staff members to full-time work on this project, and to hire two new people for one year of intensive effort. These decisions, along with establishment of the attached timetable were based on what we learned from Karolinska's experience, and on discussions with NLM concerning their program for training and thesaurus development.

Karolinska is using three or four people for their work, and bring in research personnel as needed. They have been working for three months and will not be finished before April or May. They can move faster than we can because concepts in the biomedical sphere are much more easily defined than those in the social sciences. Also, that part of the population/family planning field is more "established." They can use existing tools, such as Index Medicus, to check frequency of use in the literature as new concepts are considered. No such tools exist to help us. It is necessary for us to do actual subject indexing

as we develop our vocabulary. This indexing then provides both the source of concepts and a data base upon which we may study frequency of occurrence. Also Karolinska was fortunate in having staff with years of experience in related areas of the medical field, and several with extensive experience in thesaurus work. If our ten-month schedule seems long, it must be remembered that we are encountering special problems. We must work with a less well-established area of subject terminology and with no existing bibliographic tools (in many instances not even glossaries). We have a less experienced staff (NLM requires a six-month training period for new staff before they can work unsupervised, and Medlars is a well-established system). Considering these factors, we cannot expect to have a finished product before January 1974.

During the past few months programs for automated handling of some thesaurus development and maintenance tasks have been written. These programs will need some refinements and some changes as the result of thesaurus development work itself.

A mailing will be sent out at the end of January to libraries requesting interim measures for subject classification during the development period. A copy of this mailing is attached to this report. The present mailing list includes includes 42 names - 13 overseas, and 29 U.S. and Canada.

Workload and scheduling have made it impossible to produce all of the various write-ups we had planned for last fall. Work will continue on these but will be considered of secondary priority in relation to the thesaurus development work itself. We hope to send out thesaurus "update mailings" at least bimonthly.

Because of a request for consultation from a demographic library in Morocco, work has already been begun on French translation of the thesaurus vocabulary. We hope to arrange for a Spanish translation as well; neither of these will be available until after completion and publication of the English edition.

Thesaurus Work Timetable

1/73

- Jan. 31           End of preparation period  
                  scope notes  
                  training tools  
                  reference shelf  
                  data base update  
                  equipment, space, etc.
- Feb. 1            Indexing begins  
                  training sessions - work with materials already done  
                  subject training  
                  courses to audit  
                  materials to read - overall, special areas  
                  basic scope note searching  
                  addition of new terms  
                  supervised indexing
- July 31           Deadline for -  
                  basic indexing and subject training  
                  completion of backlog indexing  
                  completion of basic program development and changes
- Sept. 15          Evaluation projects started  
                  Begin write-ups for thesaurus volume
- Dec. 10          Deadline for -  
                  entry of new terms for Jan. edition  
                  last minute program modifications  
                  introductory write-ups for final edition
- Jan. 31, 1974    To Publisher

Monthly Routines

New terms for review by researchers  
Update mailing to users (bi-monthly?)

Weekly Routines

Review of new terms for thesaurus staff

Thesaurus tool updates  
  alphabetical index and hierarchies (weekly)  
  master list and update listing (indefinite)

POPULATION/FAMILY PLANNING

THESAURUS

ECONOMIC, SOCIAL, AND DEMOGRAPHIC ASPECTS

(PRELIMINARY DRAFT - I)

January 1973

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Technical Information Service  
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## INTRODUCTION

The concept of the "information storage and retrieval thesaurus" has evolved since 1950, and use of the "thesaurus technique" is now widely accepted. The thesaurus is a list of subject terms plus indications of the synonymous, hierarchical, and other relationships and dependencies among these terms. This type of a thesaurus has a use different from that of the familiar Roget's thesaurus. It is more closely identifiable with "authority lists" or "subject lists" used by librarians. Its purpose is to provide a standardized vocabulary for information storage and retrieval. The diagram in Figure 1 shows how a thesaurus is used in the information storage and retrieval process.

The CPC thesaurus is designed to cover the social, economic, and demographic aspects of population/family planning. Moreover, it is designed 1) to define and explain the concepts used in the literature concerned with these aspects, and 2) to explain any limitations applied to these concepts as they are used in this particular thesaurus system.

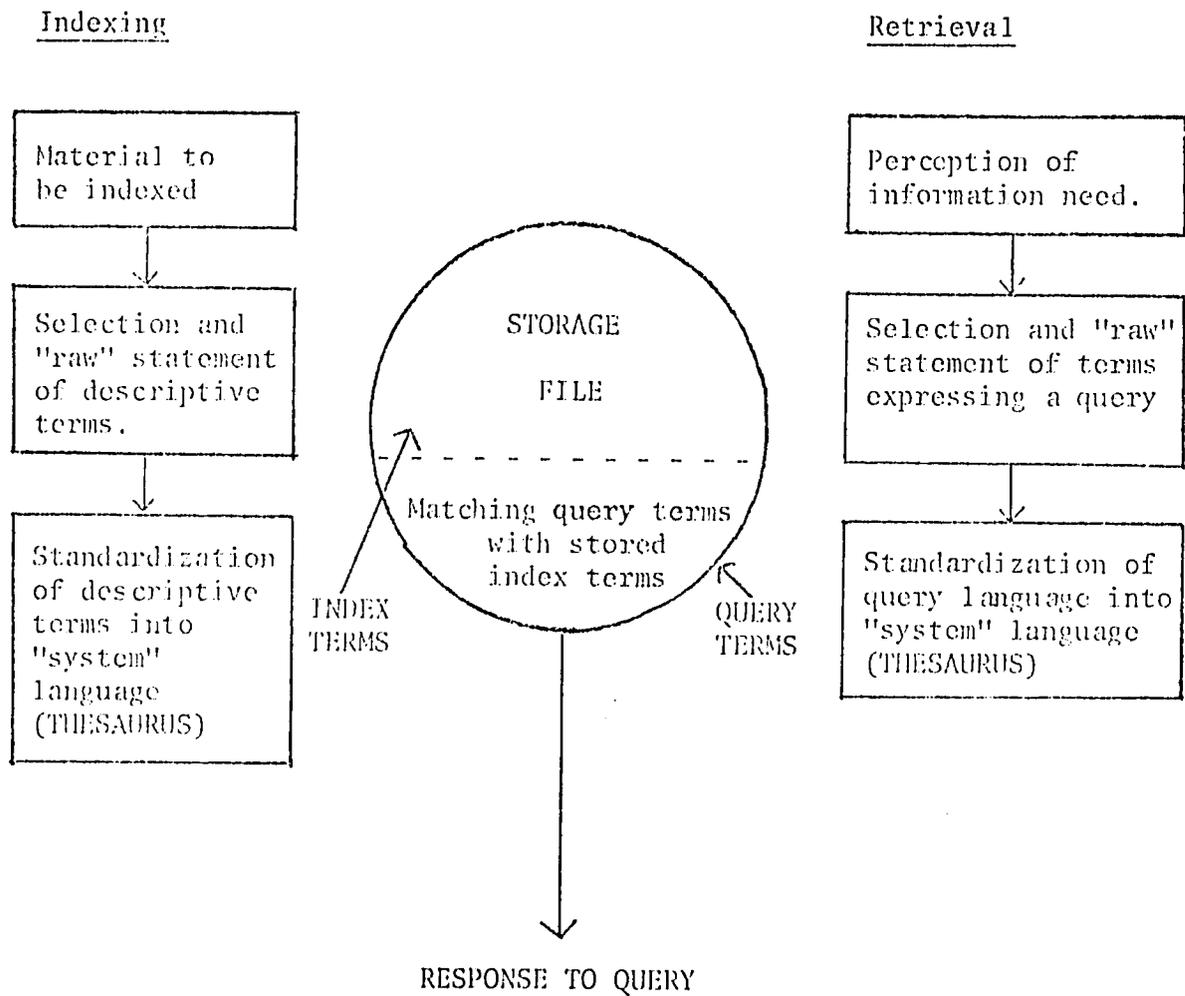
## BACKGROUND

Our interest in the thesaurus originated in the need for effective subject access to our library collection, a need we found common to many population/family planning libraries in this country and abroad. In fact, the problem of subject access played an important role in providing impetus for establishment of the Association for Population/Family Planning Libraries and Information Centers (APLIC).

The approach adopted for use at CPC is the same as that used at the International Institute for the Study of Human Reproduction, Columbia University in New York. There Kathryn H. Speert is in the process of developing a thesaurus vocabulary for application to the "development and evaluation of family planning programs" materials. Her work has directly inspired our work, and following her lead, we have chosen to work closely with the Medlars system of the National Library of Medicine. The Medlars system is in widespread use and is considered to be a leading authority in coverage of biomedical aspects of human reproduction. The Karolinska Institute in Stockholm is now expanding the terminology for biomedical aspects through extension of the Medlars vocabulary. Our thesaurus is intended to supplement the above mentioned efforts by providing coverage of the social, economic, and demographic aspects of the field.

Concepts for addition to our thesaurus vocabulary are obtained by using the "actual indexing universe" approach. This approach leads to construction of a vocabulary list composed of terms used in the literature. No rigid theoretical framework is pre-established

Figure 1. The Information Retrieval Process <sup>1</sup>



1

Proposed American National Standard: Guidelines for Thesaurus Structure, Construction, and Use (unpublished).  
American National Standards Institute, Standards Committee Z39,  
School of Library Science, University of North Carolina,  
January 1973.

into which concepts must be made to fit, as is done, for example, in the Dewey Decimal Classification System. Instead, starting with new acquisitions as of September 1971, each document was scanned for subject content, and concepts discussed in the first document provided the first index terms in our thesaurus list. Now, as new concepts appear in the documents being scanned, their relation to the existing thesaurus vocabulary is determined, after which they are added as 1) new index terms, or 2) entry terms with a cross-reference to an existing synonymous term. Thus, you can see that the list you are now receiving is a partial one, and covers only those concepts found in the literature scanned to date. Updated versions will be sent to you as rapidly as possible, with changes indicated for your reference.

#### RECOMMENDED USE

We are distributing this incomplete version in response to the many urgent requests we have received. We feel that, despite the number of corrections and changes which will be necessary, this is the best interim tool we can recommend until the complete thesaurus is available. We suggest using the enclosed version simply as a subject term list for the construction of a subject catalog. As you use a term in the list for the first time, underline it in both the alphabetical and the hierarchical lists to indicate that you now have items under this heading in your collection. The thesaurus can then be scanned by the user to see which terms have been used in your system. This is important for library staff use as well.

You will find that you need concepts which are not yet covered by terms in the list. Keep a list of such concepts and check it against the forthcoming updated versions to find the corresponding term used by the system. A few changes in the existing vocabulary will be unavoidable. Thus, changes will need to be made in your subject catalog headings and occasionally some refileing of cards behind these headings will be necessary. Subject tracings will also need some changes. These changes represent the work necessary to maintain use of the system as it develops. (If temporary headings are indicated in pencil, this will facilitate changes.)

The thesaurus is designed to indicate a standard vocabulary for use throughout the field--in other words, its suggested use is as an "authority list." We are working towards a February 1974 deadline for publication of the first edition of the thesaurus, after which substantially fewer changes will be necessary.

#### SUBJECT COVERAGE

The thesaurus is intended to provide coverage for the "social science aspects" of the population/family planning field. The orientation is toward a general coverage of all these aspects.

Any library which specializes in one aspect exclusively (e.g. Abortion) will find it necessary to add more specialized concepts.

For biomedical terminology we have used those MeSH concepts from categories A through E (Medical Subject Headings) that we needed for our collection. For collections concentrating heavily on biomedical literature we recommend use of the Medlars and Karolinska systems.

#### NUMBER OF TERMS

The thesaurus to date contains 1097 index terms plus related entry points or lead-in terms with cross references.

#### FORM AND STRUCTURE OF THE TOOL

The thesaurus consists of two interrelated parts--a set of hierarchical displays and an alphabetical index to these displays. The hierarchical displays are the basic part of the tool. They are composed of the controlled vocabulary used for subject access in this system. The alphabetical index is a guide from the uncontrolled vocabulary of the literature to the controlled vocabulary of this system.

#### HIERARCHICAL DISPLAYS

The "Initial Listing-X" is the original vocabulary taken from the literature. It consists of terms not yet arranged into hierarchies. This list increases as new articles are scanned. Then groups of terms are extracted from this list and formed into hierarchies. Theoretically every concept has passed through this list in the process of its integration into the system.

The "name," or highest level, of any particular hierarchical display in a coordinate concept system is arbitrarily chosen to reflect the point-of-view of the particular system for which the displays are being designed. For this system we have chosen to follow the hierarchical groups used by the Medlars system. Our hierarchical displays are based on Medlars categories.

The hierarchical displays show the generic relationships between concepts. Any concept at a particular level of indentation is related generically as a "kind of" or a "part of" the concept on the level immediately above it.

Example:            F1.2  
                  Behavior  
                    Fertility behavior  
                    Parental behavior  
                      Maternal behavior  
                      "Empty nest" transition  
                    Sex behavior  
                      Homosexuality  
                      Premarital sex behavior

Fertility behavior, Parental behavior, and Sex behavior are generic to Behavior; Maternal behavior is generic to Parental behavior; "Empty nest" transition is generic to Maternal behavior; and Homosexuality and Premarital sex behavior are generic to Sex behavior. By looking at concepts arranged in this format, i.e., reflecting their generic relationships to one another, a user can obtain an understanding of any given part of the field in the context of the system as a whole. This is of paramount importance to successful storage and retrieval by many persons with many different personal viewpoints. Each hierarchical display provides an outline of that portion of the field which it covers.

## ALPHABETICAL INDEX

The alphabetical index is the key to finding the appropriate hierarchical position (or positions) in which a particular concept appears. Portions of the hierarchical context of any given term (terms one level broader and one level narrower to the given term) also appear in the alphabetical index. This gives the user a quick indication of the scope of the term he is using.

The alphabetical list, however, consists of much more than just the index terms. It is a list of all terms used in the literature, i.e., the concepts in the controlled vocabulary plus synonyms, near synonyms, and other related terms. All these terms (or "access points") are listed alphabetically.

## FEATURES OF THE ALPHABETICAL LIST

### 1. Classification numbers:

Classification numbers indicate the places in the hierarchical displays where a given concept appears. Any concept may appear in several places.

### 2. Scope:

The scope descriptions following terms are explanations of the limitations of the way in which the concept may be used, and/or definitions of the meaning of the concept in this system.

#### "Use" Scope Notes:

Occasionally a concept has been broken down into two parts to maintain overall uniform treatment of like information. For example, the term Law paired with any term as appropriate is used to store and retrieve information on legal structure, court decisions, discussions of laws, etc., concerning that topic. Abortion reform is a near synonym to "Abortion" and "Law" and therefore the scope note instructs the user to use these two concepts.

e.g.        Abortion reform  
              Scope: Use Abortion and Law

### 3. "Use" Cross-References:

Synonymous relationships are shown through the use of "Use" and "Used for" cross-references. A synonym to a term actually used for indexing in this controlled vocabulary list will be followed by a "Use" reference to the main term.

e.g.      Abortion procedures  
            Use Abortion techniques

Under the main term itself the synonymous relationships are indicated by the "Used for" reference.

e.g.      Abortion techniques  
            Used for Abortion procedures

In addition to true synonyms, the "Use/Used for" cross-reference is employed for near synonyms, abbreviations, word form control, and some antonyms. Near synonyms include closely related terms and narrower terms subsumed under the nearest broader term.

e.g.      Outpatient clinics  
            Use Clinics

Antonyms are terms opposite in meaning to the main term. An article covering the one concept must necessarily cover the other.

e.g.      Literacy  
            Used for Illiteracy

### 4. bt and nt References:

Hierarchical relationships are shown by the use of bt (broader term) and nt (narrower term) references. These are listed under each term to which they apply.

e.g.      Abortion  
            bt Postconception birth control  
            nt Abortion, Induced  
            nt Abortion, Spontaneous  
Abortion, Induced  
            bt Abortion  
            nt Abortion, Illegal  
            nt Abortion, Legal  
            nt Abortion techniques  
Abortion, Spontaneous  
            bt Abortion  
Postconception birth control  
            nt Abortion

## 5. Subheadings:

General subheadings, which may be used under any index term as appropriate, also show hierarchical relationships. These are indicated in the list by the use of an asterisk (\*) to replace the word "subheading."

e.g.       \* History

They may be found in Hierarchy S. Subheadings are used to avoid doubling the number of terms in the subject listing. To use, simply attach to a main term where appropriate, as in L.C. or other systems with subheadings.

e.g.       Abortion, Legal--History.

## 6. rt References:

Other relationships which are important for storage and retrieval of information and yet which are neither synonymous nor hierarchical are indicated through the use of rt (related term) references.

e.g.       Attitude  
              rt Public opinion  
              Public opinion  
              rt Attitude

Related term references are indicated only between terms appearing in separate hierarchies. To find related terms which appear in the same hierarchy as the retrieval term, the user is expected to scan the hierarchy.

## HOW TO USE THE THESAURUS

### I. For Retrieval

1. Always use the most specific index terms possible.  
e.g. For an article about IUDs, use "IUDs" not "Contraceptive devices" or "Family planning."
2. The more general term may be used in addition to the specific term if the user wished to retrieve those general items discussing all contraceptive devices, thus including IUDs.
3. Specific term - If the user has a specific term in mind, he should look it up in the alphabetical list and follow any cross-references until the index term is reached. Then, using the classification number found there, he should refer to the appropriate hierarchical display to see if there may be other terms which would be of use to him. He should also use the related terms of possible importance which he finds in the alphabetical list.

4. Broad subject - If the user has only a broad subject or general idea in mind, he should consult the general hierarchical name list, then look at the appropriate hierarchy for a scanning of the specific concepts covering the broad subject. Finally, he should consult the alphabetical listing for scope notes about, and terms related to, specific concepts of interest.

## II. For Indexing

1. Always use the most specific terms possible for indexing as well as for retrieval (see example above).
2. The broader concept should be used with the more specific only when a very general article, such as one on all types of contraceptive devices, also contains a substantial section on IUDs; or when an item on IUDs has a substantial section on other contraceptives. This practice should be avoided as much as possible.
3. When the indexer has a specific term in mind, he should look it up in the alphabetical list and follow any cross-references until the index term is reached. Then, using the classification number found there, he should refer to the appropriate hierarchical display to see if there may be other terms (particularly more specific terms) more suitable for expression of the subject of the article with which he is concerned. He should also consider the related terms which he finds in the alphabetical list.

## SUMMARY

The thesaurus is a list of subject terms similar to the Library of Congress Subject Headings list, but differing from it in that a hierarchical structure has been indicated. The purpose of such a hierarchical structure is to show generic relationships between terms. The classification structure is not for purposes of shelf arrangement. Subject access through the thesaurus approach may be used with any shelf arrangement. Also, the list of terms compiled for the thesaurus may be used simply to supply concepts (terminology) for a standard subject catalog.

#### IV. METHODOLOGY AND SPECIAL MATERIALS (continued)

##### 2. Acquisitions Lists and Periodical Index

The production of the CPCL acquisitions lists and "Index to Periodical Literature" had to be suspended from July through September 1972, because of staff assignments to other more urgent projects. The computer-produced listings were reinstated in October, and carry a number of new features (underlining of standard titles; quotation marks around the titles of analytics; a continuous numbering sequence for citations throughout all four lists; and name, subject and area indexes to all lists). The new indexes, keyed to the citation numbers, will be cumulative through each year.

##### New Features in 1973

As of January 1973, the acquisitions lists and the Index to Periodical Literature will be numbered by year and issue, e.g., the January lists will be numbered 1973(1). The continuous numbering sequence of items for all lists will be maintained. All of the lists except the "Index to Periodical Literature" will be arranged alphabetically by title. Author and subject access will be available through the three accompanying indexes.

##### Subject Access

Subject access is temporarily available for only some items, but new indexing staff will be hired as of February 5 in order to provide subject access to all items on the lists and to the July-September backlog of acquisitions. The "back log" list will be published in the near future.

#### IV. METHODOLOGY AND SPECIAL MATERIALS (continued)

##### 3. Automation of CPC Catalogue/Thesaurus

Printouts available now or by the end of January:

1. Master List of all citations on the data base.
  - 1.1 Number: 18,000+
  - 1.2 Arrangement: Document Identifier (i.e. computer control number)
2. Book Catalogue Supplement - September 1971- January 1973.
  - 2.1. Number: 3,400
  - 2.2 Arrangement: Alphabetically by author, title, and subject
  - 2.3 Citation format: Abbreviated except in the case of main entries
3. Geographical Area List - for country access - September 1971- January 1973.
  - 3.1. Arrangement: Alphabetically by country
4. Shelf List - for classified works
  - 4.1 Number: 18,000+
  - 4.2 Arrangement: Call number
5. Serials List
  - 5.1 Number: 344
  - 5.2 Arrangement: Alphabetically by title
6. Publisher List
  - 6.1 Arrangement: Alphabetically by name
7. Miscellaneous working lists for standardization arranged by tag.
  - 7.1 Journal Source Note (JSN)
  - 7.2 Collation (COL)
  - 7.3 Main Entry and Name Added Entry (MEN,NME)
8. Acquisitions Lists - monthly lists - September 1971-January 1973
  - 8.1 Number (cumulative) - 3,400
  - 8.2 Arrangement: Alphabetically by type of literature (i.e. Books, Area Files, etc.)

##### Catalogue Conversion

Conversion is complete. Over 18,000 citations are on the CPC data base including Area Files, Bibliographies, Books and selected Author/Title Analytics, Reprints and Abortion Files, Periodicals, and Serials. Standardization of the conversion data by tag is our major concern for the next six months.

##### Retrieval

CPC automated retrievals now number 44.

AUTOMATED RETRIEVALS

1	3/17	Economics - Judy Marshall - not in file <sup>B</sup>
2	3/27	Population and Law - Thomas Lyons (AID)
3	3/27	Population Education - Judy Marshall
4	4/72	Medical and Paramedical Training for Family Planning - Ginger Stillman.
5	5/9	Migration and Mortality and Fertility Determinants - David Stillman
6	4/72	Women's Non-familial Activity and Fertility Judy Marshall
7	5/19	Family Planning and Industry - Pedersen (AID)
8	5/19	Working Women and Pregnancy - Trois Johnson (3 runs)
9	5/30	Health Aspects of Abortion - W.H.O. (Thangavelu)
10	5/30	Aspects of Human Reproduction (Physiological, clinical, and public health) - W.H.O. (Thangavelu)
11	5/30	Family Planning and MCH - W.H.O. (Thangavelu)
12	5/30	Surgical Procedures and Reproduction - W.H.O. (Thangavelu)
13	5/30	IUD Comparison - Pedersen (AID)
14	7/5	Epidemics, Famines, etc. - Judy Marshall
15	8/29	Family Planning Programs and Non-familial Activity - Sussman - not in B file
16	8/29	Teenage Birth Control - Family Health Foundation (M Kinney)
17	8/30	Sex education - Family Health Foundation and C. Ghant at the North Carolina Board of Health
18	8/29	Family Planning Program Evaluation - Robert Loddengard
19	8/30	Family Size and Birth Order - Vaida Thompson
20	8/30	Vasectomy - Robert Burnight (2 runs)
21	9/15	Family Planning/Industry - Sussman

22	10/16/72	Medical/Paramedical Training/French material - Ginger Stillman
23	10/16/72	Age at Marriage/Fertility - Judy Marshall
24a ,	10/16/72	Population Policy - Dr. Kirk Mosely (mainly U.S.)
b	10/17/72	Population Policy
25a	10/16/72	Marketing - Judy Marshall for AID [good for population distribution
b	10/24/72	Marketing - Judy Marshall
26a	10/16/72	Food supply in Iran, Nepal, Ceylon and Indonesia - Marvin Sussman. Not in B File.
b	10/17/72	near East and Ceylon, Nepal and Indonesia - Marvin Sussman
27	10/16/72	Family Planning Workers'/Attitudes - Ann Marie Williams - Not in B Fi
28	10/17/72	Migration - Bob Smythe
29	10/24/72	Manpower - Richard Walker
30	10/24/72	Training - Judy Marshall
31	11/11/72	Incentives - Dr. Atavllan Amini
32	11/11/72	Communication - Judy Marshall
33	11/11/72	Sterilization - Judy Marshall.
34	11/11/72	Population and Natural Resources - Osman Ahmed
35	11/11/72	Family Planning Program Evaluation - Fredric Kennedy
36	11/11/72	Population Law - Paul Verkuil
37	11/11/72	Population Policy - Judy Marshall (worldwide)
38	12/12/72	Abortion Law and Policy - Karl Bauman and Mary Hamilton

#### IV. METHODOLOGY AND SPECIAL MATERIALS (continued)

##### 4. Micro-Book Catalogue Production

Reduced bulk, reduced costs, and reduced time, as well as increased accessibility and easy dissemination of the CPC data base internationally were major concerns in our decision to experiment with a microfiche version of the catalogue print-out. The disadvantages of micro-form (chiefly user-resistance) will be completely offset if we can publish simultaneously in hard copy through G. K. Hall (see below).

The available Computer-Output-Microfiche companies in the area were unable to provide the upper and lower case necessary for the output format of the data base. Consequently, the CPC Library has turned to NCR in Dayton, Ohio, to process the micro-catalogue.

We expect the first Micro-Book catalog to be in use at the Center by the end of February.

The Library will rent five different readers and one reader-printer for three months. At the end of the three months' rental time, purchasing decisions will be made on the basis of staff evaluation of the various machines.

##### 5. Publication of CPC Library Catalogue

On January 10, 1973, Mr. John Cronin, Associate Editor of G. K. Hall Publishing Company visited the CPC to discuss the possibility of their publishing the CPC Library catalogue in the spring of 1974.

If published, the catalogue would be in book form (probably in a set of three volumes), and would offer author, title, and detailed subject access. Computer printouts of the entries will be photographed by G. K. Hall, but preparation of final copy will be our responsibility. Updated supplements will be published every two years.

The possibility of having Hall publish our catalogue presents us with a golden opportunity - we can get a hard copy version of our entire data base virtually free of charge. The only catch is that we will not be allowed to distribute our micro-form catalog to potential buyers. Special arrangements can be made in the case of LDC's, however, where we would be allowed to buy copies at a greatly reduced price. The combination of hard copy and micro-form would then give us an optimum situation for international distribution.

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TRIP REPORT

Catherine Fogle  
September 28, 1972

Bates Buckner and I went to Atlanta on September 15, 1972, to attend the first meeting of the Executive Planning Committee for the International Conference on Population Library and Information Resources. The Executive Planning Committee is composed of eight members of the Board of the Association for Population Libraries and Information Centers, including Sally Mulligan of the Family Planning Evaluation Activity, Epidemiology Division, Center for Disease Control, who hosted the meeting. (A complete list of Committee members is attached to this report).

The Committee began by hearing Bates Buckner describe two possible ways the International Conference might be organized. The first possibility would be a conference similar to the annual APPLIC conferences, with panels, speakers, general workshops, and a relatively large number of participants. The second organizational possibility would be a smaller conference, more regional in participation, longer in duration, and directed solely toward working population librarians. After much discussion, the Committee agreed that the advantages of each conference type might be combined by having a 3 day general session, primarily for administrators, and then following this with a week of intensive training for librarians.

The Committee felt that the general sessions of the conference should be based on a few broad panel/speaker topics. Their recommendations included "Scope of Information Needs," "Existing Resources," "Future Directions." Recommended topics for the week-long training session include "Definition of a Library," "Reader Training," "Library Administration," "Technical Processing," "Library Design," "Initial Book Lists," "and "Basic References, Journals, and Free Materials."

The Committee also discussed possible products of the International Conference. A report on the state-of-the-art of worldwide population information resources, using the International Directory of Population Information and Library Resources as its primary source, will be written before the Conference. The Conference should produce increased recognition of the need to work for systems compatibility among the world's population information systems. The Conference should stimulate the establishment of a cooperative network of population/family planning libraries to encourage and expedite the exchange and dissemination of information, and to transform APPLIC into a truly international organization. Finally, a series of recommendations will be drawn up for presentation at the 1974 World Population Conference.

The International Conference is scheduled to be held in Bangkok, in June or September, 1973.

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