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**ESTABLISHMENT OF A DOCUMENTATION AND INFORMATION CENTER  
FOR THE GAMBIA RIVER DEVELOPMENT ORGANIZATION**

**Report Prepared for  
USAID/Senegal, RBDO  
Lewis W. Lucke, Project Officer  
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## PREFACE

This report is the result of a study to determine the status of existing information resources and documentation available to technical advisors and staff at the Gambia River Development Organization (OMVG -Organisation de Mise en Valeur du Fleuve Gambie) in Dakar, Senegal. The purpose of the study was to arrive at recommendations for the implementation of a documentation/information center for this organization under sponsorship of USAID/Senegal.

During February 1985, a four week visit was made to Senegal. In depth interviews were held with the OMVG and AID/Senegal RBDO administrative and technical staff to assess the requirements for such a center. Libraries and documentation centers in Dakar and St. Louis were visited to determine existing information resources and to assess opportunities for cooperation. An interview was held with the director of the Ecole des Bibliothecaires, Archivistes et Documentalistes at the University of Dakar to determine the level of professional training for documentalists in West Africa. A position description for a documentalist to staff the center was developed. A classification plan and a system for document storage and retrieval using the IBM PC were drafted. Furniture and equipment needs were evaluated and a budget for startup and continuing operation was prepared.

USAID and OMVG staff were most helpful in facilitating the logistics of our stay, in answering many questions, and in reviewing our study approach and draft report. We were very impressed by their knowledge, enthusiasm and dedication and hope that the implementation of the ODC will proceed smoothly and efficiently.

Bethesda, Maryland  
March 1985

Frank L. Schick  
Renee Schick

## PART I

### FINDINGS AND RECOMMENDATIONS

This part of the report summarizes the findings of the study and presents recommendations for an OMVG Documentation/Information Center (ODC). It covers the following topics:

- o current status of OMVG archives and records;
- o projected scope of the ODC;
- o recommended ODC structure;
- o recommended ODC staffing pattern;
- o implementation plan;
- o budget for startup and ongoing ODC operation.

The information collected during the study is synthesized in this part. A detailed description of the individual interviews and visits is presented in Part II.

During the progress of the study, information and documentation was collected which may form the nucleus of the information resources to be maintained at the ODC. These materials were submitted to RBDO as attachments to the report. They are listed in the Appendix.

#### A. CURRENT STATUS OF OMVG ARCHIVES AND RECORDS

At the present time, the OMVG minutes of meetings and activity reports are maintained by Mr. Taall, the translator and interpreter; he has assumed this function by default and is the only institutional memory available to retrieve these materials which need to be inventoried and organized.

Technical reports and various reference materials are kept by the technical advisors in their offices and are not organized in any fashion.

The maps and photographs produced under the Minnesota contract are stored in crates. A system for their arrangement has been prepared and is planned to be implemented. Storage facilities for these materials are on order.

#### B. SCOPE OF THE OMVG DOCUMENTATION CENTER

The main function of the ODC should be to provide easy and effective access to the following materials:

- o minutes of meetings of Heads of States and Council of Ministers;

- o activity reports;
- o technical reports, maps, photographs and other materials produced for and by OMVG;
- o a small collection of general reference materials, basic texts and key journals in specific subject areas.

Other materials actually acquired and maintained by the Center should be held to a minimum. Emphasis should be put on the ability to inform users where and how information can be obtained and to facilitate access to this information.

Maximum use should be made of cooperative arrangements with other centers; the OMVS Centre de Documentation, for instance, would be willing to supply OMVG with relevant references retrieved through their extensive scanning and acquisition operations. However, classification and indexing of materials maintained in the ODC should follow a very simple procedure; by taking full advantage of the capabilities of the proposed software, it will not be necessary to engage in time consuming and redundant indexing schemes such as those applied by OMVS.

### C. RECOMMENDED ODC STRUCTURE

#### I. LOCATION OF THE CENTER WITHIN THE OMVG ADMINISTRATIVE STRUCTURE

The ODC will serve both the administrative and technical staff and should be administratively located under the OMVG Secretary General.

This arrangement will relieve the OMVG translator of his archival responsibilities and bring the storage and retrieval of all information resources under the jurisdiction of one office. The Secretary General will have efficient access to these resources for administrative, outreach and publicity purposes; the technical experts and consultants will be provided with the information which is essential for the effective completion of their assigned tasks. It should be pointed out that the OMVS Documentation Center is also administratively under the Secretary General.

#### II. ODC FUNCTIONS AND MATERIALS

Four sections would provide for all ODC functions:

1. Archives Section
2. Map Section
3. Reference Section
4. Information Section

## 1. OMVG Archives Section

The Archive Section would contain the following materials:

a. Minutes of Meetings of Heads of States and of Council of Ministers

To date, 6 meetings of Heads of State and 12 meetings of the Council of Ministers have been held. For each meeting, a 15 page summary (directive) of the minutes was produced in French and English and should be available on request.

b. Activity Reports

English and French activity reports of 80 to 100 pages each were produced for each meeting.

c. Reports produced for OMVG

Copies of all stages, from conceptual papers to final reports should be maintained by the archives section, including the reports from the University of Michigan Study. It is estimated that approximately 500 to 750 documents and up to 2000 engineering drawings are involved.

d. Miscellaneous archival materials such as the tapes of meeting proceedings and the diskettes containing the raw data collected by the University of Michigan team.

## 2. Map Section

The map section will contain the maps and aerial photographs produced under the Minnesota contract.

## 3. Reference Section

The reference section will provide basic tools in various subject areas to assist the technical staff and consultants in their studies and with the preparation of reports.

a. Subject reference materials

There are currently 2 to 3 bookshelves of materials collected by technical advisors through individual purchase, or left behind from previous projects. These books, reports, journals and articles should be consolidated, weeded and organized by subject. This collection should be supplemented by a small number of texts and handbooks in each field to be acquired during the ODC startup period. Selection of these materials should be made by the technical advisors/subject specialists in cooperation with the documentalist. An annual budget for additions should be provided.

b. Core Journals

Subscriptions to 2 or 3 key research journals in each subject field should be maintained. Selection should be made as above.

c. Journal Articles

All references collected by the Michigan team and other appropriate articles collected by various researchers for OMVG should start this collection. It will be supplemented by selective acquisition of materials forwarded by OMVS, other centers, and yields from future literature searches.

d. Daily Newspapers

The Center should maintain subscriptions to the major daily paper of each OMVG country. They will be used to produce a current awareness service and a clipping file of OMVG related news items, to be circulated among the staff.

4. Information Section

The documentalist should be able to assist users in the formulation of search requests. The information section will therefore maintain:

- a. All indexes and bibliographic publications produced by the OMVS, SAHEL and other relevant documentation centers and libraries in the region.
- b. Journal holding lists of documentation centers and libraries in the area.
- c. Information on the AID/Washington Center for Development Information and Evaluation, and similar information resources sponsored by the UN and other countries.
- d. Information on available bibliographic and numeric and numeric databases which provide citations and abstracts, full text, dictionary and authority files, and statistical, time series and analytical data (Attachments 27,28). Database searches may be requested from AID/Washington; there is no charge for requests from AID missions.

III. SERVICES TO BE PERFORMED BY ODC

In order to adequately fulfill the functions and maintain the materials of the Center, the services listed below must be performed. Details are provided in the Implementation Plan (see page 10 )

### 1. Acquisition and cataloging of materials

Acquisition of materials (existing documents or materials to be acquired by purchase, exchange or gift) and their systematic classification into an ODC system of bibliographic control.

### 2. Circulation and circulation control

Making materials available to users for specified periods of time and recalling them on demand. Usually, only OMVG staff would qualify for circulation privileges.

### 3. Reference services

Provision of information to users from reference materials at the Center and from other sources.

### 4. Referral of clients to other information resources

Assistance in obtaining information and materials from outside sources; facilitating searches and document delivery from other African countries, Europe, and the United States.

### 5. Production of publicity releases, holding lists and current awareness publications

In order to acquaint OMVG staff and related organizations with the activities and resources of the Center, publicity releases, lists of new acquisitions, current awareness bulletins, and calendars of meetings should be prepared and distributed.

### 6. Copy and binding services

ODC should provide OMVG staff, researchers and other authorized personnel with OMVG documentation. Multipage documents should be stapled or bound. An inexpensive, easy to use photoduplication machine should be available for ODC users.

## IV. SPACE REQUIREMENTS

Space to accommodate the various ODC functions and services should be assigned as follows:

### 1. Archive, Reference and Information Sections

An area of approximately 800 square feet should be provided to comfortably house the OMVG active archives, and the reference and information sections, and to permit

a five year expansion. This area should also have desk space for the chief of the documentation center. A microfiche reader /printer and a photoduplication mache should be located in this area (see Implementation Plan, page 15).

## 2. Map Section

This section will be housed in a separate room. Specifications for this facility are not included in the scope of work of this report.

## 3. Storage facility and work room

A storage room should be provided for the keeping of intermediate stages of reports, duplicate documents, tapes, floppy disks with raw data, etc. This area could also be used as a work room for copying and binding documents.

## V. FURNITURE AND EQUIPMENT

DMVG owns three sections of metal "pigeon hole" shelving currently used for storing the minutes of meetings and miscellaneous documents. Several metal book shelves are located in the offices of the technical advisors. Filing cabinets and some other furniture is also available and should be incorporated in the ODC layout. To permit storage of and adequate access to all materials over the next five years, the following furniture and equipment should be acquired:

### 1. Modular Metal Shelving

Six to eight sections (2 x 1 .3 m) of modular metal shelving should be acquired. This type of shelving is collapsible and can be easily moved. Any number of shelves of varying heights and angled shelves for display of periodicals can be installed. Vertical dividers can be inserted at desired intervals. This type of shelving is available at Strafor in Dakar (see Budget, page 16)

### 2. Microcomputer, Printer and Software

ODC should be provided with an IBM-XT or IBM-PC with external hard disk (10Mb minimum) microcomputer, and a reasonably efficient printer. Software essential for maintaining bibliographic control and producing current awareness materials, holding lists, and various reports consists of:

- o SCIMATE
- o PFS Write or equivalent word processing software

Additional software may be considered if and when required. Introduction of new or complicated software should be held to

a minimum, keeping in mind that the computer in the Center should be regarded as a simple working tool to save processing time.

### 3. Microfiche Reader/Printer

An up-to-date efficient microfiche reader/printer should be installed towards the end of the startup period, after the ODC is in permanent quarters and the amount of likely use can be estimated. Considering the climate and the difficulties of obtaining service in Senegal, the reader/printer should use regular rather than electrostatic paper and not require refills of toner. The Cannon PC Printer 70 has an operator replaceable cartridge containing the print drum and toner and produces copies on plain paper. ( Attachment 29)  
A simple 24x microfiche reader with rotation feature should be acquired immediately so that microfiches supplied by OMVS, AID/Washington and other sources can be utilized.

### 4. Binding Equipment

Simple, manual GBC or similar binding equipment will make it possible to preserve and shelve reports efficiently. (Attachment 29).

### 5. Photoduplication Equipment

A Cannon 20 (Attachment 29) or equivalent duplication machine which requires minimum service should be available to ODC users so that they can copy journal articles and other materials themselves. This will reduce time consuming duplication of documents by staff.

### 6. Desks, tables, chairs, telephones, etc.

It is assumed that most of this furniture is available at OMVG or AID. A front opening hanging drawer file cabinet for the storage of engineering drawings, and files for floppy disks and microfiches should be included. Miscellaneous office supplies, including american type manila folders with side tabs for the storage of journal articles on shelves in accession number order should also be obtained. (Attachment 29)

## D. RECOMMENDED STAFFING PATTERN

During the January 1985 OMVG Council of Minister Meeting, the position of Chief of the Documentation Center (Documentalist) was budgeted for this year. Recruitment for this position is to start shortly. It is recommended that this position be filled as soon as possible.

The documentalist should be provided with clerical and secretarial help from existing OMVG staff. During the startup phase of the ODC, additional consulting services should be provided by OMVG and AID staff at the level of effort specified in the implementation plan.

## E. DOCUMENTALIST POSITION

The position of documentalist should be filled by a creative, dedicated information professional with the qualifications outlined below. This person should preferably be active in local professional library and documentation activities; especially useful would be participation in the AGRIS/Senegal Agricultural Documentalist Group.

### I. QUALIFICATIONS

#### 1. Education

The documentalist should be a graduate of the School of Librarians, Archivists and Documentalists (EBAD) at the University of Dakar or of the equivalent programs at the University of Ibadan, Nigeria or the University of Ghana in Legon. These schools were developed to train information professionals for the francophone and anglophone regions in Africa under the standards developed by the International Federation of Library Associations (IFLA) and with the help of UNESCO.

#### 2. Language Requirements

The documentalist must know both English and French. He or she should be completely fluent in one language and have a good working knowledge of the other language.

#### 3. Experience

The documentalist should have at least two years of work experience in a library or documentation center serving a multidisciplinary user group.

### II. SELECTION PROCEDURES

The candidate for this permanent position should be selected according to OMVG employment procedures with the right of concurrence by USAID.

The OMVG technical advisors/subject specialists should serve as an advisory selection committee and review the written qualifications of all candidates. They should have the opportunity to interview the top three candidates before a final selection is made. It is suggested that the director of EBAD in Dakar be consulted regarding the nomination of suitable candidates for the position.

### III. POSITION DESCRIPTION

The documentalist shall provide technical assistance to OMVG to implement and operate the ODC and to provide all required information services to the Secretary General and the technical and administrative staff and consultants at OMVG.

The documentalist shall be responsible for the operation of the four sections of the ODC, providing efficient access to their resources as follows:

- o Archives Section which houses all OMVG produced documents;
- o Map Section which houses all maps and aerial photographs;
- o Reference Section which contains all materials of importance to technical experts and will require selection, acquisition and cataloging of materials, and helping users to obtain quick access to other resources.
- o Information Section which will contain bibliographic indexes, guides, holding lists, database directories, current awareness bulletins and other materials to direct users to local, regional and international information resources.

The primary functions of the documentalist's position are:

- o to guide OMVG staff in their search for information;
- o to obtain materials for them from ODC, and from other resources through interlibrary loan, telephone, telex or mail requests or through computerized searches;
- o to maintain bibliographic control of all ODC materials and to effect their efficient retrieval;
- o to assure that the reference collection remains up-to-date.

All other functions should be subordinated to these primary tasks.

### F. IMPLEMENTATION PLAN

USAID will participate in the startup phase of the ODC. This effort should be completed within one year, after which the ODC will function as an ongoing activity of OMVG.



The system design and testing will involve the following activities:

- a. Determining the number and types of user files to accommodate various types of materials. This requires consultation with OMVG technical and administrative staff, to assure that all needs are taken into consideration.
- b. Determining most efficient structure for each user file, taking into consideration desired output options.
- c. Inputting a few records in each user file and testing search capabilities and output options.
- d. Finalizing system following review by OMVG technical and administrative staff.
- e. Familiarizing documentalist with the operation of the computer and the SCIMATE and wordprocessing software.

### 3. Levels of Effort

- |   |  |
|---|--|
| a. Documentalist  | 1/4 time during first 8 weeks,<br>1/2 time during second 8 weeks |
| b. OMVG staff<br>Clerical help  | 1/8 time during second 8 weeks                                   |
| c. AID staff<br>Susan Van Haften<br>To set up computer and software,<br>develop and test system, and train staff. | 4 weeks  |

### III. DESIGN OF CLASSIFICATION AND INDEXING SCHEME

- |                      |       |         |
|----------------------|-------|---------|
| 1. <u>Milestones</u> | Start | Week 9  |
|                      | End   | Week 11 |

#### 2. Activities

A simple subject classification scheme for the arrangement of reference materials (texts and handbooks) patterned after the USAID Documentation Center scheme and using the AID Thesaurus (Attachment 30) as guideline should be devised by the documentalist with the assistance of Ms. Fatou Kader. This

scheme should be submitted to a committee of the technical advisers/subject specialists for review and to the Secretary General for final approval. It should be kept in mind that this collection will be small and that all reports and journal articles will be shelved in accession number order and not by subject. The classification category for the reference materials will be a field of the bibliographic record in order to produce a list of reference materials by broad subject area.

A keyword field should also be included in the bibliographic record to capture essential concepts not indicated by the title and other bibliographic elements of the citation. Again, it should be kept in mind that the entire collection is small. A controlled vocabulary is unnecessary, especially in the beginning; later on, a more structured vocabulary will evolve through the analysis of documents. The AID Thesaurus should again be used as a guide. The AID/CDIE Authority List (Attachment 31) may also be used to maintain consistency of entry, especially for institutions. Additional keywords can always be added to existing records if necessary.

### 3. Levels of Effort

- a. Documentalist 1/2 time
- b. AID staff  
Fatou Kader 3 weeks

## IV. STORAGE AND RETRIEVAL SYSTEM - IMPLEMENTATION

- 1. Milestones

Start	Week 17
End	Week 32

### 2. Activities

- a. Training of CMVG typist to operate computer and to learn SCIMATE data input.
- b. Review of materials and preparation for SCIMATE input.
- c. Input of existing records into SCIMATE user files. It is estimated that this will involve 1200 to 1500 records.

### 3. Levels of Effort

- a. Documentalist 3/4 time during  
first two weeks,  
1/2 time later

b. OMVG staff  
Clerical help 1/2 time

c. AID staff  
Susan Van Haften - to train documentalist and typist in the use of the software and to supervise data input until documentalist can take over this function. 3 weeks

#### V. PROVIDING ARCHIVAL DOCUMENTS TO OMVG STAFF

1. Milestones Start End ASAP Ongoing

#### 2. Activities

This is a primary function for the documentalist and should be implemented as soon as possible. Once the documents are organized, it should not be too time consuming. It is assumed that all duplicating, collating, etc. will be done by OMVG clerical staff.

#### 3. Levels of Effort

a. Documentalist As needed  
b. OMVG staff  
Clerical help As needed

#### VI. ACQUISITIONS POLICY FOR NEW MATERIALS

1. Milestones Start End Week 12 Ongoing

#### 2. Activities

The acquisition of core journals, reference materials, relevant technical reports produced outside of OMVG, and current journal references is essential to the effective operation of the ODC in support of OMVG operations. To acquire materials within budget limitations will require cooperation between the technical advisors/subject specialists who will make requests in their fields and the documentalist who will bring materials to their attention. The most effective way to assure cooperation would be for the Secretary General to appoint a permanent ODC Acquisitions Committee to meet at least 4 times a year to divide the acquisitions budget according to need and review requests by individuals. Initially, the committee should review the

existing reference materials and should decide on a list of core journals (12 to 15) and basic current texts and handbooks to be acquired with the startup funds.

The documentalist should chair this committee and submit its decisions to the Secretary General for approval. The documentalist should be in charge of processing all orders for purchase of materials, and to obtain materials free or on loan.

### 3. Levels of Effort

- |   |   |
|---|---|
| a. Documentalist                                  | 1/3 time in the beginning; as needed later on |
| b. OMVG staff<br>Clerical staff to process orders | As needed                                     |
| c. Technical advisors                             | As needed                                     |

## VII. PURCHASE AND INSTALLATION OF FURNITURE AND EQUIPMENT

The actual design and installation of the ODC will depend on the timing of the move of OMVG quarters. Unless the move is imminent, it is suggested that at least three of the suggested modular metal shelves be ordered immediately to facilitate inventory and shelving of existing materials. The "pigeon-hole" cabinets, bookshelves and other furniture currently holding materials should also be utilized efficiently.

When the ODC is operational, one copy of all documents should be available for easy access by users; users should be able to xerox relevant pages themselves in the ODC, using a Cannon PC-20 copier or equivalent (Attachment 29); larger documents should be reproduced by the clerical staff as necessary. Microcomputer, microfiche reader and reader/printer, binding system and other items mentioned on page 6 and described in Attachment 29 should be acquired and installed.

## VIII. MICROFICHING OF OMVG MATERIALS

- |                      |                         |         |
|----------------------|-------------------------|---------|
| 1. <u>Milestones</u> | Start                   | Week 24 |
|                      | End(existing documents) | Week 52 |
|                      | (new documents)         | Ongoing |

### 2. Activities

A microfiche backup of all OMVG minutes, activity reports and technical reports should be maintained by the ODC. After completion of the inventory and numbering of the documents is completed, the OMVS Documentation Center in St. Louis or

another microfiche laboratory facility should be awarded a contract to microfiche the collection.

#### IX. ARRANGEMENTS WITH OTHER INFORMATION RESOURCES

During the startup phase of the ODC, arrangements should be made with information resource centers in Dakar, in the OMVG region, and abroad, to make full use of all available information. During our visits to various centers and libraries it became obvious that, with some effort and coordination, much information could easily be made available to OMVG technical staff; without a focal point to coordinate such cooperation it is difficult for individuals to make effective arrangements to fully use available resources without frustrating delays. Some examples of such cooperative arrangements which could be made are given below.

Mr. Sall at the OMVS Documentation Center in St. Louis suggested that OMVS could forward relevant items to ODC for possible acquisition as OMVS staff comes across such materials during their extensive scanning of the journal and report literature. Considering the size of the OMVS operation and the limited resources of OMVG, such an arrangement would be very cost effective. However, acquisition should not have to wait for the elaborate OMVS accession system. Formalization of such an arrangement will be necessary.

The IDEP Library in Dakar maintains a large collection of UN and other materials and has an extensive journal collection which could be made accessible to OMVG staff. Mr. S. Kofi Odotiye, the IDEP librarian, suggested that a letter formalizing such an arrangement be sent to:

Mr. Essam Montasser  
Director  
United Nations - IDEP  
B. P. 3186  
Dakar

Ms. Fatou Kader of the USAID Information Center is planning a trip to the US this summer. It is suggested that she spend a few days in Washington to familiarize herself with the services and products of the AID Development Information Program.

## 6. BUDGET ESTIMATE

Note: All prices are approximate. Sales literature, when available, is included in the Attachments.

### I. FIRST YEAR STARTUP PERIOD

<u>Furniture and Equipment</u>	CFA	\$
6 Shelving Units @ CFA 120,000 Available and in stock at Strafor in Dakar. Prices were quoted by Mr. Francois Lamonica, Director	720,000	
4 tablettes consultations @ 55,000 For journal display	220,000	
3 extra shelves @ 8,600	25,800	
30 dividers @ 30,000	30,000	
Additional shelving, when needed	300,000	
Microfiche Reader (Kodak, Cannon, or equivalent, depending on service available in Dakar; should have image rotation feature)		300
Microfiche Reader/Printer Canon PC Printer 70		2,800
GBC Spiral or Therm-A-Bind System		800
Cannon PC-20 Copier		1,000
Office supplies, Miscellaneous		1,500
<u>Reference Collection</u>		
Five year subscriptions to 15 core journals in specific subject fields		6,000
Reference collection of basic texts, handbooks, dictionaries, etc.		7,000
<u>Microfiching of Existing OMVG Materials</u>		
Contract to OMVS (estimate)	1,500,000	

II. CONTINUING OPERATION - ESTIMATED YEARLY BUDGET

Note: This reflects estimated costs, excluding staff salaries, to maintain the ODC without AID assistance

	\$
<u>Books and Serial Subscriptions</u> to keep reference collection up to date	3,000
<u>Microfiching of OMVG Documents</u>	500
<u>Document Delivery</u> to obtain hard copy of significant literature search yields	500
<u>Miscellaneous</u>	1,000

## PART II

### SUMMARY OF INTERVIEWS AND VISITS

#### A. STUDY PROCEDURES

Upon arrival in Dakar on January 30, 1985, the points outlined in the contract scope of work were discussed with SAID/RBDO Project Officer, Lewis W. Lucke and Deputy Project Officer, David Hunsberger.

To arrive at a logical assessment of the OMVG information needs and at recommendations for the implementation of an effective documentation center within the budgetary, staffing, environmental and communication limits imposed by the organization and the location of OMVG, these discussions were followed by initial in depth interviews with OMVG Technical Director Mamour Gaye and technical advisors Gordon Appleby, James Webb and Paul Andre DeGeorges.

These briefings served as guidelines for the conduct of the study. Subsequent meetings and progress reports resulted in modifications of the approach and the preparation of the draft of this report which was reviewed with the above before departing from Dakar on February 23, 1985.

The study consisted of the following steps:

- o Interviews with OMVG administrative and technical staff to: analyze the current access to documentation produced by and for OMVG; determine proper administrative location of the documentation center within the organization; and assess information requirements in specific subject areas. Persons interviewed were:

Secretary General Naissirou Diallo  
Translator/Interpreter Ousaynou Taall

Subject Specialists:

- Gordon Appleby (Sociology)
- Andre DeGeorges (Environmental Impact)
- Robert Demers (Engineering)
- Dawda Jawara (Hydrology)
- Mamadou Khouma (Agriculture)
- James Webb (Economics)

- o Interviews to determine adequate background and qualifications for a person to fill the position of OMVG documentalist:

Henri Sene, Director, Ecole des Bibliothecaires,  
Archivistes et Documentalistes (EBAD), University  
of Dakar

MBacke Gueye, Documentalist

- o Visits to documentation centers and libraries to determine the feasibility of establishing an information exchange network between OMVG and related regional and international organizations, and to observe local facilities:

AID/Senegal Documentation Center  
Institut Africain de Developpement Economique et de  
Planification (IDEP)  
Institut Fondamental d'Afrique Noire (IFAN)  
Laboratoire de l'Elevage, Hann (ISRA)  
OMVS/St. Louis Documentation Center  
Office de la Recherche Scientifique Outre-Mer (ORSTOM)  
Societe de Developpement et de Vulgarisation Agricole  
(SODEVA)  
Societe Nationale d'Etudes et de Developpement en  
Afrique (SONED)

- o Visits to Strafor Office Supplies in Dakar, and to Ginn's Office Supplies, the Library Store, National Micrographics and A-Copy America in the DC area, to finalize furniture and equipment recommendations.

Significant details of interviews and visits are presented below. Findings from the study were synthesized and presented in Part I of the report.

## B. INTERVIEWS WITH OMVG ADMINISTRATIVE STAFF

### 1. Naissirou Diallo - Secretary General

#### a. First Meeting (2/5/85)

The Secretary General indicated that he is very interested in the establishment of a documentation center; a large amount of paper has been generated by the organization, but it is nearly impossible to locate essential documents in a reasonable time when they are urgently needed. While the documentation facility is presently in the Translation and Documentation Division of the Administrative and Financial Service, it serves both the technical and administrative directorates. A reorganization of OMVG is now in process, and the Secretary General would be open to suggestions concerning the most effective administrative location of the Center within the Organization. We promised to present a draft of the report to him for review before leaving the country.

#### b. Exit Meeting (2/21/85)

The Secretary General was particularly concerned about the recommendations for a position description and qualifications

for a documentalist. He was pleased that a visit to EBAD at the University of Dakar had been made. He stated that the position had been approved and that an appointment would be made shortly. We stressed the importance of providing secretarial and clerical help from existing OMVG staff for the documentalist if he/she is to succeed with the professional tasks.

The Secretary General discussed at length our suggestion that the Center be administratively located directly under him. We explained that such a structure was logical because he had stressed the importance of the archival function of the Center for his office, and because information and research support could be given most evenhandedly to the directorates under this scheme. He was interested to learn that the Documentation Center of the Organisation de Mise en Valeur du Fleuve Senegal (OMVS) which was established 15 years ago is similarly positioned within that organization. He seemed very pleased with the draft of the report and suggested that we may want to return to review the implementation of the Center.

## 2. Ousaynou Taall - Translator/Interpreter (2/6/85)

### a. Background

Mr. Taall assumed the responsibility for maintaining OMVG documents by default because he needed information for adequate performance of his own job. He came to OMVG with the Director General in 1978 to be in charge of translation services for the Heads of States Meetings (6 held to date) and the Council of Minister Meetings (12 held to date). After the meetings are held he draws up "directives" (summaries of minutes) of about 15 pages and activity reports of from 80 to 100 pages, in both languages. He has a staff of two translators whom he supervises and he distributes the documents with the help of the printer (10 copies to each of the 4 states).

### b. Current OMVG Archives Status

Mr. Taal has neither the time nor the required skills to maintain the archival collection of documents in a well organized fashion; retrieval of information relies solely on his extensive personal knowledge - he is in effect the OMVG institutional memory. He believes that it would take one person full time to adequately maintain the archives.

Mr. Taall has made copies of the directives and activity reports and has stored them, although he is not sure that the collection is totally complete. When Guinea joined OMVG two years ago, a complete set of materials was produced but he does not believe that a complete set was prepared for Guinea Bissau.

### c. Suggestions for Archives and Reference Functions

Many documents of importance to OMVG exist, but they are scattered at the National Archives of Senegal, RESODOC and other places. There are treaties which relate to the establishment of OMVG; all of these should be quickly available on request; he believes that copies of all treaties concerning Senegal could be obtained from the National Archives but he has not checked this out. All agricultural reports concerning OMVG are supposed to be available to staff but were never collected and organized. There is no numbering or classification scheme for documents currently held at OMVG and no control mechanism for maintaining master copies.

Mr. Taall thought that clipping files of newspaper articles concerning OMVG should be maintained and circulated as a current awareness service. He is very anxious to be relieved of his unofficial documentalist responsibilities and is looking forward to assist the new documentalist during the transition period. His assistance will be essential during the inventory of existing materials.

### C. INTERVIEWS WITH OMVG TECHNICAL STAFF

1. Gordon Appleby - Sociologist
2. Paul Andre DesGeorges - Environmentalist
3. James Webb - Economist

After the initial interviews, we maintained almost daily contact with these 3 technical advisors throughout our stay and kept them informed of our progress and findings.

All three stressed the point that the ODC, in order to function, will have to be a small, simple facility providing information about how to get information, rather than collecting and processing large amounts of materials. Only one staff position has been authorized because OMVG operates under severe budget constraints.

#### a. Archival Function

All OMVG generated documents are difficult to locate; no catalog or listing is available. The technical advisors and consultants usually keep portions of reports that are of interest to them on their personal shelves.

The University of Michigan study team which returned to the US to complete their final reports performed several literature searches. It is essential that bibliographies and

hard copies of all pertinent articles cited in the reports be returned to Dakar, cataloged, and made accessible to the research staff.

#### b. Reference/Information Function

There has never been an organized reference collection available to the staff. Materials which were collected by various consultants are stored on 3 book shelves; they must be inventoried, weeded and integrated into a reference collection.

To provide existing staff and new consultants with organized basic reference tools and information of where and how to obtain information at other facilities in the Dakar area would save a great deal of time and frustrating effort. The following materials and information should be available:

- o a few core journals and some basic current texts and handbooks in each subject area;
- o a small collection of general reference materials;
- o lists of journals available at libraries and information centers in the region;
- o indexes produced by the Sahel Institute, the OMVS Documentation Center in St. Louis, and other organizations with related interests;
- o information about USAID/Washington resources and services;
- o information about computerized bibliographic and statistical databases available in the United States and in Europe;
- o daily newspapers published in the 4 OMVG countries and a current awareness service provided by the documentalist to alert staff of articles about OMVG appearing in these papers.

#### c. Furniture and Equipment

The point was stressed that there is no need for expensive or complicated equipment. The initial feeling was that a few bookshelves and a card catalog would suffice, as long as a skilled person would be available to answer questions and maintain order. Later on, everybody agreed that a microcomputer and software specifically designed for easy upkeep of bibliographic materials would save a great deal of staff time. Everybody agreed that the computer should primarily be used to prepare printed lists and catalogs which would provide access to materials even if the computer was down.

Inexpensive reproduction facilities available to users in the ODC area would be very desirable.

d. Budget

A budget line item for journals and books should be specified to insure that the reference collection can be kept up to date after the initial AID-funded implementation period. This budget should be small, in keeping with general budget and staff limitations.

4. J. Robert DeMers - Engineer (2/5/85)

Mr. DeMers discussed his needs primarily regarding accessibility to all studies which were conducted since 1969; he is less concerned with engineering reference materials because he maintains a personal library and journal subscriptions, and has many years of experience.

a. Archival Function

All documents in both French and English must be kept in one location; all stages, from preliminary draft to final reports must be preserved. Sometimes, contractors are changed after final reports, and the availability of previous reports is essential to avoid costly duplication of effort.

Microfiche backup would be satisfactory provided that hard copy could be produced on demand within a reasonable time. One hard copy set should be kept on the shelves for quick reference. Approximately 500 volumes would be involved.

One copy of all OMVG Activity Plans (cosponsored by UNDP which condenses all source documents) must also be available for easy access.

b. Reference/Information Function

A few key journals and 10 -15 modern texts/handbooks would be sufficient for the reference collection.

c. Equipment

A vertical file system which holds about 2000 engineering drawings and maps should be provided.

Storage for UN materials which are not available elsewhere should be provided.

Photocopying machine for users should be available in the Center. Present reproduction facilities are inefficient.

Reports are supplied without binding and are difficult to store on shelves. GBC binding or a similar system would be very desirable.

5. Dawda Jawara - Hydrologist (2/4/85)

Mr. Jawara is involved in the organization of water resources as they impact on agricultural processes and food production.

a. Archival Function

No specific comments were made, beyond stressing that all the materials written for OVMG must be kept in one place and be easily accessible.

b. Reference Function

Reports from FAO on water resources and management are badly needed - he mentioned as an example a 30 volume set on irrigation and drainage.

At least 5 key journals should be subscribed to, such as the Journal of Hydrology, Water Resources Research, etc.

Basic texts and handbooks should be obtained; materials from various governments can be had for free but ODC needs to make contacts and keep them up. Contacts with ORSTOM and other research organizations must be maintained; a documentalist who can devote time to maintain these contacts is essential.

He suggested that ODC compile a newsletter or calendar alerting the staff of important conferences which are being held in various places.

c. Budget

To start and maintain a meaningful reference collection would require \$500 to 1000 per year for a period of five years.

6. Mamadou Khouma - Agriculture (2/5/85)

a. Archival Function

In order to coordinate the agricultural development in the four member states, all the reports from the member state extension services and their annual reports must be obtained and kept up to date by ODC.

b. Reference Function

Provided list of important journals which should be bought; 4 or 5 of these are absolutely essential (Attachment 20).

He stressed that about 10 major texts and handbooks are required to start a basic agriculture reference collection for ODC.

He would like to see a current awareness service covering soil fertilizers, breeding, new agricultural techniques, agricultural production systems; i.e. the documentalist should scan current journals and list and distribute references to the most important articles within a short time.

#### D. INTERVIEWS CONCERNING DOCUMENTALIST POSITION

##### 1. Henri Sene - Director, EBAD (2/13/85)

###### a. Background

EBAD was founded in 1967 as part of the College of Literature and Human Sciences and teaches three different curricula for librarians, archivists and documentalists. The school follows the standards developed by the International Federation of Library Associations (IFLA) and supported by UNESCO; it is the only graduate school of its kind in francophone Africa. Its anglophone counterparts are the Department of Library Studies, University of Ibadan, Nigeria and the School of Library and Archival Studies, University of Ghana, Legon, Ghana which also follow the IFLA/UNESCO model.

The school is administered by an administrative council of 10, has a full time faculty of 13, a part time faculty of 20 and a student body of 163. Almost half of the students are from Senegal; the other half come from 12 countries. The largest number of students (78) are registered in the documentalist program.

Depending on the students' previous education, courses cover a one or two year curriculum. Entering students should not be more than 28 years old.

The school operates a separate library and now owns two Apple-II personal computers.

###### b. Curriculum

Courses include bibliography, librarianship, cataloging, concepts of records management, use of documents, protection of documents, history of institutions, historical geography, cartography documentation, oral history, indexing and abstracting, information retrieval, etc. Several courses are taught in English and a working knowledge of English is required for graduation.

The courses offered seem well suited to the need of the students and their countries and do not differ too much from comparative curricula in the US.

The faculty member teaching computer courses is Mr. Guindo; he is the chairman of the Association of Librarians, Archivists and Documentalists and works at the RESODOC facility in Dakar. The Association has at least one annual conference and provides some continuing education courses. Two faculty members of the school are graduates of the Library School in Loughborough, Wales and keep in contact with developments in Great Britain.

### c. Conclusion

The director, the school and the curriculum make a very favorable impression. It would seem that graduates of the school with some practical experience would be the logical source for the recruitment of the OMVG documentalist.

## 2. MBacke Gueye - Documentalist (2/5/85)

Mr. Gueye has a diploma as a documentalist from EBAD. He graduated in 1982 and was acting director of the SODEVA Documentation Center for 2 years while Mme Toure was away. He is teaching at a Licee now and is interested in the OMVG documentation center job.

Mr. Gueye's knowledge of English, especially reading knowledge, seems adequate. The courses he took included foundation courses which are given to students in all three curricula, plus courses in abstracting, indexing, document analysis, and bibliographic data processing (informatique bibliothequaire). While the school teaches and he understands the basic concepts of online searching and computerized bibliographic data processing, all computer courses he took were theoretical because the university computer support for library school students was not operational at the time.

At SODEVA (see description of facility below), Mr. Guaye handled a collection of 4000 reports, indexed and cataloged new acquisitions using the AGRIS Thesaurus, searched AGRIS and other indexes and prepared bibliographies, etc.

He is very familiar with the local documentation/library community and has participated in meetings and conferences. His subject specialization is agriculture and he belongs to a group of agricultural documentalists who share resources and have informal meetings. He says that there is effective interaction among 30 documentation centers in Senegal and that they all routinely exchange publication lists and other materials.

He thinks that the OMVG Documentation Center should be headed by a documentalist with a background in agriculture because this group is most knowledgeable regarding all appropriate channels and materials; this is probably true, considering the strong influence of FAO and the AGRIS system of document control in Africa. Assuming that his personal qualifications and references check out, Mr. Gueye may be a good candidate for the OMVG documentalist job.

## E. VISITS TO LIBRARIES AND DOCUMENTATION CENTERS

Visits were made to selected libraries and documentation centers in the Dakar area suggested by AID staff, and to the OMVS Documentation Center in St. Louis.

OMVS, the Organisation de Mise en Valeur du Fleuve Senegal, has been in existence for 25 years. Because it was thought that the OMVS Documentation Center could be used as a model for OMVG, it was decided that we should make the trip to St. Louis which is 300 kilometers north of Dakar. St. Louis is located at the mouth of the Senegal River and a dam has been built upstream. Besides enabling us to observe a large documentation center operation in Senegal, the trip gave us an opportunity to see the countryside and appreciate the problems of a developing country during a period of prolonged drought.

### I. OMVS DOCUMENTATION CENTER IN ST. LOUIS

#### a. Background

The OMVS Documentation Center, headquartered in St. Louis, is 15 years old and has collected many materials on the problems of river basin development which are closely related to the concerns of OMVG.

#### b. Center Operation and Resources

The main headquarters of the OMVS Documentation Center are housed in a large building in St. Louis; there are satellite centers in four other locations. Administratively, the Documentation Center reports directly to the Secretary General (Attachment 9) and has a staff of 27 people. It has three divisions:

- o Documentation Centers in 4 locations
- o Archives
- o Information and Translation Services

The Center's Director is Mr. Djiby Sall who is one of the most knowledgeable people concerning agricultural documentation in West Africa. The St. Louis facility employs 15 people and operates a microfiche laboratory.

The Center has acquired about 50,000 documents during the last 15 years. Only 12,000 of these have been fully processed into the OMVS database. This process involves extensive indexing, using a thesaurus based on AGRIS; up to 20 words or phrases may be assigned for each document. An elaborate form (Attachment 10) is prepared for computer input. The computer program produces a rotated KWIC (Keyword in Context) index; other outputs are lists sorted by title and by accession number. It also maintains the thesaurus, and flags improper or new index terms. There is no online access to the database. Only ten documents a day are processed. All documents are microfiched.

The Archives of the Senegal River are maintained by the Center in the Dakar annex; they are 100 years old since the first survey of the region was made in 1890. All reports, papers, minutes of meetings, relevant treaties and other historical documents are kept. A chronological analysis classification scheme for these documents has been developed.

OMVS has established an extensive cooperative network with other organizations and therefore receives relevant documents quickly and from sources which are not otherwise easily accessible. Current journals are also regularly scanned and suitable articles selected for processing.

#### c. Services

The Center produces annual indexes, listing all documents processed during the year. Documents are located in the KWIC index by number; the complete bibliographic citation is listed in accession number order. These indexes are distributed to interested organizations in Africa and abroad. Microfiche or hardcopy of documents can be requested; there is a charge for this service. Approximately 5000 documents per year are requested. A quarterly acquisitions list, special bibliographies and current awareness lists are also produced.

The Center has an average of 6 visitors a day who are OMVS project scientists, public health officials, statisticians, geographers, veterinarians, agronomists, etc. Many of these visitors are foreigners. Searches of the database and other reference services are performed on request. The Center also microfiches documents from other organizations under contract.

#### d. Conclusion

While the OMVS Documentation is well run and adequately staffed, it cannot be considered a model for OMVG. OMVS is a large, completely operational agency, while OMVG is still in

the developing stages and does not need to embark on such an ambitious effort of collecting information. The automation features of the OMVS database are outdated and processing is much too labor intensive; as a result, the acquisitions process is too slow and the backlog is unacceptable.

Mr. Sall suggested that OMVS staff could preselect relevant materials during their scanning and forward them to OMVG; this would be a great saving in time and effort for the OMVG documentalist. Selected items could then be processed into the OMVG SCIMATE database much faster than at OMVS. Formal arrangements for this should be made as soon as possible.

OMVG could also make arrangements to have all archival documentation microfiched by the OMVS microfiche laboratory.

All indexes, bibliographies and acquisitions lists produced by OMVS should be available to OMVG staff and consultants for ready reference use.

## II. ORGANIZATIONS IN THE DAKAR REGION

### 1. USAID/Senegal Mission Documentation Center Director: Ms. Fatou Fall Kader

#### a. Background

The center collection is used as a general reference resource by mission staff, consultants, students, and local organizations. Ms. Kader has been in charge of it for the last 8 years and has developed it to its present status. She has one assistant and handles her limited resources superbly.

#### b. Resources

The center has a collection of approximately 5000 volumes, arranged on open shelves by broad subject categories (Attachment 26) and 3000 microfiches supplied by FAO Sahel Institute. Besides some general reference resources, the collection consists of materials about Senegal, UN and other government reports and conference reports. It subscribes to about 10 serials and some newspapers.

#### c. Services

The center staff scans newspapers and journals and prepares bibliographies and accession lists. Materials are well organized and cataloged. New acquisitions are made on staff request. General reference services are provided. Locally produced documents and reports are distributed to AID/Washington, the UN and local and regional organizations. (Attachment 21)

#### d. Conclusions

Ms. Kader belongs to local organization of documentalists and has good contacts in the community. She could take the lead in developing a Union List of journals held by libraries in the area and could be of great help in organizing the ODC and bringing about coordination with other facilities.

#### 2. Institute Africain de Developpement Economique et de Planification (IDEP), Library and Documentation Center Head: Mr. S. Kofi Odotye

##### a. Background

IDEP was established by the United Nations Economic Development Program in 1962 to train senior civil servants from all over Africa in economic planning. It came to Senegal on invitation of President Senghor. It accepts about 50 fellows a year for periods from 3 to 9 months. To date, about 400 fellows have received certificates for completing the 9 months course. Fellows are also involved in independent research projects, and IDEP holds many seminars and conferences related to economic development.

##### b. Resources

The library and documentation center are impressive in their superior organization and holdings. IDEP and the library operate in both English and French. Subject areas of main concern are industrialization, economic development, food and agriculture, human resources and manpower planning. The head of the library has been with the operation for 15 years.

Holdings include about 15,000 volumes and 200 current serial subscriptions. Attachments 24 and 25 are lists of 1985 periodicals; attachment 12 is a list of all periodicals held in the library. UN journals and studies and SAHEL publications are received regularly. A large reading room contains current journals, new acquisitions, reference tools and texts. Other materials are maintained on open shelves in the library; books are shelved by size and are organized by the classification system developed by the British Royal Statistical Society for the Overseas Development Institute. It seems easy to use for the size of the collection. There are plans to replace the card catalog with an automated system.

##### c. Services

The staff consists of 2 professionals and 3 clerks. Staff scans 10 - 12 key journals and produces a current awareness bulletin. Service is given primarily to IDEP fellows, but the library is open to outside users with permission. There is no xeroxing or circulation for outside users. The reading

room and library are open daily from 8 AM to noon and from 3 to 6 PM.

#### d. Conclusions

This is a first rate operation. A cooperative agreement should be made with OMVG (see page 16). Mr. Odntye is very creative and should be consulted whenever possible during implementation of ODC. Arrangements to pay for xeroxing or for interlibrary loan could be made; OMVG technical advisors have been using the facility but complained about the difficulty of copying materials.

### 3. Societe de Developpement et de Vulgarisation Agricole (SODEVA), Documentation Center Head: Mme Toure

#### a. Background

This is a partly private and partly public organization operating within the Department of Rural Development which works in 5 regions and is concerned with the peanut industry. SODEVA was founded in 1968. The documentation Center has a staff of three and serves primarily the 1200 employees of SODEVA, 44 of whom are professionals.

#### b. Resources

The Center subscribes to 25 agricultural journals. There are about 4000 books and other documents concerned with agricultural development in Africa. A few items are acquired every year on request, but there is no regular acquisitions budget. Materials are arranged by a very simple classification system of 10 major categories, each of which has several sub categories.

#### c. Services

The Center duplicates the tables of contents of all current periodicals and disseminates them to staff. Acquisitions lists and bibliographies are produced periodically. Materials are well organized and maintained. Reference services are performed on request. The center handles about 1000 requests per year, mostly from SODEVA employees.

#### d. Conclusion

The Center is well run and comparable in size to the planned OMVG facility. The shelving used is the same as that recommended for the ODC. The operation is highly labor intensive. The staff would be happy to cooperate with OMVG on an exchange basis.

4. Societe Nationale d'Etudes et de Developpement en Afrique  
(SONED) Documentation Center  
Head: Mr. Sambagor Gueye

This is a semi-private research corporation which does feasibility and statistical studies on agricultural topics. The documentation center is a small room in which the reports produced by SONED are shelved. 8 to 10 journal subscriptions and a few general reference titles are kept. No efforts to provide any kind of services are made.

5. Institut Senegalese de Recherches Agricoles (ISRA)  
Laboratoire de L'Elevage, Dakar-Hann  
Chief: Mme Khary Ndiaye  
Chief Technician (interviewee): OPumar Bougaleb

a. Background

The laboratory of veterinary science and related fields was created by the French. The documentation center exists since the 1950s and received bibliographic and financial assistance from France. It was turned over to the Republic of Senegal and has been part of the Agricultural Research Institute of Senegal for the past 25 years.

b. Resources

The center subscribes to 160 periodicals; about one third are in English, the rest in French. About 40 are gifts. A 1985 subscription list is attached (Attachment 1). The collection consists of 12,000 items; in 1984, 90 books were bought. Until 1960, French scientists working on research projects acquired extensive bibliographies on various subjects; these have been kept (on cards in file drawers) but not updated.

c. Services

The staff of 5 prepares bibliographies and other technical documents. Attachment 1B is a work statement of the staff prepared in 1981. The Institute publishes various scientific reports. There is a small reading room. Reference services are given primarily to staff, but outside requests for information are honored.

d. Conclusion

Campus facility and size are impressive. Current periodical collection would be a good resource for OMVG and staff would be pleased to cooperate. Holdings are strong until about 1970 but have not been kept up to date. Storage facilities are not easily accessible. Card catalog is voluminous and cumbersome to use.

6. Office de la Recherche Scientific Outre-Mer (ORSTOM),  
Documentation Center, Dakar-Hann  
Head: Fulgence S. Seck

a. Background

ORSTOM is a semi-public French research organization established in 1946. It is privately maintained by French interests in Senegal since 1960. Research concentrates on soil studies, geophysics, geology and biology.

b. Resources

The information center consists of a reading room which maintains all ORSTOM publications (Attachment 16 is an example) and some current journals and reference materials. ORSTOM subscribes to 208 French and English serials and holds over 5000 books in various subject fields, but these materials are distributed to scientists in 20 subject fields who shelve them in their offices.

c. Services

The documentation center is a one man operation which serves the staff by ordering and checking in materials and distributing internally produced documents. There are about 5 reference requests per day. Bibliographies of significant citations in various subject fields are prepared as time allows (Attachment 15).

d. Conclusion

Mr. Seck will be glad to cooperate with OMVG by providing access to his resources.

7. Institut Fondamental d'Afrique Noire (IFAN), Library  
University of Dakar  
Director: Mme. Diallo

This is a large departmental library at the University of Dakar. It maintains an extensive card catalog which is difficult to use and has an outstanding collection of photographs. Subject strength is in zoology and biology. We were not able to see anyone with authority to discuss access and cooperation; the staff seemed disinterested or preoccupied.

The library publishes an extensive yearly acquisitions list (Attachment 4). An attempt should be made to establish contact though it does not seem that services to persons outside of the University will be offered.

## APPENDIX

### LIST OF ATTACHMENTS

Attachments 1 through 26 were collected during visits and interviews in Dakar and St. Louis and were left with Mr. Lewis Lucke before our departure. Attachments 27 through 31 were collected from various suppliers and from AID/Washington CDIE upon our return and are forwarded with this report. Attachment 32, the SCIMATE Personal Text Manager and User Manual were purchased from ISI under the purchase order and include a diskette with customized record and report formats.

1. ISRA, Abonnements pour 1985.
2. FAO Documentation, Current Bibliography, Nov. - Dec., 1983.
3. IFAN, Catalogue des Publications, 1982.
4. IFAN, Section Bibliotheque. Nouvelles Acquisitions, Annee Universitaire 1983 - 1984, No 1.
5. ISRA, Rapport Annuel du Service de Documentation, 1983.
6. Institut du Sahel, Insah-Info. Quarterly Bulletin, No. 4, 1984.
7. Republique du Senegal, Ministere de l'Education Nationale. 8 documents about EBAD programs, students, etc.
- 8 through 11. OMVS Centre de Documentation reports and forms.
12. IDEP, Checklist of Periodicals Received and Held in the Library of IDEP.
13. Bibliography of Studies Related to the University of Michigan Gambia Project.
14. OMVS Centre de Documentation, Liste des Nouvelles Acquisitions, 2eme Trimestre, 1984, No. 2, Juillet 1984.
15. ORSTOM, Liste Bibliographique des Travaux en Sciences Humaines, 1960 - 1982. Jan 1982.
16. ORSTOM, Serie Hydrobiologique, Cahiers, II:3 - 4, 1968.
17. IDEP, Background and Overview.
18. ISRA, Presentation du Laboratoire National de l'Elevage et de Recherches Veterinaires, Work Review, Nov. 1981.

19. ISRA, Rapport sur le Fonctionnement pour l'Annee 1983.
20. Liste des Abonnement submitted by Mamadou Kouma.
- 21 and 22. USAID/Senegal Documentation Center, list of Senegal-based documentation centers and distribution list for AID/Senegal reports.
23. DMVG Organization Chart.
- 24 and 25. IDEP, Checklists of English and French Periodicals, 1985.
26. USAID/Senegal, Documentation Center, Recommended Systematic Classification of Documentation Resources.
27. Promotional materials from major database vendors describing subject content and coverage of available online databases.
28. Directory of Online Databases, description and order form.
29. Descriptions and order information for suggested equipment and supplies.
30. AID Thesaurus.
31. CDIE Authority List.
32. SCIMATE Personal Text Manager, Manual and customized record and report formats.