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OFFICE OF WOMEN IN DEVELOPMENT RESOURCE CENTER

USER'S MANUAL

Costabile Associates, Inc.

November 1979

# OFFICE OF WOMEN IN DEVELOPMENT RESOURCE CENTER

## USER'S MANUAL

The Office of Women in Development maintains a collection of documents to support the activities and programs of the Agency for International Development concerning the role of women in the development process. The Resource Center is housed in the Office of Women in Development in Room 3243, New State Department Building in Washington, D. C. The collection is designed to meet the information needs of individuals and groups who desire background material on women in developing countries, guidelines for designing and implementing women in development projects and information on specific issues affecting LDC women.

### Scope of the Collection

The collection of Women in Development Resource Center encompasses the problems and issues involved in helping LDC women become equal partners in the development process. The collection is mainly comprised of publications dealing with LDC women and women in development issues (such as non-formal education, agriculture, rural development, appropriate technology, media, women's organizations, food, nutrition, health and rural women), documentation of women in development projects (sponsored by AID and other development organizations), conference proceedings, some audio-visual presentations, training manuals, select periodicals, and publications of the Office of Women in Development. The collection includes both the theoretical background for assisting LDC women and practical information for implementing women in development projects. The Resource Center collection also includes selected publications from governmental, non-governmental and international organizations (including the U. N. system) that are interested in women in development and related topics.

## Access to the Collection

Users of the collection may search the card catalog for access to materials by author, title, organization, geographic location, subject, and shelf location. Each document in the Resource Center is indexed by these categories, and the index cards are arranged in a single, alphabetic sequence in the card catalog.

### Title/Author Access

A user wishing to obtain a publication by a particular author would search the card catalog under the author's last name. If the title of a document is known, it can be located in the card catalog by the first word of the title, excluding the initial articles "a," "an," and "the." Associations and organizations are also arranged within the same alphabetic sequence with cross references from acronyms and variant names to the preferred form of the organization's name. For example, UNESCO publications would be found under the organization heading: U. N. Educational, Scientific and Cultural Organization. There are also entries for the major conferences with which the Office of Women in Development is concerned, such as the International Women's Year Conference at Mexico City (1975), and the Tucson Conference on Women and Food (1978). Cross reference will lead the user to the exact title of these conferences.

### Subject Access

The collection is cataloged by subject in order to aid the user in finding documents on a particular subject of interest. Following is a list of the subjects by which the documents are indexed, including cross references from synonymous terms and more specific subjects that are included in a broader term.

AID Projects--See: Development Programs  
AID/WID--See: Office of Women in Development  
Agrarian Reform--See: Agriculture  
AGRICULTURE

See Also: Food  
Title XII  
Rural Development

APPROPRIATE TECHNOLOGY

Appropriations--See: Law and Legislation  
Breast Feeding--See: Maternal and Child Care  
CHILDREN

See Also: Maternal and Child Care  
Community Development--See: Urban Development  
Conferences--See: Meetings

CREDIT

DEMOGRAPHIC SURVEYS

See Also: Population  
DEVELOPMENT (GENERAL)

See Also: Economic Development  
DEVELOPMENT PROGRAMS

See Also: Project Design and Evaluation  
Extension Programs

ECONOMIC DEVELOPMENT

See Also: Development (General)  
Labor

ECONOMIC STATUS OF WOMEN

EDUCATION

See Also: Media and Communications  
Non-Formal Education

Employment--See: Labor

Energy--See: Appropriate Technology

EXTENSION PROGRAMS

Family--See: Marriage and the Family

FAMILY PLANNING

See Also: Population

FEMINISM

See Also: Women (General)

Fertility--See: Family Planning

FOOD

See Also: Agriculture  
Nutrition

FOREIGN AFFAIRS

FUNDING SOURCES

Girls--See: Children

HEALTH

See Also: Nutrition  
Maternal and Child Care

HOME ECONOMICS

See Also: Nutrition

HUMAN RIGHTS

See Also: Law and Legislation

Hunger--See: Food

I.W.Y.

Images of Women--See: Women in Literature and Folklore

Income Generating Activities--See: Labor

LABOR

See Also: Economic Development

LABOR: U. S. WOMEN

LAW AND LEGISLATION

See Also: Human Rights  
Legal Status of Women

Leadership--See: Politics and Leadership

LEGAL STATUS OF WOMEN

Legislation - Office of Women in Development--See: Office of  
Women in Development

Management--See: Politics and Leadership

MARRIAGE AND THE FAMILY

MATERNAL AND CHILD CARE

See Also: Children  
Health

MEDIA AND COMMUNICATIONS

See Also: Education

MEETINGS

Motherhood--See: Maternal and Child Care

NON-FORMAL EDUCATION

See Also: Education

NUTRITION

See Also: Food

Health

Home Economics

Maternal and Child Care

OFFICE OF WOMEN IN DEVELOPMENT

Organizations--See: Women's Organizations

Percy Amendment--See: Office of Women in Development

POLITICS AND LEADERSHIP

POPULATION

See Also: Demographic Surveys

Family Planning

Poverty--See: Economic Status of Women

PROJECT DESIGN AND EVALUATION

See Also: Development Programs

Research Methods--See: Project Design and Evaluation

RURAL DEVELOPMENT

See Also: Agriculture

Rural Women

Rural Education--See: Education

RURAL WOMEN

See Also: Rural Development

SANITATION

See Also: Water

Seminars--See: Meetings

Small-Scale Farming--See: Appropriate Technology

Small-Scale Industry--See: Appropriate Technology

Sterilization--See: Family Planning

Survey Methods--See: Project Design and Evaluation

Technology--See: Appropriate Technology

TITLE XII

See Also: Agriculture

TRAINING MANUALS

Training Programs--See: Development Programs

## U. S. WOMEN

See Also: Labor: U. S. Women

## URBAN DEVELOPMENT

Urban Women--See: Urban Development

## WATER

See Also: Sanitation

Appropriate Technology

## WOMEN (GENERAL)

## WOMEN-HEADED HOUSEHOLDS

## WOMEN IN DEVELOPMENT (GENERAL)

See Also: Office of Women in Development

## WOMEN IN LITERATURE AND FOLKLORE

## WOMEN'S ORGANIZATIONS

Working Women--See: Labor

The detailed cross references aid the user in finding the correct subject heading for the area being researched. Examples of such references are:

Breast Feeding--See: Maternal and Child Care;

Employment--See: Labor;

Small-Scale Industry--See: Appropriate Technology.

These subjects and the cross references are printed on guide cards in the card catalog. Under the appropriate subject heading in the card catalog, the user will find bibliographic citations for each document in the collection that deals with that subject and information on where it can be located on the shelves.

## Geographic Access

In addition to the subjects listed above, the documents are also indexed by country. Documents dealing with women in a specific country or region can be found by searching the card catalog under the name of the country or region. Publications discussing a contingent, region, or several countries in a continent will be indexed by the continent or region only, rather than the individual countries.

## Use of the Collection

The Women in Development Resource Center is available primarily for assisting the Agency for International Development and its contractors, LDC women with research and information needs, as well as those agencies and organizations whose work is directly in the women in development field. The library materials do not circulate, but they may be used in the Resource Center. The collection is available on weekdays from 9:00 a.m. to 5:00 p.m. Persons outside the Agency must call for an appointment.

Requests should be addressed to:

Resource Center  
Office of Women in Development  
Agency for International Development  
Room 3243 New State  
Washington, D. C. 20532

Phone: (202) 632-3992

## Other Resources

For additional information and materials on women in development, contact the following organizations:

New TransCentury Foundation  
1789 Columbia Road, N. W.  
Washington, D. C. 20009

International Center for Research on Women  
1010 16th Street, N. W., 3rd Floor  
Washington, D. C. 20036

TAICH - Technical Assistance Information  
Clearinghouse  
200 Park Avenue, South  
New York, New York 10003

Michigan State University  
Institute for International Studies  
513 Erickson Hall  
East Lansing, Michigan 48824

International Women's Tribune Center  
305 East 46th Street, 6th Floor  
New York, New York 10017

Action/Peace Corps Library  
806 Connecticut Avenue, N. W.  
Washington, D. C. 20006

## Location in the Collection

The entries in the card catalog are surrogate records designed to enable the user to find documents in the collection by author, title, organization, subject(s), and country. All of this information is given on each card, as well as the year of publication and any additional notes that would aid the user in locating a publication. The location of the document on the library shelves is given in the upper left-hand corner of the card. The location consists of the name of the shelf "box" in which the document can be found. The "boxes" are arranged on the shelves in the following sequence: subjects and organizations in alphabetical order; geographic locations by continents and countries in alphabetical order within continents; and journals in alphabetical order.

Many of the documents in the WID Resource Center deal with multiple subjects and/or countries. It is important, then, that the user go first to the card catalog (rather than the shelves) to find all of the documents on a particular subject or country that are in the collection. A document dealing with several subjects will be indexed in the card catalog by each of the subjects it encompasses, but can only be shelved under one subject. General publications on a country are shelved under their geographical area, but documents dealing with a specific subject in a country are shelved with the subject. For example, a document such as "Women and Appropriate Technology in Ghana" would be shelved with Appropriate Technology, but would also be in the card catalog under the location Ghana.

The shelf location of a document, in the upper left-hand corner of each catalog card, is in the form of an abbreviation. That abbreviation appears on the label of each "box" on the shelves and stands for the shelf classification that is assigned to each document. Following is the WID shelf classification and the abbreviations used for each category.

Abbreviation

AAAS	AAAS SEMINAR ON WOMEN IN DEVELOPMENT
AAUW	AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
ACWW	ASSOCIATED COUNTRY WOMEN OF THE WORLD
AGR	AGRICULTURE
A.R.	ANNUAL REPORTS
A.T.	APPROPRIATE TECHNOLOGY
BIBL.	BIBLIOGRAPHIES
BROCH.	BROCHURES
CHILDREN	CHILDREN
DEM.	DEMOGRAPHIC SURVEYS
DEV. (GEN.)	DEVELOPMENT (GENERAL)
DEVEL. PROG.	DEVELOPMENT PROGRAMS
ES of W	ECONOMIC STATUS OF WOMEN
EDUC.	EDUCATION
EDUC.: HIGHER	EDUCATION: HIGHER
EDUC.: NON-FORMAL	EDUCATION: NON-FORMAL
EDUC.: SPEC. LCD'S	EDUCATION: SPECIFIC LDC'S
EDUC.: U.S.	EDUCATION: UNITED STATES
F.P.	FAMILY PLANNING
FOOD	FOOD
HEALTH	HEALTH
H.R.	HUMAN RIGHTS
ICW	INTERAMERICAN COMMISSION OF WOMEN
INADES	INADES
IWY	IWY
	IWY-LEGAL STATUS OF HOMEMAKERS
LABOR	LABOR
LABOR: AFR	LABOR: AFRICA
LABOR: ASIA	LABOR: ASIA
LABOR: IND	LABOR: INDUSTRIALIZED COUNTRIES
LABOR: L.A.	LABOR: LATIN AMERICA
LABOR: U.S.	LABOR: UNITED STATES WOMEN
LS of W	LEGAL STATUS OF WOMEN

MARRIAGE	MARRIAGE AND THE FAMILY
MATERNAL	MATERNAL AND CHILD CARE
MEDIA	MEDIA AND COMMUNICATIONS
MIGRATION	MIGRATION
NUTRITION	NUTRITION
OECD/DAC	OECD/DAC INFORMAL MEETING ON THE ROLE OF WOMEN IN DEVELOPMENT
OWID	OFFICE OF WOMEN IN DEVELOPMENT
PC/A	PEACE CORPS/ACTION
PD&E	PROJECT DESIGN AND EVALUATION
PER.	PERIODICALS
POP.	POPULATION
REF.	REFERENCE
RURAL	RURAL DEVELOPMENT
RURAL: SPEC. LDC'S	RURAL DEVELOPMENT: SPECIFIC LDC'S
RURAL WOMEN	RURAL WOMEN
RURAL WOMEN: SPEC. LDC'S	RURAL WOMEN: SPECIFIC LDC'S
T.M.	TRAINING MANUALS
U.N.	UNITED NATIONS
UNCSW	U. N. COMMISSION ON THE STATUS OF WOMEN
UNDP	U. N. DEVELOPMENT PROGRAM
	UNDP SLIDE PRESENTATION
UNECA	U. N. ECONOMIC COMMISSION FOR AFRICA
UNECLA	U. N. ECONOMIC COMMISSION FOR LATIN AMERICA
UNESCAP	U. N. ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC
UNESCO	U. N. EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION
	UNESCO "EXCHANGE PROGRAM ON THE STATUS OF WOMEN IN MEMBER STATES"
	UNESCO--WORKING MOTHERS
FAO	FOOD AND AGRICULTURE ORGANIZATION OF THE U. N.

UN/FAO WFP

UNICEF

UNIDO

UNWPC

WID (GEN.)

WOMEN (GEN.)

WOMEN'S ORG.

WORLD BANK

WHO

YWCA

UN/FAO WORLD FOOD PROGRAMME

U. N. CHILDREN'S FUND

U. N. INDUSTRIAL DEVELOPMENT ORGANIZATION

U. N. WORLD POPULATION CONFERENCE

WOMEN IN DEVELOPMENT (GENERAL)

WOMEN (GENERAL)

WOMEN'S ORGANIZATIONS

WORLD BANK

WORLD HEALTH ORGANIZATION

WOULD YWCA

OFFICE OF WOMEN IN DEVELOPMENT RESOURCE CENTER

OPERATIONAL MANUAL  
AID/SOD/PDC-0002

Costabile Associates, Inc.

November 1979

# OFFICE OF WOMEN IN DEVELOPMENT RESOURCE CENTER

## OPERATIONAL MANUAL

The collection of the Women in Development Library encompasses the problems and issues involved in helping LDC women become equal partners in the development process. The collection is designed to meet the information needs of individuals who desire background material on women in developing countries, guidelines for designing women in development projects and information on the specific problems of LDC women. The collection is mainly comprised of research publications dealing with LDC women and women in development issues (such as, rural women, maternal and child care, and women-headed households), documentation of women in development projects (sponsored by AID and other development organizations), conference proceedings, audio-visual presentations, training manuals, periodical and publications of the Office of Women in Development. Included in the collection are both the theoretical background for assisting LDC women and practical information for implementing women in development projects.

### Collection Development

A single individual should be given the responsibility for monitoring additions to the WID library in order to maintain the integrity of the collection. This individual should evaluate proposed additions to the collection in terms of their relevance to the core topic of women in developing countries. Subjects that are central to the collection are those dealing specifically with women. For example, the subject "food" is understood to mean "women and food." Due to the fact that women in development is a relatively new field, certain related topics are also considered within the scope of the collection, but only as they relate to women in developing countries. Thus, documents dealing

with such subjects as "Human Rights," "Development (General)," "Urban Development," "Economic Development," etc., should be evaluated in terms of their relevance to women in development. These materials are often necessary as supporting documents for further research in the field. A list of in-scope subject headings is attached to this document. This list should be re-evaluated regularly either to update or change headings as research in the field and/or the direction of the Office of Women in Development changes.

### Selection

To actively ensure that the collection includes currently published materials, a number of selection tools should be reviewed regularly. These should include the following:

- Publisher/organization publications catalogs;
- Bibliographies in the collection;
- Listings of new books, documents, etc. in the newsletters, journals, etc. received at WID;
- State Department - Library Accessions List;
- Office of External Research - Foreign Affairs Research;
- AID R&D Abstracts;
- Research Literature for Development (AID);
- Any other announcement of publications routed through the Office of Women in Development;
- User requests for material not in the collection.

These materials should be procured through the normal channels within the office for obtaining materials.

### Processing of Documents

All material added to the collection should be fully cataloged, labelled, and shelved in the Women in Development

Library. No more than three (3) copies of a document or one (1) copy of a journal issue should be added to the collection. All library materials should also be stamped with the office's property stamp before being added to the collection.

### Monographs

This category should include all books, research reports, brochures, etc. In-scope articles appearing in out-of-scope journals should be removed from the journal and treated as a document. Special issues of out-of-scope journals that are dealing entirely with an in-scope subject (containing several articles on that subject) are treated as a single document. Each article in the special issue can also be treated separately (fully cataloged) depending upon the importance of the articles to the Office of Women in Development programs.

Fill out a work sheet for each title to be added to the collection. An example of the WID Resource Center work forms is in Appendix A. Catalog cards can be typed directly from the work sheets. The following rules will aid in establishing the correct form of each bibliographic item necessary in producing a catalog card. These rules should be adhered to in order to ensure the consistency and integrity of the catalog.

### Title/Subtitle

1. Omit initial articles (a, an, the, and foreign language counterparts).
2. Separate titles from subtitles by using a colon (:) or semi-colon (;).
3. Always use the unique title for the document.
  - a.) For research documents such as, "Feasibility Study," "Report on...", "Draft Report on...", etc., reverse the word order so that it appears as follows:

Title; Feasibility Study; Draft  
International Women's Development Center;  
Feasibility Study; Draft  
Women in Afghanistan; Report

- b.) When the document is part of a series, and the piece appears to have two separate titles, use the unique title only. The series title can be given in supplementary notes or reference organization, if access to the entire series by series title is desired. If the title is a special issue of a journal that is being treated as an individual document, the title format is:

Title of issue; Special issue of (title of journal), volume number, and date of issue.

Women and Work; Special Issue of UNESCO Courier, Vol. 3, No. 5, May 1976.

c.) Conferences

- 1.) For conference proceedings, the title is "Proceedings," and the author is "Name of Conference, Place, Date." No title card is made for "Proceedings."
- 2.) For papers presented at conferences, use unique title and author. Identify core WID conferences in the reference organization section. For non-core conferences, such as American Sociological Association Conference, no mention need be made.

Author

1. Individual Authors

a.) Single author

Use author's last name first, spell out full first name(s), and use middle initial(s).

- b.) Two-three authors  
List each author as above, separating each by semi-colons (;).
- c.) Over three authors  
Give first author, then "et al" (unless all authors are prominent in the WID field, then separate each by semi-colons).

2. Corporate Authors

a.) AID documents

Use the official abbreviation of the AID bureau or mission or office:

AID/WID

AID/ASIA/USAID/Afghanistan (format for missions)

AID/RTAC

b.) Organizations

Use the card catalog as the authority for the form of entry for organizations already documented in the WID collection. If it is a new organization, use the catalog for related examples.

c.) Universities/Research Centers

- 1.) Departments or schools of a university should be listed first by the university then by department or school:

University of Michigan. Department of Sociology

- 2.) Unique research centers located at a University should be listed first by the center, then by the University:

Center for International Education.

University of Massachusetts

Separate parts of the organization with a period (.).

d.) United Nations

Abbreviate U.N., then write out the U.N. Branch:

U.N. Economic Commission for Africa

An exception to this is the FAO:

Food and Agriculture Organization of the U.N.

3.) U. S. Government Agencies

Use U.S., then the specific department, agency, bureau, etc., if it is unique:

U.S. Women's Bureau

U.S. Bureau of the Census

If it is not unique, then give the most specific part first:

U.S. Bureau of Labor Statistics. Publica-  
tions Division

not: U.S. Publications Division

or

U.S. Department of Labor. Bureau  
of Labor Statistics. Publications  
Division

ALWAYS CHECK THE CARD CATALOG FOR PREVIOUS FORM OF ENTRY.

Document Date

1. Use year only. Do not use month or day.
2. If more than one copyright date is given, use the latest one.
3. Do not put date on Annual Reports. Use: "Latest year only."
4. If no date appears (or can be ascertained), put: "n.d."

Reference Organization or Publisher

1. Use individual author's affiliation if it is expected that access to the document might be sought by that organization. An author's affiliation with a university is not noted.

2. Identify the organization that published the document. Do not, however, identify commercial publishing houses.

### Supplementary Notes

1. In Journal Citations.

Put "In: Journal of... (complete citation)"

"Reprinted from: Journal of..."

2. Series note.

"Rural Development Series No. 6"

3. Language note.

Use if the document is in more than one language.

"In English, French, and Spanish."

### Subject Classification

1. Always use the attached list of WID subject headings (see Appendix B) when deciding what subject terms will be assigned to a document. This list should be re-evaluated regularly either to update or change headings as research in the field and/or the direction of the Office of WID changes. Remember that when a subject heading changes or a term is expanded into two or three new terms, an attempt should be made to adjust the older headings already in the catalog.

2. When the subject heading says: See: Another Subject, assign the subject heading to which you are referred. For a document on fertility, the subject list says: See: Family Planning. The subject "Family Planning" should be assigned to the document.

3. Use the most specific subject heading(s) applicable to the document. For a document on non-formal education, use "Non-Formal Education" rather than "Education." If the document deals with both formal and non-formal education, both subject headings may be used.

4. "See Also" references may suggest other subject headings that could be assigned to a document, but only if they are specifically a major theme of the document.

5. "Women in Development (General)," "Women (General)," and "Development (General)" should only be used for documents that do not deal with more specific subjects.

Women in Agricultural Development should be assigned the subject heading "Agriculture" and not "WID (General)"; but Report on a Conference on Women in Development can only be assigned the general heading "Women in Development (General)."

6. Publications by or about the Office of Women in Development (including discussions of implementation of the Percy Amendment) should be given the subject "Office of Women in Development."

7. Demographic Surveys, Training Manuals, and Meetings. These subject headings are actually descriptions of the form of the document. They are listed with the subjects because they are important means of access to the collection.

"Meetings" should be used for all conference proceedings and reports.

"Demographic Surveys" should be used for documents that actually are demographic surveys as well as a document whose subject is demography.

"Training Manuals" is used for documents which instruct extension workers or other development volunteers how to conduct training programs.

## 8. Bibliographies

If the document is a bibliography on a specific subject, it should be given the subject heading for the specific subject and "Bibliographies" used as a subheading.

"Agriculture--Bibliographies"

"Women in Development (General)--Bibliographies"

Do not add to the collection publication lists from organizations or associations. These should be used as selection tools immediately, and then discarded or filed as selection tools for later use.

### Geographic Classification

1. Appendix E gives a list of geographic locations as designated by the Agency for International Development. This should be used to establish the official name of each country or region used in the geographic classification.

2. Geographic classification is used only when the document deals specifically with women in a particular country, region, or continent. Do not use a geographic classification when the document deals with women in a number of unrelated areas or countries. If the document deals with several countries in the same region, only the region or continent designation should be given.

### Shelf Classification

1. Documents are arranged on the shelves in a general subject arrangement and by country or publishing organization. There is not a one-to-one relationship between the subjects used for classifying and the shelf classification. Documents may be assigned several subject headings, but they can only be housed in one place on the shelves (multiple copies must be shelved together). A decision must be made as to the single best shelf location.

2. Appendix C gives a WID Library Shelf Classification. Each classification represents a box or series of boxes containing documents in these classification. The abbreviations identified on this list are those used on the boxes.

3. Whenever possible, a document should be shelved with a specific subject, such as "Appropriate Technology," "Human Rights," etc. When a document deals with more than one subject, one must be chosen for the physical location of the document. The document will still be indexed by all relevant subjects in the card catalog.

4. Some documents cannot be shelved by subject. These may be shelved by geographic location or organization.

a.) General works about women in specific countries should be shelved by country.

Women in Tanzania would be shelved under Tanzania, however,

Education of Women in Tanzania would be shelved under Education.

b.) Generally, publications of organizations, such as World Bank, U. N., FAO, World YWCA, etc. should be shelved under the organization unless the work is solely about one single subject.

c.) Annual Reports, Brochures, Bibliographies, and Training Manuals are also treated in this manner.

5. The shelf classification abbreviation should be marked on the upper corner of the cover of each document, preferably in pencil. These documents should then be filed in their corresponding box(es) on the shelf.

## Periodicals/Journals

When the first issue of a new journal to be collected is received, it should be fully cataloged. Subsequent issues simply need to be properly stamped and shelved.

### Title/Author

Most journals in the collection should be entered under title, using the corporate body producing the journal as the publisher or reference organization. The corporate body should be used as author only when the title is not unique, such as Bulletin, Transactions, Proceedings, Papers, Newsletter, etc. Check the periodical shelf list or binders to see specific examples.

### Date of Publication

The beginning volume/date of receipt for the journal or the specific number retained should be entered as the date on the catalog card.

Vol. 1, 1973-

Vol. 10, 1976-

Latest two years only

Latest six months only

### Subject/Geographic Classification

Periodicals should be given subject classification and geographic classification in the same manner as monographs.

### Supplementary Notes

Supplementary notes should identify the frequency of the publication.

Annual

Weekly

Bi-monthly

Irregular

## Shelf Classification

Periodicals are given the shelf classification "Per." They are shelved in binders or boxes that have been labelled with their unique title. Within the binders/boxes, the most current issue should be on top. Those periodicals put in binders should have holes punched so they can be properly added to the binders. The binders/boxes are then shelved in alphabetical order across the top shelf of the library.

Binders/boxes should be reviewed regularly to ensure that all issues are coming on time. When adding issues to the binders/boxes, check to ensure that the previous issues are all there. If there are issues missing, they should either be located within the office or requested from the publisher as soon as possible.

Periodicals should be reviewed for in-scope articles. When identified, the articles should be photocopied and added to the collection as monographs in addition to adding the periodicals to the binders/boxes.

## Number of Cards to be Produced

In the lower left-hand corner of the work form there is a space for marking how many cards will be needed for each document. The categories are abbreviated as follows: A = Author, T = Title, O = Reference Organization, S = Subject, G = Geographic Location, SL = Shelf List. After the form is filled out, the correct number of entries in each category should be noted. There will always be one card produced for the shelf list. The total number of cards should be recorded so that, if the document is removed from the collection in the future, the person removing the cards from the file will know exactly how many cards to look for.

## Typing the Catalog Card

The catalog card is typed from the information on the work form. Appendix D shows a sample workform filled out and the typed card that is produced from it. Appendix D also contains an example of another card showing the proper spacing of elements on the catalog card.

## Reproduction of Card Sets and Over Typing

Only one entire card will be typed from the work form. This card will always be typed in the format outlined above and is called the "main entry." The other cards needed for a complete card set (called "added entries") are made by photoduplicating the main entry card the number of times specified in the lower left-hand corner of the card and they typing in the additional entries on the top. The following elements of the "main entry" card are typed on the top of separate "added entry" cards:

Additional Authors

Title (unless it is an indistinguishable or merely descriptive title, such as "Annual Report," "List of Participants," or "Collection of Newspaper Clippings.")

Reference Organization(s) - Each organization (separated by a semi-colon) gets a separate entry. This category may also contain a conference title, which also gets a separate entry.

Subject(s) and/or Geographical Location(s) - These are typed in all capital letters on the top of the additional cards. Subjects and geographical locations with sub-headings are typed as follows:

Africa--Bibliographies

Women in Development (General)--Bibliographies

Added titles or subtitles which are unique.

Dates and notes are not treated as added entries. In addition to the categories mentioned above, there is also another card reproduced with nothing typed on top to be filed in the shelf

list. These additional "main entry" cards are filed in the shelf list by their shelf location.

## Filing the Cards - WID Filing Rules

### 1. General Rules

File word by word, alphabetizing letter by letter within the word. Begin with the first word on the first line, then go to the next word, etc. Apply the principle of "nothing before something," considering the space between words as "nothing." Thus, a single letter or shorter word precedes a longer word beginning with the same letter or letters. When two or more headings begin with the same word, arrange next by the first different word.

Every word in the entry is regarded, including articles, prepositions, and conjunctions, but initial articles are disregarded. Disregard the initial article in all languages, but be careful that the foreign article is not serving as another part of speech. Example: Une des Terres Inconnues -- une=one; "Une" should not be disregarded. All Articles occurring within a heading are to be regarded.

#### Examples:

I met a man  
Im Wandel jer Jahre  
Image books  
Image of America  
Images of America  
Imaginary conversation  
In an unknown land  
In the days of giants  
Inca

## 2. Punctuation

Disregard all punctuation marks.

Examples:

U.S. Department of State Publications

U.S. Department of State. Publications Office

United Nations

United Nations and How It Works

UNITED NATIONS--BIOGRAPHY

United Nations. Charter

United Nations. Economic Commission for Europe

United Nations Educational, Scientific and Cultural  
Organization

UNITED NATIONS--EGYPT

United Nations Emergency Force

United Nations Forces

UNITED NATIONS--YEARBOOKS

## 3. Initials

Arrange initials, single or in combination, as one-letter words, before longer words beginning with the same initial letter, wherever they occur in a heading. Interfile headings consisting of initials plus words with entries consisting of initials only.

Arrange initials standing for names of organizations as initials, not as abbreviations, i.e., not as if spelled out in fully.

Examples:

A

A.A.

AAAA

AAA Foundation for Traffic Safety

AAAS Conference on Science Teaching

AAUW News

A apple pie

A.B.

The A B C about Collecting

A B C and X Y Z

A.B.C. Programs

EXCEPTION: U.N. and U.S. are always filed as if spelled out: United Nations and United States.

Acronyms - Arrange acronyms as words, unless written in all capitals with a period between the letters (e.g., U.N.E.S.C.O.), which forms are to be filed as initials.

Examples:

U.D.F.

U.N.E.S.C.O., See:...

U.R.S.S.

Unemployment

Unesco

UNESCO Bibliographical Handbooks

Unesco Fellowship Handbook

Ungar, Frederick

#### 4. Abbreviations

Arrange abbreviations as if spelled in full in the language of the entry, except "Mrs.," which is filed as written.

Examples:

Doctor at Sea

Dr. Christian's Office

Doctor Come Quickly

Doktor Brents Wandlung

Dr. Mabuse der Spierler

Doktor Mamlocks Ausweg

MISSIONS

Missis Flinders

(Filed as spelled)

Mister Abbott

Mr. Adam

Mister Barney Ford

Mistress Anne

Monsieur et Madame Curie

M. & Mme. Lhomme

(Monsieur et Madame)

Monsieur et Madame Moloch

Mrs. Miniver

Much...

Arrange initials and other abbreviations for geographical names as if written in full.

Examples:

Concord, Mass.

Concord Saunterer

Concord, Vt.

Concord, Va.

File Mc\_\_\_ as Mac\_\_\_.

#### 5. Numbers and Symbols

Arrange signs and symbols that are ordinarily spoken as words as if they were written out, in the language of the rest of the title.

Examples:

And Another Thing

----and Beat Him When He Sneezes

And Now Goodbye

And So...Accounting

And They Shall Walk

Use of Ampersand:

Art and Beauty  
Art & Commonsense  
Art and Industry  
L'Art et le Beaute  
L'Art & la Guerre  
L'Art et les Artistes

Use of Numbers:

2 X 2 = 5  
3 X 3: Stairway to the Sea  
% of Gain  
\$\$\$ and Sense  
\$20 a Week

File as:

Two Times Two Equals Five  
Three by Three...  
Percent of Gain  
Dollars and Sense  
Twenty Dollars a Week

6. Hyphened Words

Arrange hyphened words as separate words when the parts are complete words, i.e., when each part can stand alone as a word in the context of the combined word (e.g., Epoch-Making, but not Cooperative). The hyphen is treated as a space for filing purposes and arrangement is word by word. Arrange as two words compound words that are written as two separate words. Arrange as one word compound words that are written as one.

7. Identical Entries

File first by the entry on the top of the card. When there are two or more identical entries, file the next element on the card in alphabetical order according to the same rules that have already been presented. If it is an author that is identical, then file by the title. If there are identical subjects, file by the main entry. If there is an identical title, file next by author.

Examples:

AFGHANISTAN

Afghanistan: A Demographic Uncertainty

AFRICA

Uku, Skyne

AFRICA

U.N. Economic Commission for Africa

Role of Women in...

AFRICA

U.N. Economic Commission for Africa. Human

Resources Development Division

AFRICA

U.N. Economic Commission for Africa. Women's

Programme.

AFRICA

United Towns Organization

If it is an author or organization that is identical, file next by the title, omitting the main author entry. If more than one author or organization appear on the first line separated by semi-colons, file by only the first author/organization mentioned, ignoring those that follow.

8. Conference Titles

Conference titles (i.e., "I.W.Y. Conference, Mexico City, 1975") are treated as additional authors. All cards with identical conference names are filed by the title of the document.

APPENDIX A

Sample Workform

AID/WID

NEW ACQUISITIONS TO WID RESOURCE CENTER

DATE RECEIVED: \_\_\_\_\_

SHELF CLASSIFICATION: \_\_\_\_\_

AUTHOR(S): \_\_\_\_\_

TITLE: \_\_\_\_\_

REFERENCE ORGANIZATION/AGENCY: \_\_\_\_\_

DOCUMENT DATE: \_\_\_\_\_

SUPPLEMENTARY NOTES: \_\_\_\_\_

SUBJECT/GEOGRAPHIC CLASSIFICATION: \_\_\_\_\_

No. OF COPIES: \_\_\_\_\_

A \_\_\_\_\_

T \_\_\_\_\_

O \_\_\_\_\_

S \_\_\_\_\_

G \_\_\_\_\_

SL \_\_\_\_\_

(TOTAL NO. OF CARDS)

APPENDIX B

Subject Headings

AID Projects--See: Development Programs

AID/WID--See: Office of Women in Development

Agrarian Reform--See: Agriculture

#### AGRICULTURE

See Also: Food  
Title XII  
Rural Development

#### APPROPRIATE TECHNOLOGY

Appropriations--See: Law and Legislation

Breast Feeding--See: Maternal and Child Care

#### CHILDREN

See Also: Maternal and Child Care

Community Development--See: Urban Development

Conferences--See: Meetings

#### CREDIT

#### DEMOGRAPHIC SURVEYS

See Also: Population

#### DEVELOPMENT (GENERAL)

See Also: Economic Development

#### DEVELOPMENT PROGRAMS

See Also: Project Design and Evaluation  
Extension Programs

ECONOMIC DEVELOPMENT

See Also: Development (General)  
Labor

ECONOMIC STATUS OF WOMEN

EDUCATION

See Also: Media and Communications  
Non-Formal Education

Employment--See: Labor

Energy--See: Appropriate Technology

EXTENSION PROGRAMS

Family--See: Marriage and the Family

FAMILY PLANNING

See Also: Population

FEMINISM

See Also: Women (General)

Fertility--See: Family Planning

FOOD

See Also: Agriculture  
Nutrition

FOREIGN AFFAIRS

FUNDING SOURCES

Girls--See: Children

HEALTH

See Also: Nutrition  
Maternal and Child Care

HOME ECONOMICS

See Also: Nutrition

HUMAN RIGHTS

See Also: Law and Legislation

Hunger--See: Food

I.W.Y.

Images of Women--See: Women in Literature and Folklore

Income Generating Activities--See: Labor

LABOR

See Also: Economic Development

LABOR: U.S. WOMEN

LAW AND LEGISLATION

See Also: Human Rights  
Legal Status of Women

Leadership--See: Politics and Leadership

LEGAL STATUS OF WOMEN

Legislation - Office of Women in Development--See: Office of  
Women in Development

Management--See: Politics and Leadership

MARRIAGE AND THE FAMILY

MATERNAL AND CHILD CARE

See Also: Children  
Health

MEDIA AND COMMUNICATIONS

See Also: Education

MEETINGS

MIGRATION

Motherhood--See: Maternal and Child Care

NON-FORMAL EDUCATION

See Also: Education

NUTRITION

See Also: Food  
Health  
Home Economics  
Maternal and Child Care

OFFICE OF WOMEN IN DEVELOPMENT

Organizations--See: Women's Organizations

Percy Amendment--See: Office of Women in Development

POLITICS AND LEADERSHIP

POPULATION

See Also: Demographic Surveys  
Family Planning

Poverty--See: Economic Status of Women

PROJECT DESIGN AND EVALUATION

See Also: Development Programs

Research Methods--See: Project Design and Evaluation

RURAL DEVELOPMENT

See Also: Agriculture  
Rural Women

Rural Education--See: Education

RURAL WOMEN

See Also: Rural Development

SANITATION

See Also: Water

Seminars--See: Meetings

Small-Scale Farming--See: Appropriate Technology

Small-Scale Industry--See: Appropriate Technology

Sterilization--See: Family Planning

Survey Methods--See: Project Design and Evaluation

Technology--See: Appropriate Technology

TITLE XII

See Also: Agriculture

TRAINING MANUALS.

Training Programs--See: Development Programs

U.S. WOMEN

See Also: Labor: U.S. Women

URBAN DEVELOPMENT

Urban Women--See: Urban Development

WATER

See Also: Sanitation  
Appropriate Technology

WOMEN (GENERAL)

WOMEN-HEADED HOUSEHOLDS

WOMEN IN DEVELOPMENT (GENERAL)

See Also: Office of Women in Development

WOMEN IN LITERATURE AND FOLKLORE

WOMEN'S ORGANIZATIONS

Working Women--See: Labor

APPENDIX C

Shelf Classification

Abbrev.

AAAS	AAAS SEMINAR ON WOMEN IN DEVELOPMENT
AAUW	AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
ACWW	ASSOCIATED COUNTRY WOMEN OF THE WORLD
AGR	AGRICULTURE
A.R.	ANNUAL REPORTS
A.T.	APPROPRIATE TECHNOLOGY
BIBL.	BIBLIOGRAPHIES
BROCH.	BROCHURES
CHILDREN	CHILDREN
DEM.	DEMOGRAPHIC SURVEYS
DEV. (GEN.)	DEVELOPMENT (GENERAL)
DEVEL. PROG.	DEVELOPMENT PROGRAMS
ES of W	ECONOMIC STATUS OF WOMEN
EDUC.	EDUCATION
EDUC:HIGHER	EDUCATION: HIGHER
EDUC:NON-FORMAL	EDUCATION: NON-FORMAL
EDUC: SPEC. LDC's	EDUCATION: SPECIFIC LDC'S
EDUC: U.S.	EDUCATION: UNITED STATES
F.P.	FAMILY PLANNING
FOOD	FOOD

Abbrev.

HEALTH	HEALTH
H.R.	HUMAN RIGHTS
ICW	INTERAMERICAN COMMISSION OF WOMEN
INADES	INADES
IWY	IWY
	IWY-LEGAL STATUS OF HOMEMAKERS
LABOR	LABOR
LABOR:AFR	LABOR: AFRICA
LABOR:ASIA	LABOR: ASIA
LABOR:IND	LABOR: INDUSTRIALIZED COUNTRIES
LABOR:L.A.	LABOR: LATIN AMERICA
LABOR:U.S.	LABOR: UNITED STATES WOMEN
LS of W	LEGAL STATUS OF WOMEN
MARRIAGE	MARRIAGE AND THE FAMILY
MATERNAL	MATERNAL AND CHILD CARE
MEDIA	MEDIA AND COMMUNICATIONS
MIGRATION	MIGRATION
NUTRITION	NUTRITION
OECD/DAC	OECD/DAC INFORMAL MEETING ON THE ROLE OF WOMEN IN DEVELOPMENT
OWID	OFFICE OF WOMEN IN DEVELOPMENT
PC/A	PEACE CORPS/ACTION
PD&E	PROJECT DESIGN AND EVALUATION
PER.	PERIODICALS
POP.	POPULATION
REF.	REFERENCE

<u>Abbrev.</u>	
RURAL	RURAL DEVELOPMENT
RURAL: SPEC. LDC'S	RURAL DEVELOPMENT: SPECIFIC LDC'S
RURAL WOMEN	RURAL WOMEN
RURAL WOMEN: SPEC. LDC'S	RURAL WOMEN: SPECIFIC LDC'S
T.M.	TRAINING MANUALS
U.N.	UNITED NATIONS
UNCSW	U.N. COMMISSION ON THE STATUS OF WOMEN
UNDP	U.N. DEVELOPMENT PROGRAM
	UNDP SLIDE PRESENTATION
UNECA	U.N. ECONOMIC COMMISSION FOR AFRICA
UNECLA	U.N. ECONOMIC COMMISSION FOR LATIN AMERICA
UNESCAP	U.N. ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC
UNESCO	U.N. EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION
	UNESCO "EXCHANGE PROGRAM ON THE STATUS OF WOMEN IN MEMBER STATES"
	UNESCO--WORKING MOTHERS
FAO	FOOD AND AGRICULTURE ORGANIZATION OF THE U.N.
UN/FAO WFP	UN/FAO WORLD FOOD PROGRAMME
UNICEF	U.N. CHILDREN'S FUND
UNIDO	U.N. INDUSTRIAL DEVELOPMENT ORGANIZATION
UNWPC	U.N. WORLD POPULATION CONFERENCE
WID (GEN.)	WOMEN IN DEVELOPMENT (GENERAL)
WOMEN (GEN.)	WOMEN (GENERAL)
WOMEN'S ORG.	WOMEN'S ORGANIZATIONS

Abbrev.

WORLD BANK

WORLD BANK

WHO

WORLD HEALTH ORGANIZATION

YWCA

WORLD YWCA

APPENDIX D

Samples:

Completed Workform

and

Catalog Cards

NEW ACQUISITIONS TO WID RESOURCE CENTER

DATE RECEIVED: 8/79

SHELF CLASSIFICATION: ① Devel. Prog.

AUTHOR(S): ② New TransCentury Foundation. Secretariat  
for Women in Development

TITLE: ③ About Women and Development; Resource Book

REFERENCE ORGANIZATION/AGENCY: \_\_\_\_\_

DOCUMENT DATE: ④ 1978

SUPPLEMENTARY NOTES: ⑤ Looseleaf update service

SUBJECT/GEOGRAPHIC CLASSIFICATION: ⑥ Development Programs  
Funding Sources

NO. OF COPIES: 3

A 1

T 1

O    

S 2

G    

SL 1

⑦ 5 (TOTAL NO. OF CARDS)

① DEVEL.      ② New TransCentury Foundation. Secretariat  
PROG.      for Women in Development ←  
            ③ About Women and Development; Resource  
            Book  
            ④ 1978  
            ⑤ Looseleaf update service  
  
            ⑥ 1. Development Programs. 2. Funding  
            Sources.

⑦ 5

3 spaces  
PD&E Practical Concepts, Inc.  
5 spaces  
AID Use of Development Indicators;  
Progress Report  
2 spaces  
AID Program Methods and Evaluation  
Office  
1974

→ Title, Ref. Org., Date, Notes and Added Entries all line up  
5 spaces in from author. Second and subsequent lines are two  
spaces back. Second line of author entry is treated  
1. Project Design and Evaluation. as above

5

APPENDIX E

Geographic Locations

# UNITED STATES A.I.D. MISSIONS

(as of February, 1979)

NOTE: Changes take place monthly--this list is for country only.

## AFRICA

### MISSIONS

Botswana/Gaborone

Cameroon/Yaounde

Chad/N'Djamena

Ethiopia/Addis Ababa

Ghana/Accra

Kenya/Nairobi

Lesotho/Maseru

Liberia/Monrovia

Mali/Bamako

Niger/Niamey

Senegal/Dakar

Swaziland/Mbabane

Tanzania/Dar es Salaam

Upper Volta/Ouagadougou

Zaire Republic/Kinshasa

### A.I.D. OFFICES

Guinea-Bissau/Cape Verde

Mauritania/Nouakchott

Somalia/Mogadiscio

Sudan/Khartoum

### SECTIONS OF EMBASSY

Burundi/Bujumbura

Djibouti/Djibouti

## EMBASSIES (CONT'D)

Malawi/Lilongwe

Nigeria/Lagos

Rwanda/Kigali

Sierra Leone/Freetown

Zambia/Lusaka

## REGIONAL ECONOMIC DEV. SERVICES OFFICES

East Africa (REDSO/EA)  
Nairobi, Kenya

West Africa (REDSO/WA)  
Abidjan, Ivory Coast

## LATIN AMERICA

Bolivia/La Paz

Brazil/Brasilia

Chile/Santiago

Colombia/Bogota

Costa Rica/San Jose

Dominican Republic/Santo Domingo

Ecuador/Quito

El Salvador/San Salvador

Guatemala/Guatemala City

Guyana/Georgetown

Haiti/Port au Prince

Honduras/Tegucigalpa

Jamaica/Kingston

## L.A. (CONT'D)

Nicaragua/Managua

Panama/Panama City

Paraguay/Asuncion

Peru/Lima

Uruguay/Montevideo

## REGIONAL OFFICE FOR CENTRAL AMERICAN PROG.

Guatemala/Guatemala City  
(ROCAP)

Barbados/Bridgetown  
(Caribbean)

## ASIA

Bangladesh/Dacca

India/New Delhi

Indonesia/Jakarta

Republic of Korea/Seoul

Nepal/Kathmandu

Philippines/Manila

Sri Lanka/Colombo

Thailand/Bangkok

Suva/Fiji

## NEAR EAST

Jordan/Amman

Cyprus/Nicosia

Egypt/Cairo

50

UNITED STATES A.I.D. MISSIONS

NEAR EAST (cont'd)

Lebanon/Beirut

Morocco/Rabat

Portugal/Lisbon

Syria/Damascus

Tunisia/Tunis

Yemen/Sana

ADDITIONS SINCE FEBRUARY-1979

The Gambia/Banjul (AFRICA)

Lome/Benin (Africa)

USAID/Guinea (Africa)