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A PHILIPPINE INFORMATION CENTER ON
DIARRHEAL DISEASE AND CHILD SURVIVAL:
RECOMMENDATIONS FOR START-UP AND OPERATIONS

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CONSULTANCY RESOURCES

The following were particularly useful for this consultancy, and for shaping this report:

WASH Field Report No. 199: Establishing and Organizing a Primary Health Care Documentation Center in Zaire

Special Libraries Association: Special Libraries, a Guide for Management

Center for Agricultural Publishing and Documentation: Primer for Agricultural Libraries

Asian Institute of Technology: Information Services for Developing Countries

SUMMARY RECOMMENDATIONS

Based on the findings of the consultancy, the following recommendations are appropriate and implementable over the next year and a half:

1. An Information Center on Diarrheal Diseases and Child Survival can be set up and gotten underway within the timeframe given. More usual is an estimate of one year for setting-up, and one year to become operational. The Center should not aim to become either very broad in subject, or very deep within this length of time, but to become knowledgeable about the various subjects of child survival, and about the resources available throughout the world.

2. When the Information Center has established itself - its resources and audience - under the umbrella of the PHCF project through the end of 1990, the location of the Center, from a management perspective, should be reconsidered. From an operational standpoint, the most efficient placement of the Center would be within the newly emerging DOH Library, if this continues to develop as a modern, electronic-based information and documentation center. The Library will have new quarters, a redesigned approach to information delivery, and sufficient staff to carry out its work. Folding the Information Center into this environment could only enhance its access to current electronic resources (databases online or on disk) as well as to periodicals and research. It could be arranged that the Center retain its collection intact and serve its own audience as before, so that it would become a sub-collection within the larger facility.

3. The Information Center should draw heavily on both the procedures developed by the PRITECH Information Center, and the materials that it has collected over the past five years. These include guidelines for indexing, a thesaurus for key words in indexing, a list of periodicals received, a list of institutional resources available, a bibliography of holdings, a periodic acquisitions list, and a monthly Technical Literature Update.

It also includes a bibliographic database, set up and organized in a simple fashion to facilitate retrieving materials by key words. This database, on software that will be made available to the Center, will allow searching on disks of the PRITECH holdings, as well as the holdings of the Clearinghouse on Infant Feeding and Maternal Nutrition here in Manila, and requests for materials can be forwarded to either of these two centers for response.

4. It is not recommended that any online searching be attempted by the Information Center. The costs of open phone lines are high, as are the costs to train a librarian in the protocols for searching each particular database to be used. More appropriate to the Center is the use of the database on disks of the two aforementioned databases, which can be searched as often and as long as required.

Database searching is becoming a reality by both the HERDIN Network, and the NAMRU Library (see Section II.), and the Information Center will be wise to set up a regular search by either of these two libraries, of, for example, Asian publications in specifically defined areas, or of all medical journals in a narrow topical area, so as to identify appropriate new articles in the subject fields of the Information Center.

5. It is recommended that an Information Center Advisory Committee be appointed and convened on a bimonthly or quarterly basis to guide the activities of the Center. Members of the Committee might include four persons from the DOH (MCH, CDD, EPI, etc.), and four from international projects, or donor agencies, for example. The Librarian could, for example, collect publications list and announcements from international publishers, announcements of audiovisuals available, etc. for review and purchase approval by the Committee. The Committee could alert the Librarian to new child survival activities underway in the Philippines that would need information support. The Committee could review the articles that could form part of the proposed periodic Current Awareness Package, and select one or two as being of special value. The Committee could decide whether abstracts are essential at the start-up phase of the Center, and if so, could suggest, or interview potential interns who might write them. The Committee would review articles screened by the Librarian to determine which would be most appropriate to send to the regional DTU Resource Centers.

6. It is recommended that the Information Center take on the responsibility of identifying and sending copies of appropriate materials to the Resource Centers that the NRTTC and the two regional DTUs will set up to house these materials. In general, these materials will relate most specifically to ORT activities, but the Librarian should be alert to any other specific child survival needs that might arise, and search for, and reproduce materials to send to them.

These materials will be photocopied and a classification (cluster) category written in the upper right corner so that they can be placed in the corresponding shelf box in the Resource Centers.

7. Dialogue on Diarrhoea is an extremely valuable publication, especially for field personnel. The Information Center Librarian with assistance from the PRITECH field representative should work out a distribution policy with the responsible parties that is equitable and useful at all the Provincial levels. If it is found that there are not enough copies to give adequate coverage, the Librarian can notify AHRTAG to increase their mailing to the Philippines. Each of the Regional Resource Centers should have multiple copies available at all times for their trainees, and supplies have been planned for this purpose. It is therefore important to get them into the field.

8. Although cost recovery is a concern not only of operational units but donor agencies, it has not been notably successful in the case of information delivery in developing countries. The Information Center, once it establishes its usefulness, might be able to charge a yearly membership fee for users from outside the Department of Health. Since this could not be much more than P100, it obviously would be only a token recovery of costs. Some recovery could be made by charging for photocopies beyond a certain free number. This would have to be written into the Center's policy, and adhered to. If requests for information are responded to by sending photocopies of articles, the requester should be charged for any copies above the number provided free. It should be noted that photocopy charges should not be at the commercial rate.

I. INTRODUCTION

A. Scope of Work of Consultancy

The purpose of the consultancy was to build on the experience of the PRITECH Information Center, located in Washington, D.C., in assessing the information needs related to diarrheal disease control and child survival, of the Philippine Department of Health (DOH); to assist the DOH in the design of an Information Center on Diarrheal Disease; and to submit working plans to make such a Center operational.

1. The work to be performed would include:
 - a. a definition of purpose of a Center and three Resource Centers for Rehydration Training Centers;
 - b. an assessment of other DOH-based information services to ensure collaboration without duplication;
 - c. a determination of the space, equipment, and supply needs of an Information Center and three Resource Centers;
 - d. suggestions for policies, procedures, and forms for the operation of the proposed information services;
 - e. the preparation of draft job descriptions for a suggested staffing pattern;
 - f. suggestions for accessing U.S. based child survival information resources via computer;
 - g. a plan for linking the Diarrheal Training Units to the Information Center on Diarrheal Disease;
 - h. provision of information for accessing resources:
 - materials
 - individuals and institutions
 - i. the preparation of a two-year action plan and budget;
 - j. the training of the new Information Center librarian in the use of selected bibliographic software.

B. Background

The idea for an Information Center on Diarrheal Disease grew out of the need to provide the DOH staff with up-to-date informational materials and to support the training activities of the DOH in control of diarrheal

diseases and rehydration therapy. In the latter case, it was felt that at the time of their training, physicians and nurses should have access to literature that would support and reinforce the information they were receiving during training. Some materials were identified, but a distribution procedure was lacking for the Regional DTUs (Southern Islands Medical Center, and Zamboanga Regional Hospital). Concurrently, it was felt that an Information Center could provide access to information on other areas of child survival upon request.

As tentatively envisioned, the Center would support the ORT/CDD information needs of the DOH and larger medical and donor community, and the broader child survival information needs as required.

C. Information Services

Simply stated, information services seek out appropriate resources in a designated field(s) to make available and respond to information needs of a specific audience of users.

An information service should not be overly ambitious, should keep its focus sufficiently narrow so as not to contribute to information overload, should consider information dissemination equally, if not more important than information collection, and should therefore have an organizational system simple enough to facilitate access to information for dissemination.

An information service that includes a physical information center will:

1. acquire materials;
2. develop a system for organizing the materials;
3. develop a dissemination and distribution system for its information:
 - a. as part of an outreach effort, and
 - b. in response to information requests.

II. CURRENT INFORMATION ACTIVITIES IN THE DEPARTMENT OF HEALTH

A. The Department of Health Library

This collection is currently undergoing revitalization as part of the IDRC-funded Health Research and Development Information Network (HERDIN) that is a consortium of the Philippine Council for Health Research and Development (the lead organization), the University of the Philippines, Manila, and the DOH Library.

The network's objective is to "improve the flow of health and health-related information in the country, making information available and accessible to users in the health research community." As a key link in this network, the DOH facility is providing access to external databases (MEDLARS-Australia, and SEAMIC-Japan), to microfiche collections, and soon, to databases available through the CD-ROM (compact disk/read only memory) technology. In addition, the network is developing a database of researchers and experts in health throughout the country; a database of specific research institutions; and a bibliographic database.

The library facility is currently housed in temporary space, awaiting completion of new building space. It has a director, a professional librarian, and several support personnel. It falls under the supervision of the Undersecretary for Management Services of the DOH.

The director expressed willingness to assist the Information Center in the gathering of information from external sources, and to provide access to any research being done in the Philippines, through the network.

B. The FETP Information Center

The AID-funded Field Epidemiology Training Program has set up an information facility to support the activities of the researchers who are being trained in this program. Currently, most of the materials available belong to the advisor from the Centers for Disease Control, but there are plans to purchase appropriate books and periodicals for the Center. Funded through 1992, the Program has new quarters, which include generous space for the FETP Information Center, and new furniture. The FETP Center is under the direct supervision of the Administrative Assistant of the Program, who plans to hire a professional librarian to staff the Center.

C. Other DOH Resources

Related to child survival, there are pockets of information that potentially can be tapped when an Information Center on Diarrheal Disease (and child survival) gets underway. For example, the REACH Project has materials on immunization that can be photocopied or that can be used as access to resources. The CDD program has collected a variety of materials, and has stockpiles of the newsletter, Dialogue on Diarrhoea. The PRITECH Project has materials that can be made available to the new Center, as well.

Both the Malaria and Tuberculosis units have small information resources that should be assessed so that appropriate referrals can be made.

D. The NAMRU Library

The library of the U.S. Naval Medical Research Unit #2 (NAMRU), is located within the San Lazaro compound, and maintains an open door policy to everyone doing research on infectious diseases (usually 70-100 persons per day). The library provides access to:

- its computerized catalog;
- some 270 journals relating to infectious diseases;
- the MEDLINE database on CD-ROM
- a collection of several thousand technical books;
- photocopying facilities.

The NAMRU librarian has offered generous support to the Information Center for searching, for photocopying journal articles, and for technical support.

III. REGIONAL DTU FINDINGS AND RECOMMENDATIONS

The Information Center librarian, the PRITECH consultant, and the PRITECH field representative visited the Zamboanga and Southern Islands Diarrheal Training Units (DTU) to review the potential for establishing a Resource Center to serve the DTUs.

In Zamboanga, accompanied by the Regional Health Office Director, Dra. Fernandez and the CDD coordinator, Rose Araneta, visits were made to a number of the facilities of the Regional Training Center, and the Zamboanga Regional Hospital to ascertain materials and professional library support. There are a few materials in the Training Center relevant to Child Survival, and the Information Center librarian will add the Training Center's library to her requests for free periodicals.

The facilities at the Regional Hospital are undergoing renovation. It was felt that locating the Resource Center within the hospital's existing library facility would not be in the best interest of the trainees. It would be far from the DTU building, and the limited hours would not allow maximum use of the materials.

A decision was mutually arrived at to build and place shelves along two short walls in an alcove area between the dormitory rooms and the conference/training room, thus allowing unrestricted access to the reading and resource materials that will be sent to them.

At the Southern Islands Facility a new Child Survival building is at the post-bid, pre-construction phase. According to the floor plans, a generous library is already planned for. Depending on the outcome of current discussions, furniture may or may not be included in the construction contract. Therefore, a set of shelves, a magazine storage and display rack, a reading table and two chairs have been included in the budget.

The general plan will be that the Information Center librarian will request direct mailing, to the director of each DTU, of all free child-survival related periodicals, monographs, etc. that she will be requesting for for the Information Center. These will be received, and placed by the Medical Specialist responsible for the training.

In addition, a copy of all articles photocopied by the Information Center librarian will be forwarded to the DTU Resource Centers.

The shelf boxes required for storing loose materials (50 per Resource Center) will be included in the general purchase of these to be made in Manila. The Librarian will prepare and send labels for the boxes for each Resource Center, and will likewise label all materials that she sends, so that they can be put

in the correspondingly labeled shelf box upon receipt. In addition, a rubber stamp will be ordered and provided to each Resource Center that will say DTU Master Copy. This will be stamped in red on the materials sent to the Resource Centers, identifying the copy as one not to be circulated, but which would serve as the "master" for reproduction.

It was agreed that each Resource Center would be responsible for reproducing materials to be made available to the trainees. Those materials received, that were felt by the training staff to be of sufficient value for the trainees, would be photocopied and placed in certain of the shelf boxes that would be designated as "hand-out materials boxes."

A major free publication that should be made available to staff and trainees alike in multiple copies is Dialogue on Diarrhoea. These are received at the CDD offices in San Lazaro, and are forwarded to the field from there. It is suggested that the Librarian, and the PRITECH field representative review the forwarding plan with CDD personnel, to ensure that maximum use is being made of this publication in the field. If it is felt that more copies are required, these can be requested from the AHRTAG office in London.

IV. PLANNING FOR AN INFORMATION CENTER ON DIARRHEAL DISEASE AND CHILD SURVIVAL

An Information Center must proceed in an organized manner to set forth its goal, purposes, and objectives; it must articulate policies which will guide the Center's activities; it must set forth job descriptions and responsibilities for staff; it must develop an implementation plan that will include space, furniture, equipment, and supply requirements; it must develop and work within a budget; and it must develop a year-by-year workplan to provide a basis to monitor progress, and identify areas for improvement.

A. Goal of the Information Center on Diarrheal Diseases and Child Survival

A goal sets forth the rationale for undertaking an activity. The reason for stating a goal is to allow a definition of the purposes, objectives, strategies, and policies to follow.

The goal for the Information Center could be stated as: To establish a functioning information service based on a resource of focused information relating to, and in support of the control of diarrheal diseases and other child survival efforts in the Philippines.

B. Purposes and Objectives

The purposes of an activity lay out what will be accomplished over the long-term, and form the basis for a series of specific, measurable objectives. Three anticipated purposes for the Information Center are listed below with their respective objectives.

The objectives are the checkpoints that mark progress toward accomplishing the purposes that in turn measure attainment of a goal. When all the objectives listed under a purpose have been achieved, the purpose is on its way to realization.

1. Acquisition of Information: To identify, acquire, and maintain a collection of information to support the medical and nursing professional's need to keep abreast of the rapidly developing technologies on CDD/ORT and child survival.

Objectives:

- prepare an Acquisitions Policy on the subject areas to be covered by the collection, the type of materials to be acquired, the sources from which to solicit materials, etc.;
- identify and acquire Philippine produced research, training manuals, educational, informational, and a-v materials;
- assist in the development of three special CDD/ORT resource centers to be located in the NRTTC and regional DTUs;
- consult regularly with DOH staff and other users to identify their information needs;

- develop information exchange relationships with national and international organizations involved in child survival.

2. Organization of Information: To establish a classification system (bibliographic data forms, thesaurus/controlled vocabulary, indexing system) to facilitate storage and retrieval of materials selected for the collection.

Objectives:

- adapt for the Information Center's use the thesauri of the PRITECH Information Center, and the Clearinghouse on Infant Feeding and Maternal Nutrition (MIN Clearinghouse), that will provide the terms for indexing materials;
- adapt for the Information Center's use the bibliographic data form of the PRITECH Information Center to be used for indexing of materials;
- set up and make functional a collection-specific computerized database, using the ProCite software package;
- index incoming print and a-v materials using the system adapted from PRITECH, and maintain on database an up-to-date author, title, subject, and geographic index to the collection;
- learn to search the database disks of the holdings of the PRITECH Information Center and the MIN Clearinghouse that will be provided to the Information Center.
- Set up and maintain a database of individuals and organizations involved in child survival nationally and internationally;
- Set up an information request tracking system on computer, for record-keeping.

3. Dissemination of Information: To develop a variety of information services that will generate use of and demand for information by a targeted audience of users.

Objectives:

- prepare a country-specific mailing list of the target audience:
 - o DOH - especially regional staff
 - o Donor agency health specialists (WHO, USAID, Unicef, etc.)
 - o Members of pediatric, medical, and nursing associations
 - o PVOs and NGOs such as the Nutrition Foundation;

- produce a periodic (bimonthly) Current Awareness Package to be sent to appropriate DOH staff, donor agency health officers, and the pediatric community that might include
 - o the tables of contents of selected journals,
 - o the PRITECH Technical Literature Updates for that period,
 - o one or two particularly useful articles in their entirety,
 - o the Information Center's list of recent acquisitions,
 - o and a reminder to the audience from the Information Center of a particular service available to them;
- prepare abstracts of Philippine-specific material for the bibliographic database;
- produce an annual bibliography of print and a-v materials added to the collection each year;
- maintain an active relationship with other health resource and documentation centers for materials' exchange and referrals;
- establish written policies for use of the Information Center materials.

C. Policies

Policies guide the management of the Information Center and its day-to-day operations. With policies in place, staff need not be faced with individual decisions for every operational activity; they can refer to the appropriate policy. If, however, a policy is found to hinder, rather than facilitate the Center's operations, a carefully thought-out alternative can be substituted, and the policy statement amended.

1. Draft Acquisitions Policy

It is the intent of the Information Center to collect relevant print and audiovisual materials in the areas of:

- Oral rehydration therapy
- Control of diarrheal diseases

and to the extent user needs indicate, also in such areas as:

- Expanded programs of immunization
- Acute respiratory infections
- Growth monitoring
- Breastfeeding
- Weaning foods
- Maternal and infant nutrition
- Maternal health
- Child spacing.

It is anticipated that the bulk of the print materials will be in non-book form, reflecting the need to acquire the most recent information whenever possible:

- journal articles
- consultant reports
- WHO documents
- "fugitive documents" from
 - o PYO/NGOs
 - o international organizations
- medical and nursing dissertations and theses from major Philippine universities
- subject area research reports
- training materials.

The emphasis in the collecting policy should be on material produced in the Philippines; particular attention - in the case of sample education and communication materials to be sought out - should be paid to collecting materials in local languages and dialects.

With a few exceptions, the Information Center will not acquire journals or other publications already available in the other library resources in the San Lazaro compound:

- DOH Health Information & Documentation Center (HERDIN)
- FETP Library
- NAMRU Library

It will, however, scan journals in those libraries that relate to child survival, and photocopy appropriate articles to add to the Information Center's collection.

When the Information Center requests print materials relating to CDD and ORT, it will request that an additional copy be sent directly to the NRTTC and the two regional DTUs.

Audiovisuals:

The Information Center will undertake to survey the activities of Philippine child survival projects and to solicit examples of the audiovisual materials produced. Audiovisual materials can be:

- posters
- flyers
- bumper stickers
- calendars
- T-shirts
- buttons
- product packaging
- point-of-purchase advertising
- slides and slide-tapes
- audiocassettes (radio spots, songs, programs)
- videocassettes (TV spots, training programs, informational presentations)
- films

This kind of material is difficult to locate and acquire. It is particularly difficult when trying to acquire slides, video and film materials, as these are costly to reproduce, and arrangements and payment for reproduction must be the responsibility of the acquiring organization - in this case the Information Center.

Once identified, through a series of soliciting letters, a single copy will be requested/purchased, and added to the collection. These single demonstration copies of audiovisual materials will be retained in the Center, and will not circulate. When such materials are requested for use outside the Center, reproduction must be at the expense of the requester. The Center should explore with PIHES the possibility of their reproducing slides, audio- and videotapes as the need arises.

a. Responsibility for selecting and acquiring Information Center materials:

- the librarian will be responsible for identifying and ordering appropriate material for the Center, subject to the approval of the proposed Information Center Advisory Committee.
- The Information Center will entertain suggestions for materials to be acquired, subject to their availability in other DOH libraries, and subject to budgetary limitations.

b. Definition of Information Center materials:

- Information Center materials will be print and non-print materials, including books, periodicals/journals, reports, database disks, fugitive documents, and audiovisual materials.

c. Subject areas to be covered by the collection:

- Those areas related to CDD/ORT and child survival, listed earlier.

d. Priority areas of acquisition:

- Recently published materials.
- Materials developed in the Philippines.

e. Multiple copies:

- In the case of materials relating to CDD/ORT, four copies will be acquired, one each for the Information Center, the NRTTC, and the two regional DTUs.
- In the case of materials relating to other aspects of child survival, one copy for the Information Center will be ordered.

f. Acquisition records:

- The librarian will maintain order forms for materials to be purchased, and will keep copies of letters requesting free

materials. The order forms and letters will carry the date of request, the title of material requested, and, when the item is received, the date of receipt.

g. Gifts:

- The Information Center will welcome donations of material relevant to the collection. It should not, however, retain irrelevant materials.

h. Deacquisition of materials:

- As the collection develops, obsolete materials should be removed, and the removal noted in the database. This is a working collection, not an archive, so there should be no hesitation where out-of-date or irrelevant materials are concerned.

i. Language of materials:

- the Information Center will collect materials in English, and in Philippine languages and dialects.

j. Evaluation of the collection:

- The librarian should periodically review the collection to identify areas of weakness; that is, areas in which there are few materials, so as to strengthen the collection's subject areas.

- The records of information requests should also be periodically reviewed, to identify areas of most demand, so as to strengthen these as necessary.

2. Draft Indexing Policy

The Information Center should take advantage of the work that has already been done by other related information centers such as the PRITECH Information Center and the MIN Clearinghouse in the development of thesauri or controlled vocabulary for indexing, and in the development of a standard bibliographic format for a computerized database. The Information Center librarian will take the suggested format and guidelines for its use, and, at the time of the second (database) consultancy, with guidance from the consultant, will write out her own specific guidelines.

a. Responsibility for cataloging and organizing Information Center materials:

- The librarian will be responsible for indexing documents and assigning key words. The proposed clerical assistant will be responsible for shelving documents and for entering data onto the database.

b. Materials to be cataloged:

- The librarian will index in an appropriate manner, all materials housed in the Information Center, including audiovisual materials.

c. Classification system:

- The Information Center will use the classification system developed by the PRITECH Information Center, to ensure compatibility of the databases so that they can be shared.

d. Timeliness of materials classification:

- Materials should be dealt with on a regular basis so as to keep up with the collection development. There should be an adequate supply of bibliographic forms so that each document is automatically given a form upon receipt which - within one week - is filled out with a sequential accession number, bibliographic data, and key words. entered into the computerized database, and shelved.
- As the librarian becomes familiar with the material and the key word terms, this process will be done more quickly. It is important to work on the indexing on a daily basis so that a backlog does not develop.

3. Draft Information Services Policy

The information services to be provided by the Information Center are the reason for developing its collection. An information collection is worthless unless a clientele of users is served by it. The primary focus of the Center will be on service. The librarian will develop services for users, and will solicit suggestions from the user community for additional ways to extend services.

a. Responsibility for Providing Information Services:

- the librarian and the proposed part-time clerical assistant will be responsible for providing attentive and helpful information services.

b. Clientele of the Information Center:

Priority will be given to assisting the information needs of the DOH staff working in areas of CDD/ORT, and child survival. These will include:

- staff in the San Lazaro compound
- CDD and other child survival related regional workers and trainers

and in addition, the following will be served:

- DTU trainees
- Pediatric and nursing professionals

- WHO, USAID, Unicef, and other donor agencies, as appropriate
 - PVOs/NGOs working in areas of child survival
- c. Information Services to be Provided:
- Current awareness packages
 - Reference services
 - Referral services
 - Selective dissemination of information (based on user profiles)
 - Database of child survival related organizations
- d. Evaluation of information services:
- The librarian will make a strong effort to solicit feedback from users about the usefulness of the information services. She will discuss services with visitors to the Information Center; she will enclose a feedback form with all materials mailed out in answer to information requests; she will consult with the Advisory Committee to ensure maintenance of quality service delivery
- e. Information Center reporting:
- On a periodic basis (monthly or bimonthly) the librarian will prepare a one-page summary report on the number and types of information services provided, who the requesters were, numbers of publications added to the collection (indexed and entered into the database), subscriptions or publications ordered, etc.
- f. Circulation of Information Center materials:
- Because the material to be acquired for the Information Center's collection is intended to be a resource for the country, and not, for example, just CDD staff, and because most of the materials to be acquired will be photocopies of articles, the Information Center will not circulate the materials. A photocopy machine will be available, and in consideration of cost recovery, a payment scale for photocopies will be developed.
 - The Information Center will provide "master" copies of particularly useful articles for the NRTTC and the two DTUs, and they will reproduce these as required for their trainees.

D. Staffing Recommendations

Based on the anticipated workload of the Information Center, it is recommended that in addition to a full-time professional librarian, that there be a part-time clerical assistant available to the Center. In addition, if the Center's Advisory Committee feels that it is important to have abstracts written of the materials entered into the database, then it is suggested that a student intern be considered to do this.

After one year of operation, the Information Center should evaluate the level of demand for Center services, to determine if the staffing pattern is adequate.

Librarian:

The librarian should have a degree in Library Science, and familiarity with health and medical terms and issues. The librarian should have English language competency to work with English materials, to correspond in English to order materials, to respond to information requests, and to seek out appropriate institutions with which to establish exchange relationships. In addition, the librarian should be well organized, and have the ability to initiate and follow through on activities without direct supervision. The librarian should be able to work well with professional people, soliciting suggestions and feedback, and identifying their information needs. The librarian will be responsible for the following duties:

1. Acquisition of materials by developing and maintaining a list of addresses and contact persons for organizations from which to request materials for the Information Center.
2. Gathering, in a systematic fashion, all child survival related materials produced in the Philippines.
3. Recommending to the Advisory Committee materials (books, periodicals, audiovisuals, etc.) for purchase.
4. Classifying and indexing all materials based on the PRITECH Information Center's system.
5. Entering bibliographic data into the Center's computer. *
6. Preparing and distributing a bimonthly current awareness bulletin, to contain such information as tables of contents of selected periodicals, one or two complete articles, the PRITECH Information Center's Technical Literature Update, the bimonthly acquisitions list, and other specific information as appropriate.
7. Preparing informational material about the Information Center, such as a flyer, announcements to be placed in newsletters and journals, to inform potential users about the Center's services.
8. Preparing a bimonthly acquisitions list of materials added to the Center's collection.
9. Responding to information requests received in person or via radio, telephone, telex, etc.
10. Reviewing the relevant journals contained in other DOH libraries to identify articles that should be added to the collection.
11. Preparing monthly or bimonthly summary reports on Center activities.

* The Librarian will receive on-the-job training in bibliographic software use.

12. Preparing an annual budget for acquisition and supplies.
13. Maintaining the Center in a clean and orderly manner, and providing for regular maintenance of all Center equipment.
14. Performing other duties as appropriate.

Clerical Assistant:

The assistant should have a good command of written English, office (including typing, and preferably computer) skills, and an ability to follow directions in a timely fashion. The assistant will work under the supervision of the librarian and will perform support duties as required, such as:

1. Shelving of articles, newsletters, books, journals.
2. Labeling shelves and storage boxes.
3. Preparing labels for storage boxes for the NRTTC and the DTS.
4. Maintenance of the mailing list.
5. Mailing information responses, materials to the DTUs, Current Awareness Packages, etc.
6. Xeroxing materials as required, both in the Center, and in the other DOH libraries.
7. Typing and data entry as required.
8. Other duties as appropriate.

Student Intern:

The student intern should have excellent command of written English, computer skills, good research skills, and knowledge of child survival issues. Under the supervision of the librarian, the intern will prepare brief abstracts of articles, books, monographs, audiovisual materials, etc. to be entered into the database.

NRTTC and DTU Staffing:

A full-time person is not needed to keep any of the three Resource Centers operational.

It is suggested that the Information Center librarian assist in the planning and organization of the materials of the NRTTC and that once this is done, a person from the NRTTC staff be designated to add the materials that will be regularly provided by the librarian, and to generally maintain the Resource Center operational.

The DTU Resource Center to be set up in the Zamboanga Regional Hospital will have a person designated by the Director of the Training Unit to shelve the materials sent by the Information Center librarian.

The DTU Resource Center to be set up in Cebu will be located within the library of the to-be-constructed Child Survival Center, and can count on support from whoever is responsible for that library.

E. Implementation Plan

The implementation plan for the Information Center on Diarrheal Disease and Child Survival and the Resource Centers of the Training Units, identifies the space requirements, as well as requirements for furniture, equipment, and supplies.

1. Space

Information Center:

The new quarters where the Information Center is to be housed are not adequate, by library standards. The minimum for a center such as is planned for here should be 25 square meters, 30 is preferable. Some redesign of the blue prints is called for at this point, so as to ensure adequate space from the beginning.

There should be an external wall for a window, and an air conditioner. There needs to be space for library and magazine shelves, for filing cabinets, for a desk, a computer workstation, a xerox machine, a reading table, and four chairs.

NRTTC:

The space for the Resource Center for the NRTTC is adequate. By rearranging existing furniture, there will be room for some additional library furniture.

DTU/Zamboanga:

Currently the facilities for the DTU are being renovated. This provides an opportunity to set up the Resource Center in a large available open space between the dormitory and the large conference/training room, which will allow trainees easy access to the materials.

DTU/Southern Islands:

Currently in the pre-construction stage, the new Child Survival Center has a library in the plans (Room 211C, 5.45 meters by 6.50 meters). This is fully adequate to incorporate the Resources Center.

2. Furniture

Information Center:

If the space requirements of the Center are met, the furniture needs are as follows:

- a desk (2 1/2' x 4') and chair
- a reading table (3' x 5') and four caned chairs
- two worktables for equipment (3' x 6' ea.)
- two secretarial chairs for the worktables
- four bookshelves (84" x 48" x 12" ea.)
- one magazine display and storage shelf (84" x 48" x 12")
- two hanging file cabinets
- one 3-step ladder
- one lockable supply cabinet

NRTTC:

two bookshelves (84" x 48" x 12")
one magazine display and storage shelf (84" x 48" x 12")

DTU/Zamboanga:

- one bookshelf (84" x 48" x 12")
- one magazine display and storage shelf (84" x 48" x 12")
- one reading table (3' x 5') and two chairs

DTU/Southern Islands:

- one bookshelf (84" x 48" x 12")
- one magazine and storage shelf (84" x 48" x 12")
- one reading table (3' x 5') and two chairs

3. Equipment

Equipment will be provided to the Information Center only.

Information Center:

- one IBM computer (XT/hard disk) with monitor, good quality printer
one uninterrupted power supply
- one photocopy machine (Minolta 300 series)
- one electric typewriter, IBM Selectric III or equivalent
- one air conditioner
- one binding machine (plastic spiral rings)

4. Supplies

Information Center:

- one paper cutter
- one pair scissors

- 50 bookends
- one regular stapler (and staples)
- one staple puller
- one heavy-duty stapler (and staples)
- two rubber stamps: Please do not remove from the INFORMATION CENTER
- one date stamp
- two stamp pads (red ink)
- red stamp pad ink
- one 2-hole punch and fasteners
- one ruler (18")
- one scotch tape dispenser (and tape)
- 100 shelf boxes
- 3000 computer mailing labels for mailing list
- 500 manila folders (legal size)
- 200 hanging file folders (legal size)
- 4 reams Information Center letterhead
- 1000 Information Center envelopes
- 3000 large mailing envelopes
- rubber bands
- paper clips
- plastic binder rings for binding machine
- typewriter ribbons
- typewriter correcting tape
- misc. office supplies

NRTTC:

- 75 shelf boxes
- 100 shelf labels
- one rubber stamp: NRTTC Master Copy
- one stamp pad (and red ink)

DTU/Zamboanga:

- 50 shelf boxes
- 100 shelf labels
- one rubber stamp: DTU Master Copy
- one stamp pad (and red ink)

DTU/Southern Islands:

- 50 shelf boxes
- 100 shelf labels
- one rubber stamp: DTU Master Copy
- one stamp pad (and red ink)

F. Budget Outline

1. Start-up Costs (PHCF Project Funded)

The design of the Information Center envisions the PHCF Project taking responsibility for:

- a. furniture
- b. equipment
- c. initial supplies

2. Operating Costs (PHCF funds through 1990, DOH thereafter)

The design of the Information Center envisions the DOH taking responsibility after 1990 for:

- a. staff
- b. acquisition of materials
- c. reproduction costs
- d. mailing costs
- e. operational costs:
 - equipment
 - supplies
- f. Librarian travel

G. Draft Budget

Start-up Costs -- PHCF Responsibility:

1. Furniture (see Section E.2. for size specifications):

- 8 bookshelves ₱ 41,600
- 4 magazine display and storage shelves ₱ 16,800
- 3 reading tables ₱ 3,900
- 8 reading chairs ₱ 7,400
- 1 desk ₱ 1,500
- 1 desk chair ₱ 880
- 2 working tables ₱ 5,980
- 2 secretarial chairs ₱ 1,700
- 2 hanging file cabinets ₱ 4,235
- 1 ladder (3-step) ₱ 590
- 1 lockable supply cabinet ₱ 10,000

Contingency costs and inflation ₱ 35,000

SUBTOTAL

₱ 129,585

2. Equipment:

- 1 computer IBM (hard disk, keyboard, monitor) ₱ 36,000
- 1 good quality (Epson) computer printer ₱ 20,000
- 1 uninterrupted power supply ₱ 12,000
- accessories ₱ 13,000
- 1 Minolta photocopy machine and service contract ₱ 60,000
(EP530)
- 1 electric typewriter ₱ 25,250
- 1 air conditioner ₱ 10,000
- 1 GBC Manual Punching & Binding Machine, 450KM ₱ 20,750

Contingency costs and inflation ₱ 35,000

SUBTOTAL

₱ 232,000

3. Supplies:

- 1 paper cutter 14" ₱ 1,470
- 1 pr. scissors 6" ₱ 360
- 1 2-hole punch ₱ 100
- 1 regular stapler ₱ 490
- 1 heavy duty stapler ₱ 860
- 2 boxes regular staples ₱ 55
- 2 boxes heavy-duty staples ₱ 55
- 1 staple puller ₱ 25
- 1 ruler (18") ₱ 27
- 1 scotch tape dispenser ₱ 210
- 3 boxes tape ₱ 100
- 5 rubber stamps ₱ 130
- 5 stamp pads ₱ 500
- 1 date stamp ₱ 500
- 275 shelf boxes ₱ 2800
- 500 manila folders ₱ 600
- 200 hanging file folders ₱ 5500

- 50 bookends ₱ 1100
- 4 reams letterhead stationery ₱ 1000
- 1000 letterhead envelopes ₱ 200
- 3000 large mailing envelopes ₱ 2000
- 125 reams of photocopy paper (100 regular, 25 long) ₱ 19,100
- photocopy toner/developer ₱ 12,000
- typewriter ribbons & correcting tape ₱ 500
- plastic binding rings (various sizes, 500 rings) ₱ 500

Miscellaneous office supplies ₱ 1500

Contingency costs and inflation ₱ 25,000

SUBTOTAL ₱ 76,682

TOTAL PHCF START-UP BUDGET RESPONSIBILITY ₱ 438,267

Operating Costs: PHCF Responsibility through 1990, DOH thereafter

1. Staff:

Librarian, ₱ 42,300/year

Part-time Clerical Assistant (ca. 20 hrs./wk.), ₱ 10,000/year

Student Intern (ca. 10 hrs./wk.), ₱ 3,000/year

2. Acquisition of Materials:

Journal & newsletter subscriptions, U.S.\$1,000/yr.
(several annotated lists are attached)

Book purchases, U.S.\$750/yr.
(a list of key books will be provided)

Audiovisual materials:

- films (16mm), U.S.\$250/yr.
- videotapes (Beta), U.S.\$500/yr.
- slidetapes, U.S.\$150/yr.
- audiocassettes, U.S.\$50/yr.

2. Reproduction (photocopy) costs (calculated at ₱ 0.25/copy):

Current Awareness Package calculated at 15 pages,
sent to 500 professionals, 6 times a year = 45,000
copies, ₱ 11,250/yr.

Articles reproduced and sent to NRTTC & DTUs
calculated at 200 10-page articles to three
Resource Centers = 6000 copies, ₱ 1,500/yr.

Articles reproduced in response to information
requests, calculated at 50 10-page articles per
month = 6000 copies, ₱ 1,500/yr.

Miscellaneous photocopy activities calculated at
500 copies per month = 6000 copies, ₱ 1,500/yr.

3. Mailing costs for airmail letters (500/yr.) and surface
mailed information packages (2000/yr) ₱ 35,000/yr.

4. Operational costs:

Equipment maintenance
(computer, air conditioner, photocopy, typewriter) at ₱ 22,000/yr.

Office supplies, at ₱ 33,000/yr.

5. Travel costs:

2 visits by Librarian per year to Zamboanga & Cebu to monitor
Resource Center activities:

- air fare ₱ 7,552 (2 trips)
- per diem ₱ 2,100 (2 trips of 3 days each)

6. Contingency costs at ₱ 20,000/yr.

Summary of operating budget:

Salaries:		₱ 55,300
Acquisitions	(U.S.\$2700)	₱ 59,400*
Reproduction & Mailing		₱ 50,750
Travel and contingency costs		₱ 29,652
Operational costs		₱ 55,000
TOTAL OPERATIONAL COSTS FOR ONE YEAR		₱ 250,102

* \$1.00 = ₱ 22

ANNEXES

RESOURCES PROVIDED BY THE CONSULTANCY TO THE INFORMATION CENTER

1. Periodicals Lists:

- The PRITECH Information Center list of newsletters & journals
- The Periodicals List from the Clearinghouse on Infant Feeding & Maternal Nutrition
- A listing of free and reduced rate periodicals

2. Information Resources:

- List of PRITECH information exchange relationships
- PRITECH Mailing list for the Philippines

3. Bibliographic Management Forms and Procedures:

- Bibliographic citation guidelines
- Indexing guidelines
- Bibliographic data entry format
- PRITECH Thesaurus (cluster terms and descriptors)
- Descriptor alphabetical list
- Acquisition list procedures

4. Sample Information Center Forms :

- Abstract report format
- sample annual workplan
- sample workplan chart
- sample letters
- sample Current Awareness Bulletin

5. Information Management Publications:

- Establishment of a Centre for Development Information
- Information Services for Developing Countries
- Information Systems, Services, and Centers
- FAO Representation Libraries: Guidelines for their Organization and Management
- A Simple Guide to Managing a Resources Center...
- Primer for Agricultural Libraries

ACTIVITY:	MONTH:																		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Collect/copy relevant materials from collections in CDD, EPI, MCH, etc.			•	•	•														
Fill out bibliographic data sheets for all collected materials	•	•	•	•	•	•	•												
Send supplies and labels to Zamboanga and Southern Islands		•																	
Solicit recommendations for and develop Info Center mailing list	•	•	•	•															
Ensure delivery of computer before 2nd consultancy		•	•																
With 2nd consultant, dedicate 2 weeks to learning all aspects of computer database:			•																
- entering data			•																
- changing data			•																
- searching strategies			•																
- printing searches			•																
- searching MIN Clearinghouse disks			•																
- printing labels			•																
- troubleshooting			•																
With 2nd consultant, prepare Info Center indexing guidelines			•																
On receipt of furniture, set up shelves with labels and boxes, magazine shelves, hanging file folders, etc.			•	•															
Complete rearrangement of MRTTC Resource Center			•	•															
With thesaurus terms, work out key words with NAMRU & HERDIN librarians for periodic database searches			•	•															
Prepare flyer on Info Center services			•	•															
Prepare notice of Info Center services for inclusion in PMA, PPA, Nursing journals/newsletters			•	•															
Bring Student Intern on board			•	•															

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DRAFT FORM
INFORMATION CENTER USER PROFILE

NAME: _____

A. SUBJECTS OF INTEREST: (Terms taken from the thesaurus)

-
-
-

B. KEY JOURNALS FOR _____

-
-
-
-

(Tables of contents of the above periodicals may be circulated to this user.)

C. CURRENT PROJECTS OR PAPERS _____ IS WORKING ON

D. MOST RECENT UPDATE TO USER PROFILE

(date)

DRAFT FORM

DATABASE FORM FOR ORGANIZATIONS INVOLVED IN CHILD SURVIVAL

ID. NO. _____

ORGANIZATION: _____

ADDRESS: _____

COUNTRY: _____

CONTACT PERSON: _____

TELEPHONE: _____

TYPE OF ORGANIZATION: _____

SUBJECT SPECIALTIES: _____

SPECIAL COLLECTIONS: _____

PUBLICATIONS: _____

DRAFT FORM
INFORMATION REQUEST FORM

REQUEST NO. _____

DATE OF REQUEST _____

NAME & POSITION OF REQUESTER _____

ORGANIZATION _____

ADDRESS _____

COUNTRY _____ TELEPHONE _____

REQUESTER IS: DOH STAFF _____
PRIVATE MEDICAL _____
UNIVERSITY _____
INT'L ORGANIZATION _____
NGO/PVO _____
OTHER _____

REQUEST MADE BY:
PHONE _____ RADIO _____ LETTER _____ IN PERSON _____
OTHER _____

DESCRIPTION OF REQUEST:

DESCRIPTION OF RESPONSE AND RESOURCES USED:

DATE OF RESPONSE _____ TOTAL TIME SPENT _____

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date

Dear _____,

We are assisting the Philippine Department of Health in the collection of periodicals related to Child Survival, and would like you to send _____ (name of publication) to the following addresses.

(CSIC)

(NRTTC)

(DTU/Cebu)

(DTU/Zemboanga)

Thank you in advance for your kind cooperation.

Sincerely,



INFORMATION CENTER ON DIARRHEAL DISEASES AND CHILD SURVIVAL

Republic of the Philippines
Department of Health
Maternal and Child Health Service
San Lazaro Compound
Manila, Philippines
Tel. 711-69-63

date

Dear _____,

We are assisting the Philippine Department of Health in the collection of periodicals related to Child Survival, and would like you to send _____ (name of publication) to the following addresses.

(CSIC)

(NRTTC)

(DTU/Cebu)

(DTU/Zemboanga)

Thank you in advance for your kind cooperation.

Sincerely,

We are pleased to announce the availability of
our specialized Information Center service
related to the topics of Child Survival:

(etc.)