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USAID/HONDURAS
LIBRARY AND PUBLICATIONS REPORT
FINAL REPORT
March 27, 1990

Price Waterhouse



January 31, 1990

Mr. Guillermo Bolanos
USAID/Honduras
APO Miami, FL 34022

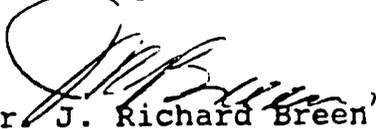
Dear Mr. Bolanos:

Re: Financial Sector Development Project
Contract No. PDC-2206-Z-00-8191-00
Bank Strengthening Program
PIO/T 522-9106-3-90226
Activity No. 5

Attached please find five copies of our Draft Final Report of the Library and Publications Report (Activity No. 5 of the Bank Strengthening Program) as prepared by Mr. John C. Moran and reviewed by Price Waterhouse, Prime Contractor under FSDP. Additional copies have been forwarded to Sandra Frydman, AID/PRE/PD.

It has been a pleasure to work with USAID/Honduras on this activity of the program. We look forward to working with you on this and other projects in the future.

Sincerely,


Mr. J. Richard Breen

Project Director, FSDP

Attachments



DRAFT FINAL REPORT

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I. INTRODUCTION

A. Scope of Work and Methodology

The observations and recommendations in this report are based upon the objectives of the Bank Strengthening Program, which seeks to strengthen the Honduran banking sector as part of A.I.D. PRE's Financial Sector Development Project (FSDP). Specifically, this study seeks to identify "... the methods and resources needed to organize the Central Bank's extensive book collection into a research facility and to design a dissemination program to provide the Central Bank of Honduras and the Honduran Association of Banking Institutions (AHIBA) staff with publications on banking topics."

In addition, the Bank Strengthening Program will eventually sponsor a cooperative training program for approximately 1,500 Honduran banking personnel. The training will be coordinated by the Central Bank of Honduras and AHIBA, and the library and publication facilities discussed below will support these training activities.

The services of Mr. John C. Moran, a consultant to Price Waterhouse, prime contractor of FSDP, were acquired to carry out this study, and Mr. Moran spent two weeks in Honduras during December, 1989.

B. Background

At present the Central Bank library is part of the Department of Economic Research. Its holdings are completely unclassified and uncatalogued. The library contains at least 15,000 books and pamphlets, approximately 500 bound volumes of serial publications, and well over a thousand unbound serials. Several books are in other departments of the Bank. The Bank's library in San Pedro Sula is also uncatalogued and unclassified; its holdings are approximately 300 books on banking topics, a Spanish encyclopedia (Espasa-Calpe), and a valuable collection of books published by the Bank before 1980. These are not gathered in one collection.

AHIBA has neither a library nor other information facilities. A library is planned as a major part of the Bank Strengthening Program.

Among the serial publications that the Central Bank issues or has

issued are the following: Statistical Bulletin (monthly); Monthly Bulletin; Quarterly Magazine; Honduras in Figures; Annual Report (yearly), and National Accounts. An occasional technical book is published by the Bank. Prior to 1980 the Bank also published historical and literary works about Honduras; these publications made a significant cultural contribution to Honduran society.

II. CONCLUSIONS

A. The Central Bank Library

Efforts to improve this library and its proposed branches should be based on the technical organization and control of its holdings, acquisition of needed bibliographical and physical resources, and the training of an adequate number of employees.

The long-term services of a librarian with at least masters'-level studies and experience in the fundamental aspects of librarianship are essential; otherwise, the goals of the program cannot be attained. This person will coordinate the branch library at San Pedro Sula and the proposed libraries at La Ceiba and Choluteca, as well as the planned Banking Documentation Center (BDC). All must be organized, and the latter three must be established as well.

Only one person is currently in charge of the library. Once the Library Development Program is begun an adequate number of well-trained and experienced support staff must be hired. If none are available, appropriate training should be provided.

The present physical facilities are too small to serve as a library for the existing collection. The Bank plans to move the library to a new and larger location, which must be well-planned and suitable to its purpose.

B. Banking Documentation Center (BDC)

This is a proposed support unit which will be available to both private and public banking personnel involved in the training program, and to the general public. It must be fully planned, set up, and organized. The center will have to support a program that will train some 1,500 persons over a three-year period.

C. Publications

The Central Bank and AHIBA plan to issue the following new publications: Central Bank Magazine; Banking and Development Magazine; Monthly Bulletin; and Informative Summary. The two magazines will provide information about economic and social conditions at both the national and the international levels. The "bulletin" will be a research journal about financial and economic matters and will also contain material that will strengthen the training program (Bank Strengthening Program document, III-2-B). The monthly bulletin will be for banking officials, with material of a didactic and informative nature about banking practices; this will be complemented by two quarterly reviews which will emphasize banking and development topics, one oriented to the private commercial banking sector and the other to the Central Bank. (OP.CIT. I-ii).

The Central Bank operates a fully-equipped and modern typesetting, printing, and binding department. No significant investment in machinery or hiring of personnel in these areas will be necessary.

III. RECOMMENDATIONS

A. General Recommendations

1. Establish an Information Department in the Central Bank, to report directly to the Assistant Manager.
2. This department should contain two principal sections: library and documentation services, and publication services.
3. The Department should be administered by a person with a broad academic and work background in librarianship and editing and publishing.

B. Library/Documentation Services

1. Central Bank Library

- a. Design, furnish, and equip the proposed new library with: a reading area for at least forty persons; offices for the librarian and assistant librarian; a closed section for technical processing work; space for up to 40,000 books and bound serial publications.

(Note: The reference collection should be in the reading section.)

- b. Selection of cataloguing and classification systems for placing the existing collection under bibliographical control. A classified catalog is preferable.
- c. Organization of a general reference collection with emphasis on banking, finance, and economic topics.
- d. Organization of a periodicals collection. This should include the indexing of the principal articles contained in these publications.

2. New Services

- a. Organization of the Central Bank library at San Pedro Sula with emphasis on a specialized reference collection in banking and finance, and a periodicals collection of the major journals that support Bank activities.
- b. Establishment of specialized small libraries in the Bank's facilities in La Ceiba and Choluteca, serving the northern coastal and southern areas, respectively. These two libraries should have a more public orientation than the ones in Tegucigalpa and San Pedro Sula. There are no good public libraries in either city; thus the Bank, by setting up two libraries with general reference collections not limited to banking topics, would provide a valuable public service in those two regions.
- c. Establishment of the Banking Documentation Center (BDC) at AHIBA to serve the private banking sector. This should consist mainly of reference works on banking, finance and

economics, along with the major journals. Special care should be taken not to duplicate the more expensive publications that will be in the Central Bank's Tegucigalpa library.

- d. Establishment of a computer system to link the holdings (book and serial) of all the libraries in the system, including the BDC.
- e. Establishment of cooperative relationships with institutions abroad that can provide free, exchange, or low-cost materials.
- f. Affiliation of the Central Bank library system and the AHIBA's BDC with an information-provision network in banking and economics.
- g. Implementation of a purchasing procedure that would reduce the time and documentation required for the acquisition of bibliographical materials.

C. Publication Services

1. Creation of an unpaid editorial advisory committee to decide on the acceptance of submitted writings. This committee could also participate in the design of the publications.
2. Aside from the specific serials envisioned in the Bank Strengthening Program document, the publication by the library of an information and new acquisitions bulletin.
3. Establishment of exchange-of-publications arrangements with other institutions that have the same interests as the Central Bank and AHIBA.
4. Inclusion of these proposed and existing publications in standard reference sources.
5. Incorporation into the proposed Publications Department of the existing publications, without changing the present system of preparing and editing them.
6. Revival of the Central Bank's pre-1980 policy of publishing works of historical and cultural importance to Honduras. These should be editions

edited by authorities. AHIBA could also publish some works under its aegis.

D. Personnel

1. Employment of an experienced librarian to coordinate the Library and Documentation services at the Central Bank.
2. Employment of an experienced sub-professional to help in the Central Bank library.
3. Employment of a sub-professional with experience to be in charge of the library activities in San Pedro Sula and La Ceiba (proposed).
4. Same for the proposed library in Choluteca.
5. Same for the proposed BDC.
6. Employment of at least three secretaries or typists for the Central Bank library.
7. Employment of an experienced editor to coordinate the preparation of the proposed new publications.
8. Employment of an typesetter experienced with computer equipment.
9. Employment of an experienced graphic artist.
10. Provision of opportunities for advanced training in library and editing fundamentals for the occupants of the positions listed above, except for the professional (librarian and editor) and sub-professional ones.

E. Other

1. Hire a consultant specializing in the application of computer systems in libraries (one or two weeks).
2. Provide a trip for a top-level administrator of the Bank, an officer of AHIBA, and the Administrator of the proposed department to the U.S. Library of Congress and other libraries

nearby which are renowned for finance and banking collections; for the purpose of establishing cooperative agreements, obtaining up-to-date knowledge of library services in banking and finance, etc.