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**NATURAL RESOURCES MANAGEMENT PROJECT**

BAPPENAS – Ministry of Forestry  
Assisted by  
USAID

**REPORT ON NRM LIBRARY CONSULTANCY  
SEPTEMBER – DECEMBER 1992**

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## Preface

This report is one of a number of reports produced under the government of Indonesia's Natural Resources Management Project (NRM) that is assisted by the United States Agency for International development (USAID).

The NRM project, working with the Indonesian National Planning Board (Bappenas) and the Department of Forestry (Departemen Kehutanan), provides through a specially established project Policy Secretariat advice to Bappenas on natural resource issues relating to long and short-term national planning. In addition, working with the Department of Forestry the NRM project carries out field activities in two pilot project areas one in West/Central Kalimantan and one in North Sulawesi including the preparation of management plans for the Bukit Baka - Bukit Raya National Park in Kalimantan and the Bunaken National Park in North Sulawesi. Each report addresses an aspect of the planned NRM project activities that are agreed on and laid out in an annual NRM Implementation Plan and each report aims at providing specific recommendations for future work in the area addressed.

This report looks at the present organization of the NRM library situated in the NRM Policy Secretariat in Jakarta and makes a number of recommendations on how to improve the existing collection. These recommendations will be implemented by the NRM project in the near future to make this collection more comprehensive and more easily accesible for users.

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## **ACKNOWLEDGEMENTS**

I would like to thank Colin MacAndrews, NRM/ARD Chief of Party, for his constant support and enthusiasm during the consultancy, while shouldering all the other responsibilities of a busy project, as well as Project officers and consultants Erik Scarsborough, Clive Hamilton, Lisa Curran and Sean Foley for their help, advice and feedback. Thanks must also go to Ismail Maz of the NRM/ARD Office in the Ministry of Forestry, Mr. Setiabudhi, Mr. Sri Hudoyo, and all the office and support staff in the Project Secretariat, who helped expedite my time in Jakarta so smoothly, as well as computer consultant Mr. Hari Subagya, who provided the right software support in such a timely fashion.

Finally, special mention must be made of NRM Project staff Ms. Nike Sudarman and Mr. Abdul Gani Siregar, for the enthusiasm and tenacity which made our training sessions so worthwhile.

## EXECUTIVE SUMMARY

The NRM Project Library consists of approximately 1000 up-to-date documents in the natural resources field. The existing cataloguing and retrieval system had several inadequacies. Six key needs were identified:

- a. subject retrieval;
- b. a library classification system aligned with that at Bappenas;
- c. a coherent cataloguing system;
- d. a system for managing maps;
- e. suitable computer software/program;
- f. training of Project Library staff;

These were addressed as follows:

- a. Subject indexing skills were taught, guided by the UNEP Thesaurus of Environmental Terms.
- b. The Dewey Decimal Classification was introduced.
- c. Simplified library cataloguing was implemented.
- d. A system for classifying, cataloguing and housing maps was introduced.
- e. After some false starts, a suitable library program based on database software was commissioned and installed.
- f. Training in general and specific library skills was carried out with the two NRM Project Staff responsible for handling the Library. This was seen as the most vital area of the consultancy, and the two trainees appear to have rapidly absorbed the required skills.

The consultancy was supported by working visits to libraries in parallel subject fields in Jakarta, Bogor and Bandung.

# REPORT

## 1. Introduction

### 1.1. The NRM Library

The NRM Library consists of approximately 1000 documents in the field of natural resources, most of which are shelved in lockable glass cupboards in the meeting room of the Project Secretariat Jl.Madiun No 3. Jakarta. It is not expected that this number will increase to more than 4000 during the Project's lifetime, after which the collection will be added to the Bappenas Library. Document collections in outlying Project sites are at present minimal, although the redesigned system should be applicable to any future site libraries.

The collection is probably the finest small Library in its subject field in Indonesia. Its particular strength is the currency of its holdings, with effective channels in place for receiving up-to-date material from Indonesia and overseas.

The size of the Project does not support a professionally-qualified or even a full-time librarian. At present the Library is handled by two staff members, Ms. Nike Sudarman and Mr. Abdul Gani Siregar, who also have other Project duties. Both recent appointees, they are educated to tertiary level, and have good English.

Use of the Library is confined to bona fide researchers associated with the Project. The Library is on virtual closed access, with requests for documents channelled through Library staff. Moreover, these requests are generally satisfied by the provision of photocopies rather than the loan of original documents.

By September 1992 over 900 documents had been processed and listed using a sequential numbering system. This was used for both shelf arrangement and entering records of the documents on a database program written by a former employee. The program could be used for online searching of documents and title, and generating lists by sequential number, author and title.

While the work that had gone into writing the program and entering data must be acknowledged, it

can be said that the program had two major defects from the point of view of Library staff and users:

- a. It did not cater for retrieval by subject.
- b. It used one numbering system for two different functions, inventory and shelf arrangement.

While this can work in a small closed access library, as a collection increases it becomes desirable to have a more rational shelf arrangement which groups documents by subject, especially when the collection is planned to be merged with a large open access library.

There were other inadequacies in the existing system. Documents of various formats had been mixed up. For example, single issues of periodicals had been incorporated with books and reports, together with some ephemeral and occasionally irrelevant material. On the other hand, no provision had been made for processing and cataloguing the Project's map collection which was housed in the same area.

## 1.2. Consultancy Procedure

(Please refer to attached Terms of Reference)

The consultancy was carried out in the Policy Secretariat on Fridays and Saturdays over a three-month period, the consultant reporting to the NRM Chief of Party, carrying out training and feedback sessions with Nike and Abdul Gani, and consulting other NRM officers and commissioned programmers. Visits were made to several libraries in Jakarta, Bogor and Bandung (see Section 3.2 below).

## 2. **Design, Implementation of and Training for a New NRM Library System**

### 2.1. General

From the Terms of Reference as amplified by the NRM Chief of Party, discussion with Nike and Abdul Gani, interviews with NRM consultants as library users, and the consultant's own perceptions, it was

clear that a redesigning of the NRM Library system should focus on the following:

- a. Retrieval of documents by subject for users and library staff;
- b. A library classification system, preferably aligned with that used in the Bappenas Library;
- c. An coherent overall cataloguing policy and system;
- d. A specific system for processing and cataloguing maps;
- e. Selection of suitable computer software/programs to handle the above facilities and functions;
- f. Training of NRM staff in librarianship with reference to the redesigned system.

**The Library did not need:**

- a. policies and procedures for external acquisitions, as these were already in place;
- b. a sophisticated circulation system, given that the Library was small and on restricted access;
- c. sophisticated computer link-ups to other libraries, given, again, the size and autonomy of the Library, and the prohibitive telecommunications expense of such facilities at this stage of Indonesia's development.

Key parameters were the need to design the system for future incorporation with Bappenas (see 3.2 below) and, in view of the small size and restricted user policy of the Library, and the fact that it would not be operated by professional librarians, the NRM Chief of Party's brief to "keep it simple", with which the Consultant totally concurred. The implementation of the six system needs listed above (a-f) will now be discussed.

## 2.2. Subject Retrieval

For retrieval by subject, the subject contents of a document must be described by the librarian at the cataloguing stage. This is not done in a vacuum. Besides his or her own subject knowledge, the librarian is aided by published tools in the forms of thesauri and established classification systems. The key thesaurus in our field was identified as the "Thesaurus of Environmental Terms" published by the United Nations Environment Programme (Nairobi, 1990). This was obtained, tested in training sessions and applied to the Library.

Each document is now assigned a maximum of five subject terms at the cataloguing stage. These can be used for onscreen searching and as entries in the subject catalogue. This ensures that a document on, for example, the environmental impacts of land use planning in Nanga Pinoh may be retrieved though "LAND USE PLANNING" "ENVIRONMENTAL IMPACTS", "NANGA PINOH" as well as from, for example, "TRANSMIGRATION" and "KALIMANTAN BARAT", which may be relevant but not implicit in the document's title. The Thesaurus guides the librarian in choice of terms and choice of synonyms, to ensure consistency when more than one librarian is indexing.

## 2.3. Classification System

The Dewey Decimal Classification was the obvious choice. The most popular library classification scheme worldwide, it is used extensively in Indonesian libraries. Paramount in the decision to choose DDC was the fact that is the system used to classify the Bappenas Library, as well as the Ministry of Forestry and most other Indonesian government libraries.

A possible objection is that the Dewey sledgehammer is too big a tool to use on the NRM Library nut. We overcame this by using full expanded Dewey schedules in our subject area only (333.7 - 333.9, natural resources) taken from the 20th full edition, 1989.

For other subjects we use the 11th abridged edition. We give a natural resources bias to our choice of class numbers, preferring, for example,

333.75 (timber resources) over 630.4 (forestry, agriculture) to classify a work on forestry.

#### 2.4. Cataloguing

Cataloguing is here taken to include decisions on which kinds of documents to catalogue, how to choose which aspects or fields of a document to catalogue, how to apply a standard format to these, and which kinds of printed catalogue to output.

One of the deficiencies of the original NRM library system was that it listed and shelved all documents, in whatever format, in one sequence. Clear guidelines were needed on identifying and arranging different types or formats of documents. These guidelines were given through training sessions, and the writing of a Manual of Practice (Annex 1) as a route map to guide the processing and cataloguing of a document from the time it entered the Library until it reached the shelves.

**NRM documents were divided by format as follows:**

##### a. Books and reports

These form the great majority of NRM Library documents. It was decided not to separate reports from larger monographs or books. Books and reports (including conference proceedings) therefore receive treatment as one section.

##### b. Maps

These required specific, separate treatment (see 2.5 below)

##### c. Periodicals

These were originally scattered, with single issues mixed in with books and reports, or shelved in the library staff office. Nike and Abdul Gani were shown how to identify periodicals, and these are now separated out and housed in their office, shelved and listed alphabetically by title, in accordance with common library practice, including that of Bappenas.

d. Bibliographies and (Publishers') Catalogues

Many of these had been originally incorporated in the main sequence. They are now treated as librarians' tools and shelved in the library staff office.

e. Miscellaneous Publications and Ephemera

These include "vertical file" material including offprints of single articles, brochures and pamphlets. They will be shelved and listed by broad subject in either the Library or the library staff office, depending on space.

Of the above formats, only the books/reports and maps require detailed cataloguing. The others can be listed using a word processor.

A computerised catalogue was an underlying assumption. A manual card catalogue, still the norm in most Indonesian libraries, was not seriously considered. Full cataloguing records as directed by AACR (the Anglo-American Cataloguing Rules) and MARC (machine-readable cataloguing) which catalogue all aspects of a document including collation (physical description) and other refinements were also not applied, except in broad principle, the sledgehammer/nut factor pertaining here. Simplified cataloguing, requiring a selection of the aspects or fields of a document likely to be of most value to a user, was implemented.

(Treatment of maps is outlined in 2.5 below; choice of software/program in 2.6.)

For cataloguing books/reports the following fields were selected:

a. Accession Number

This is a unique sequential number applied to each physical document for library inventory. It has no classification function.

b. Call Number

This is a sequential code for assigning the document a shelf location. For non-fiction, most libraries use a published classification such as DDC which groups documents of the same main subject together on the shelf, and which in itself can

indicate to the librarian and experienced user information about the contents of a document. The Dewey number is usually supplemented by the first three letters of the author's name for more specific shelf location, but a call number is not necessarily unique - more than one document can have the same call number.

One of the deficiencies of the original system was that it blurred the functions of call number and accessions number, resulting in documents being shelved in the order in which they arrived in the Library, inevitably scattering books on the same subject.

c. Author

Whether personal or corporate, established from the title page of the document

d. Second Author (if applicable)

e. Title

f. Imprint

Containing abbreviated publication data of place, publisher and year

g-k. Subject

Subject terms to a maximum of five

l. NRM-generated document?

Database software has provision for "logical" fields which require minimal space. As we have applied it, "Y" (Yes) indicates a project-generated document, "N" (No) otherwise.

m. Notes

Comprising two lines of text for the librarian to add useful, miscellaneous information about the document

To save space and simplify cataloguing input we do not include information such as third author, ISBNs, collation, or a textual abstract or review of the document.

Printout catalogues are designed as follows:

a. Author Catalogue

Arranged alphabetically by author, and including title and call number;

b. Title Catalogue

Arranged alphabetically by title, including author and call number;

c. Subject Catalogue

Arranged alphabetically by subject term, and including author, title and call number;

d. Shelf List

Arranged by DDC/call number, and including author and title.

2.5. Maps

NRM has a collection of approximately 50 maps which had not been processed or catalogued. Maps have specific housing and cataloguing requirements. To house the maps, a map/chart container was purchased.

The limited number of maps meant that a simple classification, far from the complexity of Dewey, was required. The maps fall into three main groups:

- a. General maps (e.g. maps showing the whole area of Indonesia);
- b. Maps supporting our project at Bukit Baka, Kalimantan;
- c. Maps supporting our project at Bunaken, Sulawesi.

Project support maps can be further subdivided into geomorphological, land use, and topographical maps. Thereafter they are arranged sequentially in the order that they enter the Library. A simple code was therefore created to reflect this and arrange the maps. For example, KL 001, indicates a Kalimantan land use map, the first of its kind to enter the Library.

For the catalogue, the specific fields for maps are

- a. Call number (eg KL 001)
- b. Author (i.e. the organisation responsible for producing the map)
- c. Title
- d. Date (where ascertainable)
- e. Series Number (if applicable)
- f. Scale
- g. Original or copy (using the logical field -"Y" indicates original, "N" indicates copy)

2.6. **Selection of Suitable Computer Software/Program**

This proved to be the most elusive aspect of the consultancy, only resolved in its final stages.

As stated above, library records were originally entered on a database inventory program written by a former employee. One option was to modify this by adding certain fields and rationalizing other features, but the program proved difficult to retrieve, and had certain idiosyncracies dependent on its author.

The option at the other extreme was to purchase dedicated library software, and certain packages in use in other Jakarta, Bogor and Bandung libraries were examined (see 3.2 below). These were either prohibitively expensive (OASIS, WINNEBAGO) or exceptionally difficult to use (CDS/ISIS). The sledgehammer/nut factor also applied here.

Eventually it was decided to commission a new program based on database software, and, after one or two false starts, Mr Hari Subagya, a local EDP expert, was able to supply a program which gave us the required outputs.

The specifications given to the programmer were to write three main applications:

- a. a user-friendly screen for library staff to enter and edit data;

- b. a user-friendly screen for library staff and users to be able to search the catalogue by author, title, subject and any keyword;
- c. a "reports" application to generate printout catalogues as described in 2.4 above.

## 2.7. Training

This was the most crucial aspect of the consultancy, and thanks to the application and responsiveness of the two trainees, was satisfactorily implemented,

Training and feedback sessions conducted with Nike and Abdul Gani progressed from the general to the specific during the life of the consultancy. They began with input from the consultant comprising reference work, identification of types of documents, and theory and practice in library classifying, filing, indexing and cataloguing. We then moved on to discussions/workshops on the system to be introduced, and ended by implementing it, first on trial samples, then on the Library itself.

The rapidity with which both Nike and Abdul Gani internalized their new knowledge, including the recondite areas of classification and subject indexing, was extremely gratifying, and hopefully comprises the most tangible result of the consultancy - two valuable quasi-librarians who can maintain the new library system and if necessary hand it on to succeeding staff.

## 3. Other Aspects

### 3.1. Implementation of System and Training Measured against Terms of Reference

(see attached Terms of Reference)

It is hoped that the above section will demonstrate that the original Terms of Reference were adhered to. There are two points, however, which require clarification.

- a. "acquisitioning" of library materials (T.O.R. 3b) By this is meant the processing and cataloguing of materials once they have entered the Project. Fluent external acquisitions procedures were already in place.
- b. "training of ... GOI counterpart staff" (T.O.R. 2c).

It was not possible to identify any Bappenas Library staff who would benefit from the kind of training conducted with Nike and Abdul Gani. The Bappenas Librarian, Mrs Suratni, is an experienced professional who certainly does not require training of the kind carried out at NRM. Neither did her staff require the job-specific training introduced by the consultant. It is best to leave this aspect to a time nearer the marriage of the two libraries, when professional liaison, if not training, will become necessary.

### 3.2

#### Visits

In the course of the consultancy, visits were made to several libraries, as described below.

- a. Bappenas Library (Librarian Mrs Suratni)

This consists of approximately 13,000 books, classified by DDC, and 250 periodical titles, in a well-organised, comfortable facility on the ground floor of the Bappenas Headquarters. A separate room on the same floor houses certain legal documents. These have been recorded on a database program, but the main Library holdings are still manually catalogued.

The Bappenas Library, like many government facilities, suffers from budget constraints, and at this stage lacks the hardware to implement a computerised system. Furthermore, many of the books are several years old, and the planned injection from NRM will be valuable in maintaining currency of the Bappenas holdings.

The choice of DDC for the NRM Library was mainly determined by the fact that it is used at Bappenas, and this should help ensure smooth integration. If and when the Bappenas Library computerises, the fact that the software chosen may differ from that

we have implemented in Bappenas will become less constraining as computer developments make differing systems more compatible. It should be easy to transfer our records to whichever system Bappenas chooses.

b. The Ministry of Forestry (Manggala Wanabakti) Library (Librarian Mrs Endang)

This is a showpiece, located near the Forestry Museum in the Ministry of Forestry Complex. It is classified by Dewey, and is introducing computerization using a similar program to the one we have implemented at NRM. It also publishes its own bibliographies and accessions lists.

The consultant was accompanied by the NRM liaison officer at Forestry, Mr Ismail MAZ.

c. The British International School, Jakarta (Librarian Mrs Dee French)

This was visited to observe dedicated library software (OASIS from Australia) in action. Although impressive it is prohibitively expensive (approx A\$ 20,000).

d. Jakarta International School (Elementary School Librarian, Mrs Brenda Dewar)

The library software in use here is WINNEBAGO, produced in the U.S.A. This is much cheaper than OASIS (approx. \$3,000), and appears to be as effective. It was, however, vetoed because of expense. Another factor which enjoins caution before purchasing dedicated software is that none of the manufacturers has an office in Indonesia, which means trouble and delay when things go wrong.

e. The Indonesia-Australia Language Foundation, Jakarta (Librarian Mrs Peppy Marjaban).

This is one of the best-run libraries in Indonesia. They have been using CDS/ISIS for about two years, apparently successfully, although it does require intensive training, and is difficult to reprogram on site.

- f. The ESCAP CGPRT Centre Library, Bogor Library  
(Librarian Mrs Sri Wahyuni Soeripto)

This also uses CDS/ISIS, which is also working well after several problems when it was introduced which meant frequent queries to AIT Bangkok, which supports ISIS in the Southeast Asia Region.

- g. The ITB Environmental Sciences Library, Bandung

(The Librarian is Mrs Elly Hermaliah, at present at AIT Bangkok - the Library is meanwhile being managed by Mrs Netty and Mrs Yati).

This is a collection of some 14,000 volumes and 300 periodicals. It uses UDC (based on DDC) and CDS\ISIS, and Canadian and Pelita funding has ensured that it has up-to-date material. Although the premises are very cramped, the enthusiastic library staff have created an important information centre and library in the environmental field.

## APPENDIX I : TERMS OF REFERENCE

### 1. Background

Under the USAID assisted Natural Resources Management Project (NRMP) the project supports a Policy Secretariat with project advisors preparing policy papers in the Natural Resources field for Bappenas and the Ministry of Forestry and with pilot project sites in Bukit Baka/Bukit Raya National Park in West Kalimantan and Bunaken National Park in North Sulawesi. One of the outputs of this project is to build up a natural resource set of materials in a library in the Policy Secretariat for the project. To date approximately 900 books, reports and papers have been processed for the Policy Secretariat library but these need to be reaccessed into a system which is usable throughout the project and links in with the Bappenas and the Ministry of Forestry systems. As such short-term assistance is required of a consultant with experience in setting up of library systems to help establish a library system for the NRM Project.

### 2. Tasks

The consultant will:

- a. Examine the system being used in the present NRM Policy Secretariat library and reorganize it to fit the existing library system in Bappenas.
- b. Set up a system for the future acquisitioning of library materials.
- c. Carry out training of the NRM and GOI counterpart staff in the use of the redesigned library system.

### 3. Outputs

- a. An established library system for the NRM Project aligned with the Bappenas system.
- b. Training completed as required.

### 4. Reporting

The consultant will report to the NRM/ARD Chief of Party and liaise with GOI counterparts in Bappenas.

5. Duration

Up to 24 working days.

6. Location

Jakarta.

7. Qualifications

- a. Professional qualification in librarianship with at least five years experience.
- b. Knowledge of libraries and library systems in Indonesia.
- c. Preferably a working knowledge of Bahasa Indonesia.

## APPENDIX II : TIMETABLE

<u>Period</u>	<u>Activities</u>
Sept 25/26 1992	Briefing from C.O.P..1992 Preliminary discussions with Nike and Abdul Gani Visit to Bappenas with Mr Setiabudhi, meeting Librarian Mrs Suratni and staff. Interview with NRM Consultant Lisa Curran.
Oct 2/3	Visits to British International School and Indonesia-Australia Language Foundation Libraries. Interviews with NRM Consultants Clive Hamilton and Sean Foley. Physical reorganization of NRM Library with Nike and Abdul Gani, separating out periodicals, etc.
Oct 9/10	Visits to ESCAP CPGRT Library, Bogor, and Jakarta International School Libraries. Interview/discussion with Acting C.O.P. Erik Scarsborough, including viability of installing dedicated library software from U.S.A. Decision on DDC as classification system.
Oct 16/17	Overseas software vetoed on grounds of expense, etc. Visit to Ministry of Forestry Library accompanied by Mr Ismail MAZ. Efforts with help of Erik and Ismail to retrieve or rewrite program using database software. Training focusing on reference work.
Oct 23/24	Sessions with Ismail on reworked program. Training focusing on cataloguing different document formats, filing order, call numbers, etc.
Oct 30/31	More intensive training on subject indexing Nov 2/3 based on UNEP Thesaurus, and classification by DDC, applied to sample documents from Library. Map container purchased.
Nov 20/21	Training/feedback sessions on indexing, classification, and cataloguing using simple menu-driven software. Reworked computer program found to have serious defects.

Decision to call in outside programmer.

- Nov 27/8 First programmer's expectations do not match our needs.  
Training focusing on choices/consistency in subject indexing and classification. All Library documents now being reclassified and recatalogued.  
System for cataloguing maps discussed using feedback from Lisa Curran.
- Dec 4/5 Programmer (Mr Hary Subagya) commissioned to write program after preliminary discussions.  
System for cataloguing maps agreed.  
Follow-up visit to Bappenas Library
- Dec 11/12 Draft completion report written.  
Visit to ITB Environmental Sciences Library, Bandung.
- Dec 18/19 Draft report discussed with C.O.P. and presented for typing final version.  
Mr Subagya's program examined in detail and fine tuned, to our requirements.

## APPENDIX III : NRM LIBRARY - MANUAL OF PRACTICE

### 1. Stamping and Categorization

All documents entering the NRM Library are stamped with the NRM Library property stamp.

They are then categorized by format as follows:

- a. Books, reports, etc
- b. Maps
- c. Periodicals
- d. Brochures, pamphlets, offprints and other ephemera
- e. Bibliographies, publisher's and suppliers catalogs

### 2. Books, Reports, etc.

#### 2.1. General

Indexing, classification and cataloguing data for each book/report are directly entered onto the computer data base using the data entry/edit screen. In addition, the call number is labelled on or near the spine of the document, and the call number and accession number are written or stamped on or near the document's title page.

Classification, cataloguing and indexing data will now be considered in the same order as the fields on the data entry screen.

#### 2.2. ACCNO (Accession Number)

This is a sequential number, unique to each physical document, for inventory (to know how many documents we have and what they are). The screen should prompt the correct number for each document. This is usually the next number after the accessions number of the previous entry.

#### 2.3. CALLNO (Call Number)

This is assigned using the Dewey Decimal Classification, and describes the main subject of the book. In our subject field this is usually obvious from the title, although in more popular works the title can be misleading ("The Seven Sisters:", about oil companies, and "Ring of Fire" about travel and exploration in Indonesia rather than Pacific Rim volcanology). So always check the lists of contents, abstracts, summaries and scan the book

itself. Classification (for the call number) and subject indexing (for SUBJECT 1 - SUBJECT 5) are best done together. Classification establishes the main subject, and subject indexing up to five different main or subsidiary subjects (see 2.7 below).

If the subject of the book is within "natural resources", use the full expanded schedules 333.7 - 333.9 of DDC. If it is outside "natural resources" use the abridged edition of DDC, working first from the index but always checking the schedules unless you are absolutely sure. If you are not certain about the subject content of any book, check with the Chief of Party or another expert. If the book has CIP (Cataloguing in Publication) details including a Dewey number you can use this as a guide, but always check, and follow our precedents if there is a clash. Remember, we have a natural resources bias so that, for example, a book on forestry is classified at 333.75 (timber resources) rather than 630.4 (forestry - agriculture).

Add the first three letters of the (first) author's name to the DDC number to obtain a more specific alphabetical shelf location for books with the same DDC number.

#### 2.4. AUTHOR1, AUTHOR2

As a principle, ascertain author (and other details for cataloguing) from the title page rather than the cover if possible. If there is more than author, the first author is the one mentioned first. This is usually, but not always, the first in alphabetical order by family name.

If there are two authors, enter the second author in the next field, AUTHOR2.

If there are more than two authors, do not enter the second, third and other authors, but add [et al] after the first author.

If the "author" is an "editor", add (ed) after the author. Personal authors are filed and entered under the family name. Write these in upper case, and given names in lower case, e.g. SACRSBOROUGH, Erik.

Remember, although family names in the Western and Tapanuli systems are the last element in the name, this is not true of all systems, e.g. Chinese and Korean names (GOH Chok Tong). If in doubt, enter under the last element in the name, e.g. DJELANTIK, I Gusti Kutut, for a work by I Gusti Kutut Djelantik.

For corporate authors (badan-badan) enter everything in upper case, e.g. BIRO PUSAT STATISTIK.

## 2.5. TITLES

Enter the title as it appears on the title page, but do not include articles (the, a, an) if these are the first word. Separate subtitles from titles by a colon [:].

## 2.6. IMPRINT

This is entered as abbreviated place, publisher and date of publication as follows.

Place: This is the town or city of publication, e.g. Jkt (Jakarta).

Publisher: This is separated from the place by a colon [:], and abbreviated where possible, e.g. OUP = Oxford University Press.

Date: This is the year, abbreviated (92) and separated from the name of publisher by a comma [']. The year is the year of the latest edition (not reprint).

Thus, an imprint entry could be "Jkt:BPS,92."

Imprint details are usually found on the title page or its reverse. If imprint details are not obvious, it is better to leave blank rather than spend time searching for other sources.

## 2.7. SUBJECT1 - SUBJECT2

(See 2.3. above) This gives us an opportunity to help users searching for a document by subject expressed in natural language or controlled natural language, rather than a code like the DDC number. It also enables us to help users who are looking for works on a subject which may not be its main subject, but an important peripheral subject. Up to five fields are provided to you to assign subject terms. Do not feel obliged to write five for each document. Think what will be useful to the user.

For natural resources subjects, use the UNEP Thesaurus of Environmental Terms, alphabetical list. This helps ensure consistency in terminology, and selection among synonyms when more than one indexer is indexing documents on the same subject. The Library's own subject list will become your authority file. Be consistent if you abbreviate to save space. If you use ENV for ENVIRONMENT(AL), for example, then always do it.

## 2.8. NRM?

We use the database logical field, which assigns a simple true or false value to a document while requiring minimum space, to indicate whether a document is generated by our project or not. If the work is NRM-generated, type Y (yes). If not, type N (no).

This may be useful if the Chief of Party, for example, wants a list of all project documents.

### 2.9. NOTES

Two lines of text are provided for the cataloguer to be creative, and write miscellaneous information which may be helpful to the user. For example, a work on global biodiversity may have a chapter on Indonesia, so enter "Contains chapter on Indonesia." Enter only useful information. If in doubt, leave blank. This data can also be left until a later stage, when there is more time.

### 2.10. Shelving

After the book/report has been catalogued, it is placed on the Library shelves in order by call number.

### 2.11. User Catalogue

Four user catalogs are printed out by the Library computer program, and provided in the Library for users, as follows.

AUTHOR CATALOG, arranged alphabetically by author in one sequence (the program is able to merge the two author fields), containing title and call number information.

TITLE CATALOG, arranged alphabetically by author, containing author and call and call number information.

SUBJECT CATALOG, arranged alphabetically by subject in one sequence (the program is able to merge the five subject fields), containing author, title and call number information.

SHELF CATALOG, arranged sequentially by call number, containing author and title information.

These can be updated at regular intervals, fortnightly or monthly.

For current awareness, a list of new books and reports can be printed put and circulated to users at regular intervals.

## 3. Maps

### 3.1. General

Maps, like books and reports, are catalogued using the Library's database program, and shelved in the Library. They are, however, separated from books and reports, both in the catalog program and on the shelves. The specific nature of maps require a data base

catalog with fields different from those of books. These will now be considered field by field.

3.2. CALLNO (Call Number)

Call numbers for maps ar^E not assigned by DDC. We have written a simple classification scheme based on present project requirements. The schedules for these are as follows.

G		General and miscellaneous maps
	G 001 [etc]	[in the order that they enter the Library]
K		maps of Kalimantan
	KG	geomorphological
	KG 001 [etc]	
	KL	land use
	KL 001 [etc]	
	KT	topographical
	KT 001 [etc]	
S		maps of Sulawesi
	SG	geomorphological
	SG 001 [etc]	
	SL	land use
	SL 001 [etc]	
	ST	topographical
	ST 001 [etc]	

If the Project expands to focus on other areas of Indonesia the logic of the above schedules is sufficiently clear for expansion.

The call number is entered on the map data enter/edit screen, and affixed as a strip to the top left-hand corner of the map, for visual recognition in the map container.

### 3.3. AUTHOR

The authorship of a map is usually corporate, not personal, and authors and publishers are generally the same. Where there seems to be more than one body responsible for the authorship of a map, choose the body that is the most involved in the authorship or creation of the map, rather than its publication or sales. If no author can be identified, leave blank.

### 3.4. TITLE

Copy the title as it is written on the map. If no title can be identified, it is essential that we enter our own title or description of the map, (within square brackets to indicate that it is our own addition). If you are not sure what the title or description is, check with a Project expert.

### 3.5. DATE

Abbreviated year (91) is sufficient. As with books, this is the date of the latest edition, not reprint. If no date can be identified, leave blank.

### 3.6. SERIES NO

Enter this as it is written on the map, e.g. TPC L-11C G. If there is no series number, leave blank.

### 3.7. SCALE

Enter this as it is written on the map. If no scale given, leave blank, rather than guessing or trying to find from other sources.

### 3.8. ORIGINAL?

For maps, the database logical field is used to indicate whether the map is an original or copy. Enter Y (yes), original, or N (no), copy.

### 3.9. NOTES

Two lines of text are provided for any useful, miscellaneous information. For example "Includes overlay of PT Dodol concession area."

### 3.10. Shelving

Maps are housed in the Map container at present in the office adjacent to the Library, in call number order.

### 3.11. Map Catalog for Users

As the number of maps is limited, a printout of the database edit form, which will be in call number order, (the same order as the maps in the map container), is sufficient. This can be provided in the Library for the users.

## 4. Periodicals

Periodicals (serials, journals, magazines) are at present housed in the librarians' office. If there is space, these can be moved later to the Library or an adjacent area.

Periodicals are shelved in box files arranged alphabetically by title of periodical. The box files are labelled with the periodical title and year(s) of the issues contained in it.

Periodicals are listed and printed using a word processor in alphabetical order by title, according to the following layout.

### INDONESIA QUARTERLY

Library has Vol IX, 1991  
Vol X, 1992, Nos 1, 3

Vol X, No 2 missing

The list can be updated weekly or fortnightly.

Be ruthless in discarding old or irrelevant periodicals.

## 5. Brochures, pamphlets, etc.

This category includes miscellaneous ephemeral material. It is housed in box files arranged by broad subject, at present in the librarian's office. IT can be moved to the Library area when space permits.

Let the material determine the size of this collection, i.e. only make a file on, say, WATER RESOURCES - KALIMANTAN, if you have something on this subject. Be ruthless in weeding this area.

Use a word processor to list and print the subjects only, not each individual piece of ephemera.

6. Bibliographies, publishers' catalogue, etc.

These can be filed and shelved in the librarian's office, as librarian's tools. It is not necessary to list commercial catalogs, but it is useful to list and print the more permanent, academic subject bibliographies, as these are useful to users as well as librarians. In fact these can be listed as part of an inventory list of all office computer manuals, directories and tools, including, in the librarians' office, the DDC schedules and the UNEP Thesaurus.

# NRM/ARD CONSULTANCY REPORTS

NO.	TITLE	AUTHOR
1.	Procurement Plan For Research Equipment at Bukit Baka and Equipment Installation at Samarinda Forestry Research Station	Roy Voss
2.	Agroforestry in Bukit Baka/ Bukit Raya	W.G. Granert
3.	Pengukuran dan Pemetaan Topografi Sebagian Daerah Taman Nasional Bukit Baka/Bukit Raya	Sahri Denny, cs
4.	Applied Research Recommendations for Production Forest Management An Economic and Ecological Review of the Indonesian Selective Cutting and Replanting System (TPTI)	Lisa Curran & Monica Kusneti
5.	Balancing Forest and Marine Conservation with Local Livelihoods in Kalimantan and North Sulawesi	Jill M. Belsky
6.	Proposal to the GOI and USAID for the Development of Comprehensive Environmental and Natural Resources Accounts (CENRA) for Economic Planning and Management	Henry Peskin & Joy Hecht
7.	Bukit Baka Mini-Hydraulic System Implementation Plan	Michael Johnson
8.	Final Report: Bukit Baka – Bukit Raya 1992	Roy Voss
	Station Protocol: Bukit Baka – Bukit Raya 1992	Roy Voss
	Research Protocol: Bukit Baka – Bukit Raya 1992	Roy Voss

NO.	TITLE	AUTHOR
9.	Environmental Education and Awareness in Bukit Baka (vol.1)	Nancy Bergau
	Environmental Education and Awareness in Bukit Baka Guide to Environment and Fire Campaign (vol.2)	Nancy Bergau
10.	Recommendations for Controlled Timber Harvesting in the SBK Forest Concession	John Hendrison
11.	Cruiser Identifications at SBK and Local Uses of Trees by Local People	Jim Jarvie
12.	Community Water Supply Feasibility Study for Bukit Baka–Bukit Raya, Kalimantan	Rick McGowan & Alfonso Rieuwpassa