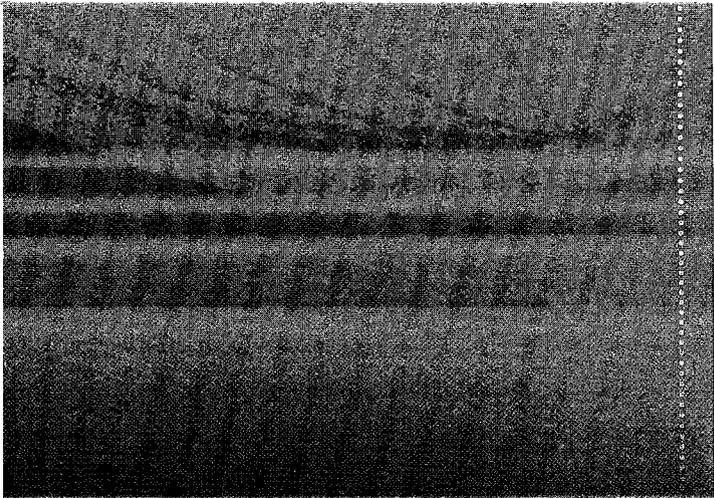


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**Findings of the Guyana
Parliamentary Library
Assessment Mission**

March 22-25, 1996

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The National Democratic Institute for International Affairs (NDI) was established in 1983. By working with political parties, legislatures and other institutions, NDI seeks to promote, maintain and strengthen democratic institutions in new and emerging democracies. The Institute is headquartered in Washington, D.C. and maintains field offices in Africa, Asia, Eastern Europe, Latin America and the Caribbean, the Middle East and the former Soviet Union.

NDI has supported the development of democratic institutions in more than 60 countries. Programs focus on six major areas:

Political Party Training: NDI conducts multipartisan training seminars in political development with a broad spectrum of democratic parties. NDI draws international experts to forums where party members learn first-hand the techniques of organization, communication and constituent contact.

Election Processes: NDI provides technical assistance for political parties, nonpartisan associations and election authorities to conduct voter and civic education campaigns and to organize election monitoring programs. The Institute has also organized more than 25 major international observer delegations.

Strengthening Legislatures: NDI organizes seminars focusing on legislative procedures, staffing, research information, constituent services, committee structures and the function and role of party caucuses. NDI programs also seek to promote access to the legislative process by citizen groups and the public at large.

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Civil-Military Relations: NDI brings together military and political leaders to promote dialogue and establish mechanisms for improving civil-military relations.



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E

ACKNOWLEDGEMENTS

This report examines the information needs of the Guyana National Assembly as well as the condition and accessibility of existing legislative resources. As the first step toward the creation of a parliamentary library, this report provides recommendations for the development of information resources for Members of Parliament in Guyana.

Senior Research Librarian Michael Anderson of the United States Library of Congress and Law Librarian Velma Newton of the University of the West Indies traveled to Guyana in March 1996 and, subsequently drafted this report. Background information for this report was developed by NDI/Guyana Program Coordinator Deborah Ullmer, with the help of the Clerk of the National Assembly, Frank Narain, A.A. NDI staff members Thomas O. Melia, Sue Grabowski, Cara Hesse, Marissa Brown, Makram Ouais and Emma Nilenfors edited and refined the document.

NDI acknowledges Narain, Deputy Clerk Sherlock Isaacs and the staff at the Parliament's Office for collecting detailed data, assisting in the coordination of meetings and answering numerous questions. Narain's knowledge of the history and procedures of Guyana's Parliament was an invaluable source of assistance.

We also want to express our appreciation to those who took time to share their views and insights with NDI staff and the assessment team. We make special note of Prime Minister Samuel Hinds; Derek Jagan, speaker of the National Assembly; Dr. Kenneth King, secretary general of the People's National Congress; Dr. Rupert Roopnaraine, co-leader of the Working People's Alliance; Miles Fitzpatrick, attorney-at-law; Ivor Rodrigues, national archivist; Gwyneth Browman, chief librarian of the National Library; Orin Fraser, Supreme Court Library; Maureen Newton, chief librarian of the Caribbean Community library; Pamela Knights, chief librarian of the Bank of Guyana library; and Yvonne Lancaster, chief librarian, and the staff of the University of Guyana Library and Learning Resource Center.

The United States Agency for International Development (USAID) provided the financial assistance that enabled NDI to undertake this work. We are grateful to USAID Project Manager Dennis Darby, LL.M. for his assistance to NDI representatives in Guyana.

We hope that this report contributes to the deliberative process by which public policy is made in Guyana.

Kenneth D. Wollack
President
National Democratic Institute for International Affairs

R

I. EXECUTIVE SUMMARY

On October 5, 1992, the people of Guyana elected their representatives to the National Assembly in competitive, multiparty elections, generally viewed as the fairest in Guyana's post-independence history. The electoral mandate enjoyed by these newly elected parliamentarians enhanced the legitimacy of the National Assembly as a forum for the representation of diverse viewpoints and an arena in which to forge policies that benefit the people of Guyana. Since 1992, the National Assembly has considered the major issues facing Guyana including economic reform, environmental protection, health care delivery and educational policy.

The National Assembly does its work, however with quite limited resources. While the Parliament Office comprises 32 staff members, the services provided are mainly administrative. With the exception of those who are cabinet members, parliamentarians have no staff to assist them with their many legislative tasks. In addition, parliamentarians do not have mailboxes, offices or telephones at the parliament building. Most critically, parliamentarians do not have easy access to the necessary background and comparative information on issues of national importance. With access to appropriate information, parliamentarians can inform themselves regarding issues under debate, and policy can reflect the best available options. Moreover, better informed legislators would raise the level of policy debate and would ultimately enhance the ability of the legislature to perform the important task of legislative amendment and oversight of the executive that are expected of a modern democratic legislature.

Currently, parliamentarians have access to only a few resource materials located in a enclosed loft in the parliament building. Materials are not catalogued or indexed, and many are water-damaged or bookworm-infested.

Many Commonwealth Caribbean parliaments enhance the policy making process by establishing libraries to provide resource materials to parliamentarians. These parliamentary libraries at least contain a few works on parliamentary procedure, the publications of that parliament and comparative information on topical issues. Throughout the Caribbean and the democratic world, libraries play a key role in supporting the work of national legislators.

As a first step toward enhancing the availability of information resources in Guyana, key members of the National Assembly identified the establishment of a library facility as a priority. These members recommended that the library be housed in the parliament building and strive to contain complete sets of all parliamentary documents and government reports, as well as comparative information from other parliaments. As envisioned by these members, the library would primarily serve the research needs of all members and their committees by dispensing information on a broad range of issues in a confidential, objective and timely manner.

As a part of an overall program to support the National Assembly, and respond to the priorities established by the assembly members, NDI asked two senior research librarians to participate in a library assessment mission in March, 1996. Michael Anderson, a senior research librarian at the United States Library of Congress and Velma Newton, a law librarian at the University of West Indies in Barbados traveled to Guyana to determine the material, staffing and

structural needs for the establishment of a parliamentary library.¹

Anderson and Newton met with Members of Parliament, principal staff of the Parliament Office and key research librarians to determine the scope of the information needs of the Parliament. They also assessed the physical space for the proposed library wing; the resources and documents currently available to parliamentarians; the organizational structure of the parliamentary staff; and existing relationships among the main libraries in Guyana.

Following their visit, Anderson and Newton drafted this report describing the existing facilities including resources available to parliamentarians and outlining recommendations for the managerial and structural development of a parliamentary library. This paper examines Guyana's existing facilities, documents and resources available to MPs and the constraints they face in obtaining pertinent documents. The paper then outlines recommendations for the development of a parliamentary library capacity in the Guyana National Assembly.

Anderson and Newton indicated that a parliamentary library could provide members and their committees with research services by responding objectively to member requests and disseminating timely background information. Furthermore, the report contends that a properly designed and operated parliamentary library of modest means could foster understanding and highlight available policy choices. Drawing on its own resources, and those of Guyana's academic community, executive agencies, the private sector and other information sources, the parliamentary library could help inform MPs about the best alternatives for creating legislation to solve Guyana's many pressing issues.

Based on their many conversations with Guyanese and their knowledge of information resource facilities in other countries, Anderson and Newton suggested the following options for improving and expanding the facilities available to parliamentarians in Guyana.

- Form a library committee of Members of Parliament to develop a flexible collection and operation policy;
- Establish cooperative links with librarians working in other parliamentary libraries, government depositories and professional library organizations;
- Catalogue and index existing parliamentary documents before placing them in the new library;
- Collect pertinent documents and publications currently available in Guyana;
- Employ a trained librarian to manage the parliamentary library;
- Obtain indexes, rather than sets of books, in order to conserve space;

¹ See appendix 1 for further biographical information.

- Locate a temperature-controlled storage space for all new materials that are acquired for the library; and
- Equip the parliamentary library with at least one computer, a high-grade printer and a photocopier.

NDI views the assessment of current facilities and the production of this paper as the first phase of its assistance to the National Assembly.² The report will be circulated to MPs, government officials, parliamentary staff and other interested organizations both in Guyana and abroad.

In the second phase, NDI will continue to work closely with the clerk to implement suggested measures. As the clerk supervises remodeling of the proposed library area, NDI anticipates contracting a librarian, on a short-term basis, to assist the parliamentary staff. In this interim period, this librarian could recommend materials to be replaced, bound or discarded; assist the new librarian in cataloging existing material; help to collect materials available in Guyana; identify materials of historical value; and provide training to a designated librarian.

When the structural remodeling is completed, NDI expects to support the acquisition of basic research material for the library. Acquisitions will be based on recommendations outlined by Newton and Anderson. NDI will also continue to inform international organizations that may want to play a role in supporting the library's further development such as equipment procurement and collection acquisition.

II. PARLIAMENTARY LIBRARY CONSULTATIONS

From March 21 to 25 1996, NDI brought two research specialists, Michael Anderson, senior research librarian at the United States Library of Congress and Velma Newton, law librarian at the University of the West Indies in Barbados to Guyana to participate in a parliamentary library assessment mission. While in Guyana, Anderson and Newton interviewed Members of the Guyana National Assembly, government officials, political leaders and professional librarians. Both librarians found the Guyanese they met to be enthusiastic about establishing a parliamentary library and increasing the amount of information resources available to the Guyana library system as a whole.

Working closely with Clerk of the National Assembly Frank Narain and Deputy Clerk Sherlock Isaacs, Anderson and Newton conducted a complete assessment of: the information needs of Members of Parliament; the proposed library wing; resources and documents currently available to MPs; the organizational structure of the parliamentary staff; and existing relationships among the main libraries in Guyana.

² For background information about NDI involvement in Guyana, see appendix 2.

During these consultations, Guyanese from many sectors expressed concerns relating to fiscal constraints that could threaten the establishment and sustainability of a parliamentary library. Although government officials recognize the need for expanding information resources within Guyana, they anticipate difficulties in executing such a commitment in light of other spending priorities. For example, the parliamentary library may face recruiting problems in attracting a candidate for the professional librarian position given the present low salaries available for public servants. In addition, Guyanese discussed staffing and training needs, the poor condition of existing parliamentary documents and the availability of these documents.

With the exception of cabinet members, parliamentarians do not have personal support staff to assist them with their legislative and research needs. Although the staff of the Parliament Office does provide support to all members of the National Assembly and its committees, its services are mainly clerical. The clerk of the National Assembly, who administers the Parliament Office, personally responds to requests from MPs and from anyone else, whether journalists or university students, to locate various government documents. However, the clerk is already overextended with his numerous other duties. In many ways, the clerk performs multiple roles, from document keeper to parliamentary historian.

In responding to requests, the clerk relies on memory to locate parliamentary documents, official publications and other reports. Currently, most of these items are stored in a loft of the upper floor of the parliament building that is not readily accessible by MPs. Furthermore, the assembly's own collection of documents is uncatalogued. The older documents that are of archival or historical value, particularly the *Guyana Hansard*, which contains the National Assembly's proceedings and debates, may be near extinction due to neglect unless there is a move to index or catalogue their contents soon.

Under Guyana's constitutional structure, most legislation is prepared by cabinet members before introduction to the assembly. Other parliamentarians wishing to obtain background information may be left empty handed as many current government documents and comparative information are not available. This resource vacuum poses a problem for those MPs who may be unfamiliar with a particular issue and lessens the ability of lawmakers to intervene constructively in policy debates.

III. THE GUYANA PARLIAMENT

Structure

Since independence on May 26, 1966, Guyana has moved toward a hybrid form of presidential and parliamentary government systems. Executive power is concentrated in the hands of the president, who is leader of the party receiving the most votes in the legislative election, even if only a plurality. The president has the authority to appoint a prime minister with powers similar to that of a vice-president. The president also may select other vice-presidents and name the leader of the opposition, without any provision for votes of confirmation. In addition, cabinet members who are also appointed by the president, become non-voting members of the National

Assembly.

Legislative power rests with the National Assembly, a unicameral body comprising 65 elected members and such others who may become members, whether by virtue of election as speaker or appointment as a minister in the government. Fifty-three members are chosen by a system of proportional representation from national lists drawn up by the political parties. In an unusual feature of the system, the party leader, subsequent to an election, selects those candidates from the slate who will actually sit in the assembly. Thus, most members obtain seats at the discretion of their respective party leaders.

The remaining 12 MPs are elected indirectly. On the same day as national elections, citizens also vote for Regional Democratic Councils (RDC) in each of Guyana's 10 regions. The councils, elected in a proportional representation system, vary in size from 12 to 35 members and are responsible for carrying out central government initiatives and development tasks. Each RDC elects one person from among its members to serve as a Member of Parliament. The RDCs also each elect two members to sit on the National Congress of Local Democratic Organs. This 20-seat body then elects two of its members to Parliament. The term of office for members of parliament is five years, unless the assembly is dissolved earlier by the president.

Current Membership

On October 5, 1992, Dr. Cheddi Jagan of the People's Progressive Party (PPP) was elected as Executive President of the Sixth Parliament. In addition, four parties were elected to serve in the National Assembly; the PPP/CIVIC alliance won 32 seats; the People's National Congress (PNC) garnered 30 seats; and the Working People's Alliance (WPA) won two seats and The United Force (TUF) won one seat.

Similar to members of other parliamentary systems, members of Guyana's Parliament may pursue other careers while holding public office. The present legislature embodies a variety of professional experience, including approximately 15 business people, seven farmers, six lawyers and four university lecturers.

The 1980 Constitution stipulates that the prime minister serve as head of the National Assembly. The speaker's duty is to chair and maintain orderly conduct in the proceedings of the assembly and its procedural committees. Choosing the speaker is the National Assembly's first order of business. The speaker need not be an elected member of the assembly. If the assembly should elect a speaker who is not an MP, as was the case of the current Sixth Parliament, that person becomes an MP by virtue of his election to the speaker post. However, the speaker's power to cast tie-breaking votes is expressly limited to those speakers who are elected from within the legislature. In circumstances where a speaker is not an elected MP, the motion fails on a tie vote.

Session Calendar

The Constitution provides that the National Assembly determine its own calendar and that

“the assembly shall sit every day except Saturdays and Sundays.” Although the leader of the Parliament consults with the clerk of the assembly about pending business, it is the government that determines the schedule. As a result, the assembly meets irregularly and infrequently as issues arise and as the government calls it into session. The Sixth Parliament has met 80 times as of early May 1996, averaging about two days per month.

Legislative Procedure

The president’s cabinet comprises 18 offices (including the prime minister, 16 senior ministers and the secretary to the cabinet), and constitutes the principal policy making body. Within the ministries or government departments, there are subcommittees of advisors that make recommendations on proposals which are drafted into bill format by the Attorney General’s office. Bills may be reviewed by the cabinet for any modifications before being presented to the assembly.

Although any parliamentarian may introduce a bill or propose a motion for debate in Guyana’s National Assembly, legislation is in fact introduced almost exclusively by the government. Furthermore, the assembly must seek the consent of the cabinet before proceeding with any legislation relating to taxes or public spending. Some issues, such as those relating to contracts or the ministries themselves, are handled within the cabinet and never debated in the assembly.

Before a bill is considered by parliamentarians, the clerk of the National Assembly confirms that the provisions of the bill are within the scope of its title, writes an explanatory introduction and checks for grammar. After this process is completed, the bill is placed on the Order Paper for a particular sitting and arrangements are made for it to be printed in the *Official Gazette* (published every Saturday). The clerk is also responsible for distributing copies of the bill to MPs. The bill is now ready to be introduced in the assembly.

At this stage, the speaker orders that the bill be read for the first time, a procedure that alerts MPs to legislation to be considered at a later sitting. According to the Standing Orders, no bill shall be read a second time until seven days have passed from the date of its publication in the *Gazette* and until it has been circulated to the MPs. In many instances, however, non-cabinet members are not provided copies of the bill until it is read for the second time. It has become customary for MPs to receive a copy of the bill the day it is being debated, a practice that disadvantages those unfamiliar with the issue.

After a second reading, a bill is submitted to the entire assembly, known as the Committee of the Whole Assembly, for consideration. Unless the assembly refers the bill to a committee, any amendments to the bill are addressed before it is read for the third and final time. Upon the third reading, the speaker proposes the question that the bill be passed without debate. Legislation adopted by the assembly is then submitted to the clerk who delivers it to the president for his approval or disapproval.

A bill can become a law only if the president agrees to sign it. If the president withholds

his assent, it will be returned to the National Assembly with a message stating the reasons for his disapproval. If two-thirds of the National Assembly determines to return the bill again to the president, he or she must assent to it within 21 days, unless the president dissolves the Parliament before that time. Thus, a legislative override of a presidential veto could prompt new elections. Such elections would be both for president and the legislature. It is possible under the present Constitution that a president would not command a majority in the legislature; thus, the legislature might amend a government proposal to such an extent that the executive could not abide it. This political situation has not yet arisen and no bills have ever been returned.

Committee System

The assembly has had no permanent committees with subject jurisdiction that relate to departments of the government. However, it does have sessional committees that are mainly concerned with procedural issues. The most active sessional committee in the current legislature is the Public Accounts Committee, which examines the mechanisms and management system for the expenditure of public monies.

Other sessional committees in the assembly include: the Standing Orders Committee, to consider changes in the standing orders; the Committee of Selection, to select the membership of other committees; the Committee on Privileges, to consider various matters referred to it by the National Assembly; and the Assembly Committee, to consider matters of comfort and convenience for Members of Parliament. In addition to the sessional committees, the assembly convenes as the Committee of Supply in order to consider the estimates of revenues and expenditure for a financial year.

Special ad-hoc committees, which may be appointed to consider particular pieces of legislation or other issues designated by the assembly, play a crucial role in the legislative process. If so authorized, these committees can hear outside witnesses.

Parliament Office

All business for members is conducted through the Parliament Office which comprises the clerk, deputy clerk and a team of 32 staff who handle six support areas, including Registry and Typing, Clerical and Office Support, the Sergeant-at-Arms and Operatives, Personnel, Accounts, and Reportorial. The positions of the clerk and deputy clerk of the National Assembly are established by the Constitution and are not public service offices. Appointments to these two positions are made by the president with the advice of the speaker. Their terms are determined by a special commission established by the Constitution for this purpose. All other parliamentary staff are appointed by the Public Service Commission after consultation with the clerk. Many times, the clerk is delegated the power to appoint staff.

The current clerk has served the assembly more than 30 years and is highly respected by all MPs for his nonpartisan service. Before appointment to his position, the deputy clerk served as a public servant for about 15 years. He handles all financial matters relating to the assembly.

The parliamentary staff provide support services to the MPs and parliamentary committees. Their duties include making preparations for sittings and committee meetings, providing members with various documents, keeping financial records, and handling the allowances and benefits provided to the members. Of these staff members, seven assist the clerk with the administrative processing of parliamentary documents, which includes recording minutes, and proofreading, printing and circulating all bills. The extent of their services is examined in section five of this paper.

Currently, six parliamentary staff positions are vacant. In interviews, the clerk noted the urgency in filling these vacancies so that his office may more adequately serve the growing needs of the MPs.

Existing Facilities

The National Assembly meets in a two-story brick building located in the center of Georgetown. Since it was constructed in 1832, the building has accommodated several government ministries, departments and offices. At present, the parliament building houses the National Congress of Local Democratic Organs, the Race Relations Commission, the Public Utilities Commission and the Supreme Court temporary library.

MPs have never had personal offices or mailboxes in the building. In fact, existing facilities for members are minimal. For instance, there are two aging photocopiers (only one of which is capable of handling large jobs) and one facsimile machine for all of the support offices. The clerk and deputy clerk are the only staff who have computers and printers (both are 386 models hooked up to dot matrix printers). For the most part, the parliamentary staff still use typewriters to produce minutes, Order Papers and legislation. Limited knowledge of word processing contributes to the scant use of computers, though some staff have taken courses to increase their skills in this area.

The only office in the parliament building with modern facilities is the Reportorial section. This office, which was recently refurbished, is in charge of transcribing the *Hansards*. It is equipped with four computers and two dot matrix printers. In addition, the equipment is hooked up to surge protectors and computer backup units to protect against damages resulting from frequent power outages. However, the staff indicated that their work is hampered by technical problems with the equipment.

The National Assembly has designated only one room for committee meetings. The committee room, also used as a refreshment area during breaks in sittings, is furnished with a large table that seats about 15 people. Occasionally, the assembly chamber is used for committee meetings.

MPs do not have access to a library containing background or comparative information on issues of national importance. As described in the following section, there are only a few resource materials located in an enclosed loft in the parliament building.

IV. EXISTING DOCUMENTS AND PUBLICATIONS

The parliamentary document loft, which is supposed to serve as a depository facility for all parliamentary materials, government reports and other pertinent publications, is missing important items from its small collection, including several ministry reports and laws of Guyana. Assembly proceedings and debates from the period 1963 to present have not been transcribed into the *Hansard* and are located in another area of the parliament building. Copies of the new publication, *Inside Parliament*, are usually kept in the clerk's personal office. Also, there are virtually no books or periodicals of general interest, and no librarian to catalogue existing resources or update the collection. The following is a list of items stored in this room.³

- Constitution of the Co-operative Republic of Guyana, 1980 revision
(It is not known what or where prior constitutional documents are specifically housed or located.)
- Standing Orders
- Order Papers
- Supplementary Order Papers
- Minutes
- Bills
- Budget Speeches
- Estimates (Fiscal Budget)
- Financial Papers (Supplementary Estimates)
- Notice Papers
- Reports
- Other Documents Laid
- Official Gazettes
- Statements by Ministers
- Replies to Questions
- Laws of Guyana
- *Hansard/Inside Parliament*

Environment

Built to accommodate an expanding collection, the storage room space measures roughly 20 feet by 25 feet. The ceiling is low (6.6 feet) and one end of the room is under 5.5 feet. All wooden shelves and cabinets built into the surrounding walls, and are at full capacity. There are no working desks and chairs for document room patrons. One wooden desk and a few wooden chairs appear to be used by parliamentary staff only.

In addition, the room is not climatically controlled and is always warm (mid-80s) due to its proximity to the roof, which acts as a solar oven for the documents. Present ventilation occurs

³ *A Handbook for Members of the National Assembly*, Frank Narain, October 1992. pp. 41-46.

via window openings, which also allows moisture to enter the premises. Lighting is dim and limited to centrally located sections of the room.

However, the room's most striking feature is the apparent lack of orderliness and cleanliness of all the documents. There is widespread bookworm and water damage to portions of the existing collection. A corner section of the roof suffers from a major leakage problem. As a result, there are *British Hansards* (from the 1800s to the early 1900s) that are so water damaged they are black with mold and cannot be persevered at any price or with any modern technology.

Condition

The bound sets of Government Estimates, from 1953 to present, and the *Guyana Hansard* from Guyana's colonial era to 1962 are in relatively good condition. However, there is limited catalogue management of the aforementioned documents. There are no catalogue publications that list past documents, nor is there any catalogue of the existing collection.

The sergeant-at-arms bears the major responsibility for overseeing parliamentary documents. Despite little formal training in the administration of such material, he has organized the room into sections and locates needed documents principally by memory. This room is not habitually used by anyone other than the Sergeant and his immediate subordinate.

The *Guyana Hansard* can be found in two principal sites within the parliament building. As reported previously, the historical bound volumes are located in the loft document room. A collection of untranscribed notes, dating from 1963 to present, is located in the back room of the Parliament Office's Reportorial Section. It is subdivided along chronological lines and housed in a wall unit similar to a postal office arrangement, small shelf openings containing legal-size documents. Unfortunately, poor storage and the ravages of time has taken their toll on these 30 years worth of parliamentary records, all of which may be lost unless they are cataloged and protected.

Although the *Guyana Hansard* has not been published for several years, a private business was granted a contract by the Parliament Office and has begun producing issues of *Inside Parliament* for the Parliament and public. The only difference between these issues and the traditional *Hansard* is the format. Publishers of *Inside Parliament* (called the "new *Hansard*") claim that its format is more appealing to the younger generation of Guyanese. The publication is available in most major bookstores. The company appears to be under no regulation or contractual mandate to maintain, conserve or index any electronic data tapes or records for future use or parliamentary archival purposes.

According to the clerk, issues of *Inside Parliament* are intermittently collected and stored. Thus, the Parliament Office does not keep under its supervision a complete set of recent *Inside Parliament* issues and may have to search elsewhere should a member request information located in such documents. The lack of a central location for all parliamentary documents and other pertinent government publications impedes efforts of the Parliament Office to deliver

information to MPs.

V. DELIVERY OF INFORMATION

Parliamentary Libraries in the Commonwealth: an Overview

The library is the primary agent for the provision of comparative information to its users on facts, events and the latest results of academic research. The parliamentary library is a special library serving a particular and well-defined clientele that is, Members and their staff. In addition, it usually supports the institution as a whole and sometimes plays a curatorial role with regard to its archives. A library allows an MP to obtain relevant information and use it in plenary debate, committee sessions or in party meetings to articulate his or her vision for a particular policy.

In some of the larger or wealthier countries of the Commonwealth, namely Canada, Great Britain and India, the libraries that have been established for the use of parliamentarians, both at the federal and provincial levels, are well stocked and organized, offering reference and research services. For instance, in Ottawa, Canada the parliamentary library contains a comprehensive collection in which material can be found on almost any topic under debate. The Parliament of India in New Delhi enjoys the best stocked library in the Commonwealth, and has established the world's most extensive bureau for training of parliamentarians. Parliamentary staff of all the state legislatures in India and as well as from other Commonwealth countries are trained here. The House of Commons Library at Westminster in London, England holds an extensive collection and it conducts training for parliamentarians from other Commonwealth countries.

Mid-range parliamentary libraries exist in Africa and some other developing countries where the colonial powers built fairly substantial buildings to house parliamentary offices. The best stocked and arranged of these libraries is probably in Zimbabwe. Other countries such as the United Republic of Tanzania are also trying to improve their collections. The parliamentary library in Tanzania is well stocked, with books on parliamentary procedure, periodicals both of general interest and of special interest to parliamentarians, complete sets of the country's statutes and parliamentary records. Typically, the mid-range libraries have small budgets. Therefore, much of their collection development is through gifts. These libraries emphasize the acquisition and use of local materials -- collections of *Hansards* and of legislation.

The smaller parliamentary libraries, such as those in the Commonwealth Caribbean and the South Sea Islands, usually comprises a few works on parliamentary procedure and the Parliament's own publications. The parliamentary library in the Red House, Port of Spain, Trinidad contains among the largest collection of books in the Commonwealth Caribbean, about 10,000 volumes. Jamaica probably holds the next largest collection, comprising books on parliamentary procedure and periodicals, many of which are gifts from other parliaments and the Commonwealth Parliamentary Association in Britain. In Barbados, the library, like many others in the Caribbean is small and is full of books and magazines.

Most of the parliaments in which these libraries are located cannot boast their own

buildings: in Guyana, Parliament shares its building with departments of government and various statutory organizations; in St. Lucia and Grenada the two houses of Parliament share a single chamber and only occupy part of the building; in St. Vincent, the unicameral chamber shares the Court House building with the judiciary and the Supreme Court Registry; in Bermuda the Parliament and the Supreme Court share a building; and in Trinidad the Parliament and its library are located in Red House, along with other offices, including those of the Attorney General and Minister of Legal Affairs. In Barbados, the Cayman Islands and Jamaica, the parliaments do not share their quarters with other government offices, but this was not always the case.

Staff

Each of the larger libraries maintains staff to match its size and services. The House of Commons library has a staff of about 170, which include economists, statisticians and lawyers. The same is true of Canada where a large research staff respond to specific requests for information by parliamentarians and prepare papers on topics that are likely to be debated. The library in India performs identical services.

However, few of the mid-range and smaller libraries have trained librarians, library assistants, or specialists on the staff. Most are in the hands of untrained clerks or office attendants who are regarded as "good" because they have memorized where documents are shelved. These officers usually report to the clerk of Parliament.

In countries with smaller libraries, it is customary for government ministry staff to perform research for government ministries while opposition parliamentarians are left to fend for themselves. The library in Tanzania is probably atypical as two trained librarians and about two library assistants manage the parliamentary collection. The chief librarian holds a Masters in Library Science and has received training in parliamentary libraries in Canada and Great Britain. Trinidad employs two librarians and two assistants in the parliamentary library. In Barbados, the parliamentary library is staffed by three persons, two of whom are trained library assistants, but none is a qualified librarian. These library assistants report that the most popular requests solicit copies of government departmental reports and previous proceedings of the Houses of Parliament.

Organization of Collections

Most of the larger libraries have developed their own schemes for the organization of the collections. The House of Commons Library uses both the Dewey Decimal System and an in-house classification scheme. In India and Africa there is a fondness for the Dewey Decimal Classification scheme, which is also evident in the parliamentary libraries.

In most Commonwealth Caribbean libraries, the collections are not organized according to any internationally known classification scheme and do not have card catalogues. Book lists of books and card indexes to the *Hansard* are often the only guides to materials in the collections, and the books and other documents are arranged on shelves alphabetically or by type of publication. In Barbados, older parliamentary records are sent to the archives department, which

is housed in a relatively spacious complex. In most other countries in the region, older materials are housed in the parliamentary library, often in the most unsuitable of conditions. This is the case in Guyana.

Services Provided in Guyana

The Parliament Office, under the direction of the clerk, provides support services to the members of the Guyana National Assembly and its select committees. From maintaining the physical structure of the parliament building to overseeing the binding of parliamentary documents, the staff seem to do it all. In many ways, they function as a *de facto* staff for the MPs providing clerical support, gathering information and serving as parliamentary historians.

However, given the clerk's expanding duties, limited technical and professional staff, and fiscal restraints, parliamentary duties may soon overwhelm him and his staff. The clerk's office may have to choose between providing clerical support and operating a documentation depository, which coordinates and oversees the printing of various parliamentary documents; distributes/sells such documents; and maintains an archival record of such documents. Currently, the clerk's office has neither the technical and professional staff nor the fiscal support successfully perform all of these duties.

Providing Information to Parliamentarians

Few mechanisms are in place for providing parliamentarians with information. Currently, MPs request information directly from the clerk. The clerk, who also handles requests from lawyers, judges and university students in addition to his already burdensome workload, relies on the sergeant-at-arms to locate historical documents stored in the loft of the parliament building. Recent legislation and parliamentary reports are often reserved in the clerk's personal office for quick retrieval. There are no procedures, however, for researching detailed background or comparative information.

To acquire information outside the Parliament Office, non-cabinet members must rely on other professional sources or friends. Ministers benefit from information provided by their staff members and advisory groups.

VI. LIBRARIES WITHIN GUYANA

To determine those resources that are available for parliamentarians to research and develop legislation in Guyana, NDI's assessment team collected information on the collections located in the Attorney General's Chambers, the Court of Appeal, the Office of the Director of Public Prosecutions, the Supreme Court Complex, the Bank of Guyana, the CARICOM Documentation Center, the National Archives, the National Library and the University of Guyana

Library.⁴

In general libraries in Guyana are underfunded and understaffed. As a result, cataloging of collections is limited, and acquisitions have been restricted in recent years. Most libraries use the Dewey Decimal system or the U.S. Library of Congress cataloging system. The USAID-sponsored Caribbean Justice Improvement Project is working to enhance the availability of legal reference material in Guyana.

VII. THE PROPOSED LIBRARY

The following recommendations are based on conclusions reached by the international librarians who conducted the assessment mission. These suggestions represent the ideal solutions and are subject to revision and amendment.

Physical Location and Layout

The best location for the library is the western wing, ground floor of the parliamentary building. At present, most of this wing is unoccupied; the remainder houses National Congress of Local Democratic Organ's (NCLDO) offices. It is proposed that the NCLDO be allowed to continue using two of the rooms that it now occupies until an alternative location is found for its operations.

Before housing the library in this part of the building, arrangements must be made to repair the roof and flooring and an architect and/or engineer must certify that the floor can support a load of 180 pounds per square foot. The Fire Service Department should be asked to recommend the appropriate number of powder and water extinguishers to be acquired. Windows should be secured, but with provision that shutters, and probably the windows themselves be able to be opened during blackout periods. Another exit other than the main exit/entrance should be provided for emergencies. An existing exit at the back of the wing should be clearly identified as an emergency exit. In addition, the area to be used for the library should be air-conditioned, electrical outlets placed in all the rooms, with several in the reading room, and adequate lighting provided throughout the premises.

Space is needed for the following: a librarian's office; a workroom in which new and other unprocessed items can be temporarily shelved; an area for shelving pre-1970 items now housed in a loft of the upper floor of the parliament building; an area for shelving new and post-1970 materials; a large reading room; a newsroom for parliamentarians; a book repair room; and two bathrooms.⁵

⁴See appendix 3 for descriptions of each library.

⁵See appendix 4 for measurements.

Governance

Library Committee

While it is anticipated that lawmakers will comprise the primary clientele of the parliamentary library, others, especially University of Guyana students, may seek permission to use it as well. Since decisions regarding any library that may serve a variety of users should not be made by one individual, it is recommended that a library committee be established to oversee the library's direction and render major policy decisions. The committee would comprise members from the parties represented in Parliament, the clerk of Parliament and the librarian.

The library committee would: prepare an annual budget; make recommendations regarding staffing; and establish operating policies to include to opening hours, categories of users, maintenance of library facilities and inventory, penalties for breach of regulations, book selection and ordering, and photocopying charges. The clerk of Parliament and the librarian should be *ex-officio* members of the library committee.

Rules and regulations

Every library should establish its own operating rules and regulations. Regulations should be made by the library committee, and should provide hours of operation, procedures for categories of users, loans, general discipline (e.g. no smoking, no carrying of large bags in the library) and charges for photocopying services for non-parliamentary members or staff where these are provided. In addition, the regulations could provide penalties for their breach. The regulations should be posted in the library for all patrons to see.

Reference

As a general rule, parliamentary libraries are reference libraries only. Sole copies of many items are consulted by too many, too often to be allowed to be checked out. Even photocopying is prohibitively expensive in a government-funded library operating under financial constraints. However, the librarian should have the discretion to make short-term, overnight loans in very special cases. The guidelines for defining a special case should be determined by the library committee.

Staff

The level of staffing in a library depends on the volume of books, number of users, hours of operation, layout and level of service provided. A minimum of two persons is usually recommended. Most of the parliamentarians interviewed believed that the person in charge of the proposed library should be a trained librarian.

Legislative libraries tend to be labor intensive because of their active role as information centers. Therefore when possible, these types of libraries should be staffed by: a librarian to oversee the library's research assistant with a degree in the social sciences, but who is not

necessarily a qualified librarian; a library assistant; a library attendant; and cleaning staff. In this case, it is recommended that an initial staff consist of five persons, including: a qualified librarian; a library assistant/stenographer clerk; a library attendant; a part-time custodian and a book repair assistant who, initially, could work on a part-time basis. Another research assistant may be subsequently added if the librarian and library assistant cannot handle all the requests for information.

Librarian

The librarian should be an *ex-officio* member of the library committee, and in this capacity would assist in policy making. He/she would make recommendations for book purchases to the library committee through the clerk of Parliament, to whom the librarian should report on a day-to-day basis. The librarian would be responsible for establishing systems for serials control; designing the physical form of the catalogues; subject headings and filing rules; maintaining authority files; classifying and cataloguing new additions; creating policies on binding procedures and the provision of reference services; indexing parliamentary publications; monitoring expenditure; determining guidelines on storing or disposing of records and statistics; and preparing the annual report on the library's activities. Undertaking research for MPs would form an important part of his/her duties.

The librarian should possess a recognized qualification in librarianship such as the Bachelor in Library Science (BLS), the Associateship of the Library Association of Great Britain or a diploma in Librarianship. He/she should have at least three years experience working in a library, preferably in the reference division and under the supervision of a qualified and experienced librarian.

In choosing the chief librarian, due consideration must be given to those personal qualities beyond professional fitness as well. The ideal person should not only possess the necessary academic qualifications, he/she should be pro-active, energetic, flexible, resourceful, and exhibit a great deal of initiative when seeking to answer patron inquiries. Knowledge of computer applications in libraries would be an asset.

Library assistant

The library assistant's duties would include: assisting visitors; typing correspondence and catalogue cards; undertaking simple, descriptive cataloguing; filing and affixing book pockets and labels; listing books and incoming serials; and distributing mail.

The library assistant should possess a minimum of 3 Caribbean Examination Certificates (CXC), including English language, and should be able to type or wordprocess, be familiar with spreadsheets, perform simple accounts and ensure the maintenance of accurate records. In addition, he/she should be willing to learn how to operate any equipment acquired for the library.

Library attendant

The main duties of the library attendant are re-shelving books and staffing the desk at the entrance to ensure that only legitimate patrons enter and that departing clientele are not leaving the premises with unauthorized material. The library attendant should possess an aptitude for operating equipment, and should be prepared to learn to handle any equipment acquired for the library. The library attendant's qualifications should be the same as those of an office assistant within the Guyana public service -- a primary school diploma.

Part-time custodian

Often libraries neglect conventional maintenance chores, such as cleaning and dusting. A part-time cleaner should be provided to regularly clean library floors, bathrooms and offices, and dust the books. This person could be someone already on the parliament building's staff who is assigned to assist in the library for a few hours each day. The part-time maid could also run errands for the library.

Book repair assistant

A book repair assistant could bind volumes of the laws of Guyana, *Hansards*, other parliamentary records and pamphlet material for the library and undertake book repairs. The qualifications for this position parallel those for the library attendant, but would also include training in binding and book repairs.

Staff Selection and Training

In Guyana, the low salaries accorded government workers often propel qualified personnel to seek jobs in the local private sector, thus depriving government of a skilled pool of human resources. While not a condition peculiar to Guyana, it is a particularly serious problem here. At present, the Parliament Office has a staff of 32, although positions are available for 38. Some of the clerk's staff may be interested in working in the proposed parliamentary library, but they would require training. Both the library assistant and library attendant could be recruited from this source and trained locally. In the event that existing staff are uninterested in working in the proposed library, the posts, when confirmed, should be advertised.

If no suitable candidates apply for the positions, a likely event given the shortage of trained librarians in the country, consideration should be given to recruiting a person qualified to enter a library school, and to providing financial assistance for training him/her as a librarian. The BLS or MLS courses offered at the Mona Campus of the University of the West Indies, Jamaica offer the most economical route to obtaining library qualifications. Courses are also offered at a number of library schools in Canada, Great Britain and the United States.

The government of Guyana may find that it is not in the position to hire a qualified librarian and otherwise fund the position of librarian immediately or obtain assistance in finding a

trained librarian from overseas. In such a case, the government should consider hiring a Guyanese who would easily qualify as a library assistant, paying that person comparable to one of the higher salaries provided within the Parliament Office. While this would provide a short-term solution, the long-term objective should be to provide training in librarianship at an overseas institution for the incumbent.

The Collection

Recommended stock

Staff and collection form the foundation of a library. The collection of a parliamentary library should mirror the information needs of legislators, and must be organized in such a manner that relevant materials are available to readily respond to parliamentary inquiries.

The five primary categories of materials that must be represented are: parliamentary documents, official publications, reference books, current affairs material and general books on subjects germane to the legislature's statutory responsibilities.

Parliamentary documents

Parliamentary documents are generated by the Parliament of Guyana itself, including: rules of procedure and conduct of business; the record of the proceedings of debates or *Hansards*; copies of questions addressed to Ministers that are "taken as read" on the floor and may not appear in the printed records of debates; booklets about the structure, operations and facilities of the legislature; a directory of members (currently unavailable); and copies of any reports laid in the National Assembly.

Larger parliamentary libraries customarily acquire the records of other parliaments on an exchange basis. However, these collections grow rapidly and often take up more space than is justified by their utility to the library. Newton recommends that the parliamentary library concentrate initially on assembling its own materials and later the library committee can decide whether or not to acquire records of other selected parliaments.

Official publications

When considering the collection of official documents, priority should be given to assembling a complete set of the country's laws -- both acts and subsidiary legislation, and copies of the *Official Gazette* of Guyana. The legislation should be collected and bound into annual volumes, affixed with typed tables of content.

On a selective basis, the legislation of Commonwealth countries, especially Great Britain and the Caribbean may be acquired. For Caribbean legislation, it may be easier, and more economical in terms of space, to purchase indexes to laws, which are published annually by the Faculty of Law Library in Barbados rather than to try to acquire the revised laws and updates. Once indexes are held, it is easy to obtain information on legislation passed. Copies can then be

acquired, possibly from the CARICOM Documentation Center or from the Faculty of Law Library.

Reference books

Members of Parliament require accurate, relevant and timely data; outdated sources are useless. Thus, it is of critical importance that the reference collection be comprehensively and systematically updated. It should include encyclopedias, dictionaries, parliamentary handbooks, and procedural manuals as well as other sorts of handbooks and manuals, directories, yearbooks and almanacs, indexes and catalogues, statistical compilations, legal source materials, biographical works, quotation source books, standard bibliographies, atlases and travel guides.⁶

Current affairs materials

In order to legislate, members must stay abreast of the latest national and world news. Consequently, current affairs material is among the most popular reference material sought by MPs. Parliamentarians usually find national and regional newspapers, local magazines and professional journals, news digests and law reviews particularly informative. To the extent permitted by budgetary constraints, legislative libraries should subscribe to foreign newspapers and journals. However, these are expensive options, and consideration should be given to exploring resources available on the Internet. It is hoped the establishment of a parliamentary library will coincide with access to Internet, thus opening for the librarian a wealth of resource and reference material to provide library patrons.

General books

Books, though less topical than materials identified above, should form an integral part of a basic collection in a parliamentary library. Books on parliamentary procedure, national and world history, law and constitutions, economic and social development and political science, foreign affairs and international trade should be collected in a fairly comprehensive way. The library should also try to provide complementary reading for Members of Parliament. Current periodicals and newspapers could be displayed.

Commentary on Collection Establishment

One of the greatest challenges facing the librarian organizing the collection will be acquiring, assembling, listing and binding the volumes of laws that constitute the country's entire statute book. Collecting published annual departmental reports will also pose a challenge, and may necessitate researching government departments and the holdings of several libraries to obtain a complete record.

In light of frequent electrical black-outs in Guyana, purchasing materials in audiovisual

⁶ See appendix 5 for a list of recommended reference books.

format is not recommended at this stage, but as a long-term objective the library must consider maintaining parliamentary records *i.e.*, the *Hansards* in non-print format for archival purpose. Should the Archives Department obtain financial assistance for microfilming some of its collection, older volumes of *Hansards* will be included. In relation to current volumes of *Hansards*, copies of the diskettes used to produce the printed copies could be stored in the library.

Classification and Cataloguing

Most libraries classify their non-fiction collection by subject using several well-known classification schemes. The National Library of Guyana, like many public libraries in the Commonwealth, use the Dewey decimal classification system, which is a general categorization design covering the whole field of knowledge. The libraries at the University of Guyana and the Bank of Guyana use the Library of Congress classification scheme, which is also a general system that is more flexible than Dewey. It is also used in more academic libraries than Dewey. No special scheme has been developed for parliamentary libraries; most of these libraries employ designs devised by their staff, or use these arrangements along with one of the international system such as Dewey or Library of Congress. The assessment team recommends that the parliamentary library use the more flexible Library of Congress scheme. This method is initially expensive, but is relatively easy to use, and need not be replaced annually.

Catalogues and indexes are records created by librarians to enable readers to survey the library's resources and to locate the information needed. Classification, described above, ensures that books on the same subject are shelved together for easy access. Cataloguing provides information on important attributes of the book such as its author, title, edition, date of publication, whether it is part of a series, number of pages, etc. The "call number" of a book, which is determined by the classification scheme, usually forms part of the data found in a catalogue entry. Very small libraries often use a catalogue in book form for space reasons, but a book catalogue presents serious drawbacks in that it is difficult to estimate the amount of space that will be needed between each book entry for new volumes on the same subject. Card catalogues are much better than book format in that they are easily expanded, and the information can be typed and neatly presented.

Normally, the catalogue in a library comprises two parts -- author/title and subject. Without a comprehensive catalogue, a large portion of the information contained in the collection is lost because its existence is unknown. Library staff will not always remember whether a library has a certain book, and they will definitely not recall all of the topics contained in that book unless it has been catalogued and classified.

Alternatively, a decision may be made to choose a computerized retrieval system such as Micro ISIS software for cataloguing materials. In this case, the staff or users familiar with the program can search the library's collection through a database. In a country with frequent power outages, a card catalogue is also maintained, even if items are available on an on-line database. The CARICOM Documentation Center can provide the pros and cons of establishing an on-line catalogue using Micro ISIS, or a manual system within the Guyana context.

Records and Procedures

Advice on records and procedures is available in standard books on librarianship, and include establishing a visible index to record serials, and keeping accounting records, order records, cataloguing statistics, user statistics and inter-library loan records. The accounting records are of particular importance, because the library often has to comply with the guidelines stipulated by its parent institution, and those of the companies from which it purchases materials. The preparation of a library procedures manual should be among the library's first orders of business followed by an orientation for new staff members. Training could be conducted by the Guyana Library Association or a Caribbean library institution.

Equipment

Recommended equipment includes a typewriter, computer, printer and other items needed for the efficient functioning of the library. A manual typewriter is an absolute necessity in a country that experiences frequent power outages and it performs many tasks that a computer cannot accomplish. However, it is strongly recommended that the library obtain at least one computer, high-grade printer and a protective virus software package. Laptop computers (also known as "notebooks") should not be considered; they are not as durable as desktop computers and they are too easily "misplaced."

A photocopier would also be a valuable addition to the library and could generate enough income to pay for its maintenance. Of course, procedures would have to be established to ensure the proper accounting of copying jobs. Copying should be authorized by a designated officer, and should be initialed by the staff member who requests it. However, before purchasing any library equipment the library must evaluate its reliability and level of difficulty to operate. In addition, local technical support and a maintenance contract should be in place.

Environmental concerns play a major part in equipment purchase deliberations. Electronic equipment (*e.g.*, personal computers, photocopiers, printers) function excellently for extended periods in a reasonable and constant environment. Thus, any wide fluctuations in temperature, relative humidity and sunlight can greatly compromise the reliability such equipment. Air conditioners or air fans can improve the existing conditions. Also, in order to protect equipment against damages caused by power outages, consideration should be given to purchasing items such as surge protectors, stabilizers and uninterrupted power supply (UPS) units, and investigating insurance coverage.

Equipment manuals should be placed in one central location and loan cards completed for anyone removing the manuals. Also, anyone receiving official or professional advice regarding equipment should be encouraged to type a simple summary of learned key facts to share with management and fellow staff.

Future resources to be considered include: a computer network, commercial databases, Internet access, regional (West Indies) library/information networking, facsimile machines with

international lines and electronic modems.⁷

Supplies and Furniture

The recommended supplies are basic to daily operations of a small library. Furniture includes chairs, desks and tables for readers and staff, catalogue cabinets and filing cabinets.⁸

Budget Requirements

Budget components comprise the costs of acquiring and binding local parliamentary and other documents, and purchasing books from overseas, office supplies, equipment and furniture, to which should be added 25 percent for inflation, postage and other contingencies.

⁷ See appendix 6 for a list of recommended equipment.

⁸ See appendices 7 and 8 for lists of recommended supplies and furniture.

**Estimated Costs for Proposed Parliamentary Library
Collection and Equipment -- Year One**

| Items | Guyanese dollars | US dollars |
|-------------------------------|-------------------------|-------------------|
| Books | 2,800,000 | 20,000 |
| Shipping and handling | 420,000 | 3,000 |
| Photocopying and binding | 560,000 | 4,000 |
| Subscriptions and memberships | 196,000 | 1,400 |
| Library supplies | 490,000 | 3,500 |
| Equipment: | | |
| 2 Desktop computers | 560,000 | 4,000 |
| 1 LaserJet printer | 70,000 | 500 |
| 1 Fax machine | 28,000 | 200 |
| 1 Photocopier | 168,000 | 1,200 |
| 1 Typewriter | 14,000 | 100 |
| 4 Airconditioning units | 350,000 | 2,500 |
| 8 Standing fans | 44,800 | 320 |
| 4 5000VA stabilizers | 159,600 | 1,140 |
| 1 600VA-900VA stabilizer | 23,100 | 165 |
| 1 350VA stabilizer | 14,000 | 100 |
| 1 UPS unit (650 watts) | 70,000 | 500 |
| 1 Generator (5500 watts) | 420,000 | 3,000 |
| Equipment supplies | 84,000 | 600 |
| Furniture | 560,000 | 4,000 |
| Shelving | 420,000 | 3,000 |
| APPROXIMATE COST | 7,451,500 | 53,225 |

Add 25% for price increases: $6,288,465 \times 0,25 = 1,572,116$ Guyanese dollars (US\$10,995)

The exchange rate used is US\$1 = G\$140

For more information and breakdown of the figures see appendices 5-8.

VIII. SERVICES TO BE PROVIDED

Potential services are contingent upon decisions made by the parliamentary library committee and can be updated and changed as new policies emerge. However, for illustrative purposes parliamentary libraries typically:

- hire full-time professional librarian, whose hours may extend during those of Parliament's sessions;
- acquire the necessary information, in any available format, to respond to any member's reasonable request in a timely, confidential and unbiased professional manner;
- provide custom indexes, guides, general loan procedures and photo-copying services and coordinate activities in order to retrieve necessary information from other library collections in a confidential and timely manner;
- distribute to all members timely background information (pro and con) on topics of major importance to the Guyana Parliament including pending legislation; and
- solicit and arrange topical seminars for Members.

IX. SUSTAINABILITY

In most developing countries, lack of funds to upgrade and hire personnel to adequately manage library collections not only impede growth but have jeopardized existing stock and facilities. Sustaining a parliamentary library in Guyana poses a major challenge. This report cannot and does not dictate policy, but instead lays out typical requirements for support of a library.

Government Responsibility

Future financial support is vital to the success of the parliamentary library, but a commitment to such support has not been expressed by any high ranking official during this assessment exercise. The primary responsibility for ensuring that Members of Parliament are kept informed so that they can make meaningful contributions to discussion of national issues rests on the shoulders of the government. Also, government departments often receive information from funding agencies, and whenever possible any news of relevance to the parliamentary library should be channeled there.

Management

As the chief policymaking organ, the recommended library committee should be established at an early stage. However, the librarian, in consultation with and direction from the clerk of the National Assembly should administer day-to-day management. The clerk, who

prepares the budget for his entire division, must be kept apprised of library operations as he make a better case for the library's needs if he is familiar with them.

Acquisition Policies

Priority must be provided to acquiring and maintaining the most up-to-date local materials, especially parliamentary records and legislation, and any other frequently consulted information. Other serial publications could be updated on a rotating basis. In addition, the library should develop a policy for acquisition of as much material as possible by gift donations. Thus, if the library committee determines that the laws of other Commonwealth Caribbean countries should be acquired, the librarian should first try to obtain them as gifts, since these revised editions of laws tend to be expensive. The same procedure should be followed for the publications of other parliaments and international institutions.

In general, treatises and textbooks are not likely to be as costly as periodicals. Also, the library should avoid purchasing looseleaf books, as well as every new edition of a title held unless it is a heavily used work. Traditionally, parliamentarians have tended to consult current awareness tools such as journals more frequently than books. If the library holds a good collection from which users can obtain basic information on issues, that is usually a very good start.

Maintenance of Equipment

As was previously stated a library procedures manual should be created. This manual could include information on the operation and upkeep of the library, related machines and technical systems. The librarian or clerk of the Assembly should annually review the manual for its relevance *vis-a-vis* any new procedures or equipment.

Existing janitorial staff should be tasked with the daily responsibility for removing all waste products in trash receptacles, which helps minimize potential pest problems. Office furniture and equipment should be dusted at least twice weekly, and all floors cleaned and mopped weekly. Finally, plastic covers should be purchased to drape all electronic equipment when not in operation.

Staff Training and Incentives

Continuous staff training and incentives are extremely important to the reference component of a library. The librarian could visit other parliamentary libraries in order to observe procedures, take courses relevant to this field, join professional associations and subscribe to at least one professional journal. In addition he/she should try to attend workshops and conferences of relevance to this job, and courses hosted by the Guyana Library Association, especially those pertaining to computerized data sorting and retrieval.

The course for library assistants offered at the University of the West Indies in Barbados could be very useful to staff in this position. Apart from that course, the librarian should be

encouraged to teach the library assistant to use reference tools and to consult other libraries on behalf of parliamentary library users. The librarian should also encourage the library assistant to join the Guyana Library Association.

The group of qualified librarians in Guyana is small, but according to information received, the government is not sponsoring any students to learn library science at this time. Librarians employed in the private sector and in statutory corporations are apparently reasonably well paid, which is not the case in government service, and as a result, government librarians leave for better compensation whenever the opportunity arises. Consideration should be given to increasing salaries of librarians comparable to those paid at the Bank of Guyana, and providing librarians with book grants and larger housing, traveling and telephone allowances.

Cooperation with Other Libraries

The librarian should establish regular contact with librarians affiliated with other parliamentary libraries for the purpose of exchanging information and learning of initiatives that might be useful to the Guyana Parliament. He/she should also maintain close relations with other librarians in the country in order to benefit from staff training exercises, the exchange of data and sharing of information on new technology.

International Cooperation

In April 1995, there were 178 parliaments in the world's sovereign states. During the last 20 years or so, the International Federation of Library Associations has developed a section dealing with parliamentary libraries. Other organizations have also developed links to legislatures, enabling their staff to check developments in many parliamentary libraries. The largest of these organizations is the Information Center of the Inter-Parliamentary Union of Geneva. It holds a library of comparative information on legislatures and conducts technical programs for legislative library staff. The Association of Parliamentary Libraries in Australia links libraries in Australia, New Zealand and Papua New Guinea. In Canada, the Association of Parliamentary libraries was formed in 1975. The parliamentary library could develop linkages to those associations as appropriate.

X. CONCLUSIONS

Members of Parliament face many challenges in carrying out their duties. The lack of adequate staff, equipment and a central research facility make it difficult to obtain background information before important debates or committee meetings. To begin addressing these obstacles, MPs and parliamentary staff identified the establishment of a parliamentary library to enhance the availability of information resources in Guyana.

A parliamentary library principally provides information to individual MPs parliamentary committees and the public. Given the National Assembly's current staff and resource limitations, however, NDI recommends that the parliamentary library initially serve as a reference facility that

provides priority treatment to MPs, committees and Parliament Office staff. Services to the public can be considered at a later date. An overall vision and direction plan for the library should be developed by a library committee.

The recommendations in this report include both short- and long-term possibilities, as well as suggestions for specific support to the National Assembly. While NDI is prepared to assist in the implementation of the following suggestions, the Institute recommends that measures be taken to hire a professional librarian and organize the documents currently available in the parliament building. Hiring a permanent librarian at the beginning of this process will lay the groundwork for establishing a formal management system of existing documents, therefore expediting the orderly transfer of these documents once the new facility is completed. In addition, the creation of a computer inventory of existing documents help identify damaged and duplicated documents, which can be discarded or repaired, leaving more room for new items.

The following recommendations fall into three categories: organizational structure, resources and sustainability. These recommendations are presented as a guideline for the establishment and continued development of the parliamentary library. NDI is prepared to continue working with the National Assembly and the staff of the Parliament Office to refine and implement these program as they deem appropriate.

1) Organizational Structure

Serving the research needs of all MPs and committees

The parliamentary library should serve the research needs of all MPs and select committees by responding to any member's reasonable request in a timely, confidential and unbiased manner, and by disseminating timely background information on topics of major importance to all the members of the National Assembly. The parliamentary library must have the capability to quickly respond to research requests from MPs and parliamentary committees. To accomplish these goals, a management system should be established for prioritizing and processing research requests. Also, it is important that the parliamentary library staff be kept informed about the ongoing activities of Parliament and individual MPs in order to anticipate their research needs. Examples of research activities include: researching studies and reports, assisting with parliamentary questions and reviewing existing or proposed laws.

Operating the Parliamentary Library

Before the parliamentary library can begin offering services to Parliament, key staff positions need to be filled. A trained librarian is essential in implementing and developing a vision for the parliamentary library, and should be hired as soon as possible. Positions for an assistant/clerk, an attendant, a part-time maintenance and a book repair assistant should also be created and filled.

A library committee should be formed to develop a flexible collection and operation policy; prepare an annual budget; and make recommendations relating to staffing, operation and

acquisitions. Other issues to address include clearly identifying the clientele to be allowed access to the resources, guaranteeing nonpartisan research by library staff members, establishing a policy on prioritizing research requests and assignments, and developing a procedures manual.

2) Resources

Collecting Material Resources

The parliamentary library could comprise five primary categories of materials, including parliamentary documents, official publications, reference books, current affairs journals and general books on subjects germane to the National Assembly's statutory responsibilities. Where possible, indexes could be obtained in order to conserve space. NDI recommends that a directory of members, which could contain brief biographies, be added to this collection.

In consultation with the recommended collection list, NDI will assist in the acquisition and delivery of the necessary information resources needed for the parliamentary library, the accumulation of which will be contingent upon the availability of a proper temporary storage area. Also, NDI will work with other nongovernmental organizations, international agencies and local businesses to identify additional financial resources for reference material, equipment and training of library staff.

Equipment

The parliamentary library staff should be equipped with computers and high-grade printers to allow for the quick retrieval of on-line information. Placing information on-line, rather than using paper resources has several key advantages. Long-term storage of resource material is cheaper and requires less physical space. Additionally, there is a wealth of on-line information available to parliamentarians through the Internet. Should Guyana be linked to the Internet in the future, NDI recommends that computers be available for research by MPs and committee members.

The library should also be equipped with a photocopier since its material will likely be limited to reference purposes. The photocopier could generate enough income from non-parliamentary patrons to pay for its maintenance. However, before purchasing any library equipment, evaluations on its reliability and available local technical support should be reviewed.

3) Sustainability

Establishing cooperative links

Cooperative links could be established with librarians working in other parliamentary libraries as well as with the three government depositories in Guyana: the Archives, the National Library and the University of Guyana. The librarian and assistant could become members of the Guyana Library Association and other professional library organizations. These memberships help enhance training opportunities, exchange data and share information on new technologies.

NDI will facilitate contact between the National Assembly and the Inter-Parliamentary Union, the Commonwealth Parliamentary Association, the U.S. Library of Congress and other pertinent institutions.

Continuing education

At the appropriate time, NDI will work with professional librarians to sponsor a workshop to acquaint the Members of Parliament and parliamentary staff with new available resources and ways in which such information can be of assistance to them. In addition, NDI will assist in sponsoring sessions for librarians in Georgetown regarding the possibilities of information exchange.

Developing a timeline

Since extensive infrastructure and training is involved in making the parliamentary library operational, it is imperative that activities be planned and coordinated. NDI recommends that the senior staff members of the Office of Parliament and NDI participate in a joint planning session to discuss a timetable for implementation as soon as possible since government funding for construction expires in December, 1996.

XI. NDI'S ROLE

As part of its overall program to help the National Assembly strengthen and professionalize its operations, and as requested by the speaker and the clerk, NDI is committed to the establishment of a functioning parliamentary library and will work with the clerk of the National Assembly to develop a detailed timeline for implementation.

NDI recognizes the financial constraints that confront the government of Guyana. As such, NDI will assist in the acquisition and delivery of the necessary information resources needed for the parliamentary library, using the recommended collection list as reference. However, this will be contingent upon the availability of a proper temporary storage area. Also, NDI will work with other nongovernmental and international organizations to obtain additional resources for other reference materials, equipment and training of the library staff.

Following the completion of renovations, NDI will work with professional librarians to sponsor a one-day workshop to acquaint the Members of Parliament and parliamentary staff with the resources available to them and ways in which such information can be of assistance to them. In addition, NDI will assist in sponsoring sessions for librarians in Georgetown regarding the possibilities of information exchange. Finally, NDI will facilitate contact between the Guyana National Assembly, the Inter-Parliamentary Union, the Commonwealth Parliamentary Association and the U.S. Library of Congress.

APPENDIX 1

NDI ADVISOR BIOGRAPHIES

J. Michael Anderson is a Senior Research Librarian at the United States Library of Congress. In this position, Anderson serves as division specialist in the area of the federal budget and budget process. Recently, Anderson participated in the Library of Congress Frost Task Force/USIA project working with the Egyptian parliamentary library. After a thorough assessment of the Egyptian parliamentary library's core collection and facilities, Anderson presented a detailed library development report to the Egyptian Parliament and library staff. Anderson also has participated in a service-wide evaluation of the abilities of the United States Library of Congress to handle congressional budget and appropriation committees requests and to recommend improvements in services. During the last 16 years, Anderson has authored and co-authored numerous of United States Library of Congress Reports. Anderson earned a Masters degree in Library Science from Atlanta University and a Bachelor of Arts from the University of California.

Velma Newton is a law librarian at the Faculty of Law Library at the University of the West Indies, Barbados. She has been a consultant for the Office of the Attorney General of the Bahamas and a law library consultant for the World Bank in Uganda and Tanzania since 1993. Newton has published a number of monographs and articles in the areas of Commonwealth and Caribbean law, tax law, social security law and Caribbean library research practices. Newton has also been the editor of the *Commonwealth Caribbean Commercial Law Reports* 1991-1993, the *Caribbean Law and Business* 1989-1993 and a library consultant for Grenada, St. Vincent and the Grenadines law library development component of the Caribbean Justice Improvement Project. Her awards include the Silver Crown of Merit from Barbados and the Senior Fulbright Award from Harvard University, United States. Newton has earned a Legal education certificate, an A.L.A. from the Library Association of Great Britain and a Master of Arts and Bachelor degree from the University of the West Indies.

APPENDIX 2

NDI INVOLVEMENT

NDI representatives first visited Guyana in October 1990 to explore whether there would be an interest on the part of Guyanese in having NDI work in Guyana. In May 1991, NDI organized a symposium entitled "Enhancing Confidence in the Election Process" in order to facilitate discussion about ways in which civic organizations and political parties could strengthen the prospects for genuine and transparent elections and healthy citizen participation in the political process.

In June 1991, NDI began providing technical and financial assistance to the Electoral Assistance Bureau; conducted nationwide voter education campaign and made an effort to verify the accuracy of the preliminary voter list by a door-to-door check. The EAB conducted a civic education campaign through radio, television and hand bills explaining to the general populace the safeguards being implemented to ensure fair elections, as well as the importance of and procedure for registering to vote before the 1992 elections.

In January 1994, the EAB requested assistance from NDI to develop a program for the local elections. NDI helped the EAB to conduct Guyana's first national election monitoring effort and implement a much-needed voter education program.

After the local elections, NDI representatives presented information regarding citizen participation during a series of day-long orientation seminars for the newly elected councilors. The seminars were developed and sponsored by officials from the Ministry of Public Works, Communication and Regional Development and included independent Guyanese experts as well as NDI.

Following the seminars, NDI representatives conducted interviews with a wide spectrum of political party leaders, government officials and civic activists to determine the content of the second phase of the program. Many Guyanese indicated an interest in a nationwide local government summit for the local councilors to address major issues such as the management of scarce resources and effective democratic governance.

In August 1995, NDI sponsored a nationwide local government conference entitled "Serving the People-Making Democracy Work at Home" at which local councilors from around the country participated in workshops on communication, meeting management, community development, citizen participation and ethics.

In October, NDI embarked on a multi-faceted program to respond to Guyanese initiatives to strengthen democratic institutions in Guyana. In addition to establishing an office in Georgetown, Guyana, NDI has proceeded to work primarily on issues related to the legislature and elections processes. Members of Parliament, the speaker and the clerk of the National Assembly identified the establishment of a parliamentary library as an appropriate first step to enhancing the research capabilities and efficiency of the Guyana National Assembly.

APPENDIX 3

LIBRARIES IN GUYANA

Other libraries in Guyana might be of use to assist parliamentarians by providing them with access to current awareness documentation and background materials that could be consulted when specific matters are being debated in the National Assembly.

The libraries examined, or of which the assessment team had prior information, were those located in the Attorney General's Chambers, the Court of Appeal, the Office of the Director of Public Prosecutions, the Supreme Court Complex, the Bank of Guyana, the CARICOM Documentation Center, the National Archives, the National Library and the University of Guyana Library.

The Attorney General's Library

This library is on the ground floor of the Attorney General's Chambers located at Carmichael Street, approximately one mile from the parliament building. The library is in a spacious, airy room, which houses a book collection of approximately 10,000 volumes. It has a staff of two library assistants.

It contains sets of the *Laws of Guyana* from the late nineteenth century and of the *Guyana Law Reports* from 1882 to 1971, many of the standard Commonwealth law report series, form books, encyclopedias, digests, practitioners' texts, and treatises used in common law jurisdictions. The collection of textbooks and treatises is particularly strong in the areas of commercial, criminal and constitutional law, taxation, and parliamentary procedure. Most of the collection has not been updated since the late 1980s, and is therefore of limited use for the researcher interested in recent law developments.

In terms of access to the collection, there is no public catalogue, but the library assistant has recorded titles of books and law reports on cards which are kept in the office. The information is not recorded in standard format and is incomplete. However, the library assistant has attempted to arrange the books in subject groupings and knows where the groups are shelved and which volumes are missing. Unfortunately, problems occur because users have to depend on the personal knowledge of an individual and not on an independent system which anyone seeking information may use in the individual's absence. Persons not employed in the Attorney-General's Chambers need permission to use the library; this is usually obtained from the permanent secretary.

The Court of Appeal Library

This library is located on the second floor of the Court of Appeal building in a room measuring about 20 feet by 30 feet. It contains partial sets of the major English law report series and encyclopedias, *Halsbury's Laws* (3rd and 4th editions), *the Digest*, *the Dominion Law Reports* (1923-82), and volumes of the *West Indian Reports*. In addition, series of law reports are

housed in the offices of the Chancellor and the Justices of Appeal al. The collection is not catalogued, and the main users are the judiciary, members of the Bar who are preparing for appeals, and students of the University of Guyana.

The Court of Appeal's budget for library purposes is very small, and as a result, it is difficult to keep the general collection current. The situation is compounded by the effort to duplicate collections for the various judges. The library is in the care of an untrained library assistant who works part-time in this library and also acts as the Library-Assistant-in-Charge of the Supreme Court Library, which is about one mile away.

Director of Public Prosecutions Office Library

This is a small collection of a few hundred volumes of law reports and treatises primarily concerning criminal law. As with other collections, shortage of funds has meant that less purchasing has recently taken place than the staff would like. However, prosecutors appearing in the Magistrates' Courts and in the High Court downtown should be able to consult the Supreme Court Library for more up-to-date materials, especially since its full refurbishing under the U.S. Agency for International Development Guyana Justice Improvement Project.

The Supreme Court Library

The permanent home of the Supreme Court Library is a stone building in the yard of the Victoria Law Courts complex currently under repair. The law reports include the *All England Reports* (1558-1989), the *Law Report Series* (1865-1983), the *Current Law Yearbook* (1947-1992) and the *English and Empire Digest*. Most of the collection is in poor condition. In 1994 a collection of law reports, encyclopedias and treatises was donated to the library by the University of the West Indies and the U.S.A.I.D. Caribbean Justice Improvement Project. These have been placed in temporary quarters in the parliament building awaiting the completion of repairs to the Supreme Court Library. After repairs, the original collection will be weeded of worm-eaten materials and the two collections will be amalgamated.

The main users of the Supreme Court Library, both the original and new collections, are High Court judges, members of the Bar and law students from the University of Guyana.

Bank of Guyana Library

This collection of approximately 9,000 volumes of books, periodicals and reports is a division of the Research Department of the Bank of Guyana. At present, the library subscribes to about 200 periodical titles and obtains another 150 as gifts, mainly from the International Monetary Fund and the World Bank. The collection comprises trade and economic literature, particularly of Guyana, reports from international financial institutions and development agencies, statistical information and general reports on a variety of subjects with which a Central bank interfacing with a national government has to deal on a regular basis.

The collection is catalogued according to author, title and subject headings. The

collection is classified according to the United States Library of Congress Classification Scheme. Plans are being made to create a computerized catalogue using Micro ISIS, a software bibliographic program widely used in the Caribbean, developed and distributed by the United Nations Educational, Scientific and Cultural Organization (UNESCO). To keep users apprised of new acquisitions, new book announcements and a list of new titles added to the collection are circulated to officers of the bank.

The library has a staff of eight people, two of whom are trained librarians. It was mentioned that the library would lend items on an interlibrary loan system within Guyana, and would also allow a limited amount of researchers to consult its collection.

CARICOM Documentation Center

The Caribbean Community (CARICOM) Documentation Center, formerly the CARICOM Library, was established in 1973 to acquire and make available information to support the work of the Secretariat. The center's program also includes the development of activities to further regional cooperation, information and documentation matters, and has responsibility for the operation of the regional agency for the International Standard Book Number System (ISBN). The library is staffed by seven people, two of whom are librarians.

The collection comprises the official documents of the Caribbean Community and other international organizations, such as the United Nations, and its specialized agencies including UNCTAD, ECLAC, GATT, UNIDO and UNESCO. The documents are: books, pamphlets, serials, titles on microfilm and fiche, audio and video tapes and slides. The collection totals about 49,000 titles. Most of the literature is socio-economic, but also contains limited collections of legal and other materials. Funds are being sought to upgrade the legal collection to better serve the needs of the General Counsel's Division.

In 1988, The CARICOM Documentation Center was one of the first libraries in the Commonwealth Caribbean to establish a bibliographic database (CARSEA). By 1991 three local area networks were fully operational in all three locations occupied by the Secretariat. Most of the databases developed by the Documentation Center are on the network. Information on all items acquired before 1988 is contained in a card catalogue system; post-1988 acquisitions may be obtained on-line. A computerized system for ordering books and periodicals has also been established.

The Documentation Center produces a publication detailing recently received item, including book titles, and the titles and subjects of articles published in journals. The collection is classified according to the OCS Macrothesaurus for Information Processing in the Field of Economic and Social Development, a scheme developed primarily for documentation in the social sciences. The Center is used by CARICOM officers and others who have obtained permission from the librarian-in-charge.

The National Archives

The National Archives of Guyana was established by the *National Archives Act* of 1982. It currently operates from two locations. The headquarters, located on Main Street, houses records of colonial administrations (both Dutch and English), post-independence government departments and private individuals and groups. Records date back to the 1780s. The newspaper collection, which is housed in another building, dates to 1803. Plans are being made to record newspapers on microfilm, which is an important project, since the Archives has no equipment, materials or expertise in preservation of historical materials.

There is no provision for automatic transfer of materials beyond a specified period from government departments to the Archives, and therefore, the Archivist accepts what is brought to him. The Archives as a rule does not purchase books. As a national depository, it should receive a copy of each title published in Guyana. It receives some items, but not all, because the legislation provides for collection of these titles by the depository libraries. However, many items are not acquired because of simple transportation problems or the lack of awareness of new publications.

The Archives is under the jurisdiction of the Ministry of Education and Cultural Development, and has an annual budget of G\$960,000. The small staff is headed by a University of the West Indies trained librarian who moved to the position of Archivist in 1993 after undergoing a three week course at the Modern Archives Institute in Washington. This is the only training in archives management to which he has been exposed.

The staff, which have been trained in-house, have compiled a list of documents held, and has computer assistance, donated by the Organization of American States a few months ago, for its cataloguing work. Recently, the Department purchased a copy of GENCAT, a database management programme for Archives, which it will soon begin using.

Climatic and environmental control of the rarest national items do not exist. In addition, about one-third of the items have not been cleaned or stored in an orderly fashion. Many documents are riddled with mold and bookworms. These publications are self-destructing due to a harsh environment and the acidity of the paper and bindings. The Department urgently needs a vacuum cleaner, and office attendants who can clean the documents without damaging them. None of the staff have the necessary training in handling archival material. If the archivist was trained to care for archival materials in a tropical environment at an institution like the Archives Departments in Barbados or Jamaica, he would be better able to direct his staff and care for the materials.

At present, the Archives collection is consulted by about 30 people a month ranging from officers employed by the government to students, historians and others conducting personal, often genealogical research.

The National Library

The National Library of Guyana is located in central Georgetown. It is the headquarters of a system of four urban branch libraries, and 16 rural centers. The branch libraries, like the main library in Georgetown, are open six days a week, while the centers are open three days.

The National Library, like the Archives Department and the University of Guyana Library, is a national legal depository, and under the 1972 legislation referred to earlier, should receive copies of books published in the country. But, like the Archives, it experiences some difficulty collecting items, because the legislation charges the depository with the collection of published material. The National Library is required to pay for the *Official Gazette*, which contains laws passed by the country's National Assembly. The assessment team noted that this is different from the practice in most other countries where the National Library receives free copies of all government publications.

The National Library's budget is about G \$3 million per year, and the team was informed that its total collection, including items in the branch libraries and centers, numbers about 225,000. The collection comprises items published in Guyana, including local newspapers, some parliamentary publications, encyclopedias, and books on a variety of subjects, including law, government, politics and sociology. However, the collection does not contain many recently published materials, most likely due to financial problems, the most important being the exchange rate which makes purchasing of items published overseas almost impossible.

The collection is classified according to Dewey Decimal Classification, which is heavily used in public libraries throughout the Commonwealth. The National Library has been the recipient of a number of special collections, but due to shortages of professional staff, has only been able to arrange these collections in alphabetical order.

The library received four computers as gifts and is currently using them for word processing. Like the Bank of Guyana Library, the National Library is planning to introduce Micro ISIS.

National Library staff numbers 124, of whom 50 are located at the headquarters in Georgetown. Unfortunately, only two staff members are trained librarians. Staff attrition has been high. Although there are vacancies for three librarians, the library has been unsuccessful in recruiting persons to fill them because few Guyanese are entering the profession, and the salary and other conditions of service are unlikely to attract expatriates.

The University of Guyana Library

The University of Guyana is approximately 10 miles away from downtown Georgetown and the parliament building. The staff comprises librarians, library assistants and library attendants. The collection comprises approximately 200,000 volumes and is divided into four sections: Social Sciences, Law, Humanities and Natural Sciences. Books on the constitutional history of Guyana and other Commonwealth countries, the Westminster System of Government,

elections, the operation of pressure groups, and international law, are housed in the Social Sciences collection on the first floor of the library. Most of the books are not recent editions.

The legal collection, on the second floor, consists of law reports, treatises and textbooks and periodicals, but most of the Commonwealth Caribbean materials are dated, and the laws are incomplete. In some cases, more recent and complete sets of law reports such as the *West Indian Reports* and the laws of various Commonwealth Caribbean countries, are located in the West Indian collection. According to UG library policy, when only one copy of the document is held it is shelved in the West Indian section, not the law section, along with duplicate copies of all other materials. Access to the West Indian collection is restricted. A small collection of law books that are heavily used by students is on reserve at the circulation desk.

The UG collection is catalogued and classified according to the United States Library of Congress Classification Scheme. At present, none of the library services are automated.

APPENDIX 4

SPACE REQUIREMENTS

(1) Librarian's Office

The office door should be part glass and part solid wood so that the librarian may observe reading room activities, especially since the library assistant may not always be sitting in this part of the library.

Minimum space required: 120 sq. ft.

(2) The Workroom

The library assistant must have space to perform the duties of accessioning incoming items and typing correspondence, as well as for storage of incoming materials and office supplies.

Minimum space required: 144 sq. ft.

(3) Historical Section (for pre-1970 materials)

Much of this material is presently housed in a loft of the parliament building. The collection contains: bound volumes of *Guyana Hansards* for 1928-62 and unbound issues for 1953 onward; bound volumes of Acts and subsidiary legislation from the 1920s onward; annual *Estimates*, 1953 onward; bound volumes of *Official Gazettes* from 1953 onward; old volumes of *British Hansards*, old volumes of the *US Congressional Record* and large numbers of duplicate Acts and subsidiary legislation for the pre-1970 period. In theory, the pre-1970 materials should be stored in the Archives Department, but, as was demonstrated in the section seven discussion of other collections, the Archives staff needs to be trained in document preservation, the building needs to be air-conditioned, and a heavy duty vacuum cleaner needs to be provided to keeping the materials stored there free from dust, which has devastating effects on books. In other words, until much needed improvements are made at the Archives Department, the material now stored in the loft should be carefully weeded to eliminate excessive duplication, and no more than three copies of any document should be placed in the historical section of the parliamentary library's reading room.

Minimum Space required: 320 sq. ft.

(4) New and Post-1970 Section

Shelving should be provided initially for 5,000 books, approximately 1,000 of which will be bound volumes of annual laws, *Hansards* and other parliamentary papers to be brought from the loft. Legal and quasi-legal books are stored four volumes per linear foot and 84 per standard single facing stack section. The recommended floor space for approximately 5,000 books, with adequate walking space at the sides and between shelves is:

640 sq. ft.

(5) The Reading Room

In the reading room there must be floor space for: author/title and subject catalogues; a desk and chair for a library assistant who will supervise the reading room; visible index unit, if serial records are not kept solely on diskette and computer hard drive; a photocopying machine; and seating for readers. Provision should be made for large tables for readers rather than individual seats in order to save space. If each table seats six persons, a minimum of four tables ought to be provided. Mahogany tables with vinyl tops which can easily be wiped clean are best.

Minimum space required for catalogues, desk and chair,
index unit and photocopier: 84 sq. ft.

The space needed for seating is as follows:

| | |
|----------------------------------|-------------|
| 4 tables each 9 ft. x 5 ft. wide | 180 sq. ft. |
| Additional space for 24 chairs | 108 sq. ft. |
| Space between units | 72 sq. ft. |
| Space required for furniture: | 360 sq. ft. |

Total reading room space (post-1970 materials): 444 sq. ft.

(6) Newsroom for Parliamentarians

The speaker proposed that the parliamentary library be open to MPs for meetings and discourse outside of the parliament chambers, since MPs do not have private official offices. To this end, a lounge area, fitted with a mid-section, sliding divide, which allows conversion to two rooms.

Minimum space required: 240 sq. ft.

(7) Book Repair Room

This could be about 72 sq. ft. (8 ft. x 9 ft.). It is not initially anticipated that full binding services will be provided, since arrangements are already in place to bind *Hansards* and other parliamentary records and legislation. However, the clerk of parliament may find it convenient to have an in-house bindery at a later time, and the book repair room could be equipped with the necessary machinery to perform these functions.

Minimum space required: 120 sq. ft.

(8) Bathroom space

Two bathrooms with sinks should be provided.

Minimum space required: 120 sq. ft.

Total floor space required at this stage 2,148 sq. ft

APPENDIX 5

REFERENCE AND OTHER BOOKS

| Primary Materials | Cost |
|--|-----------------------------|
| Guyana Parliament/National Assembly Proceedings, bound vols. to 1963, (1963-92 transcripts to be edited and typed or photocopied) Order Papers Budget Speeches Annual Government Estimates Public Accounts Committee Reports Standing Orders, 1992 | |
| Narain, Frank <i>A handbook for members of the National Assembly</i> (4 copies) | |
| Estimate for assembling, photocopying (where necessary) and binding reports | G\$420,000 (\$3,000) |
| Ramphal, S.S. ed. <i>Laws of Guyana Revised</i> , Georgetown, Government Printer, 1973 14 vols. (Looseleaf) Includes subsidiary legislation under same chapter as parent Act. (2 sets) <i>Guyana, Acts, 1973 onward</i> (2 sets) <i>Guyana, Subsidiary legislation, 1973 onward</i> (2 sets) <i>Guyana, Annual Departmental Reports, 1970 onward</i> <i>Guyana, Official Gazette</i> (1 set), 1970 onward <i>Bank of Guyana, Annual Reports</i> | |
| Estimate for collecting, photocopying and binding the above | G\$140,000 (\$1,000) |
| Laws of Other Countries | |
| <i>Great Britain, Halsbury's Statutes of England</i> , 4th Ed., 1990, 50 vols. | G\$420,000 (\$3,000) |
| <i>West Indian Legislation Indexing Project, Indexes to the Laws of Commonwealth Caribbean Countries</i> , Published annually | G\$37,800 (\$270) |

Reports of Regional Organizations

CARICOM Secretariat,

Annual Report of the Secretary General Caribbean Development Bank

Reference Books (Directories, Dictionaries, Encyclopedias, etc.)

| | |
|---|---------------------|
| <i>Foreign and Commonwealth Office, Commonwealth Yearbook,</i> London, H.M.S.O., latest ed. | G\$7,000 (\$50) |
| <i>Dod's Parliamentary Companion, 1994</i> London, Dod's Parl. Companion Ltd | G\$140,000 (\$100) |
| <i>Encyclopedia Britannica</i> (32 vols) <i>International Who's Who, 1994-95, 8th ed.</i> London, Europa Publications | G\$224,000 (\$1600) |
| Levitt, Victor, <i>Encyclopedia of Medicine</i> (latest ed.) | G\$21,000 (\$150) |
| <i>Osborn's Concise Law dictionary,</i> London, Sweet and Maxwell, 1992 | G\$12,600 (\$90) |
| <i>Oxford Dictionary of Modern Quotations</i> , ed. by Tony Augarde, Oxford; Oxford University Press, 1991 | G\$4,200 (\$30) |
| <i>Phillip's Concise World Atlas, 4th ed.</i> London, George Phillip Ltd., 1994 | G\$6,300 (\$45) |
| <i>Roget's Judicial Dictionary</i> , London, Longmans, 1987 or latest | G\$2,100 (\$15) |
| <i>Shorter Oxford Dictionary</i> (latest, in two volumes) | G\$7,000 (\$50) |
| <i>World Directory of National Parliamentary Libraries,</i> Bonn, Deutscher Bundestag, 1994 | G\$12,600 (\$90) |
| <i>World of Learning</i> , London, Europa Publ. Ltd. (latest ed.) | G\$17,500 (\$125) |
| | G\$10,500 (\$75) |

Bibliographies

| | |
|--|-----------------|
| Newton, Velma <i>Commonwealth Caribbean Legal Literature, 1971-85</i> Barbados, Faculty of Law Library, 1987 | G\$7,000 (\$50) |
| Supplement, 1988-94 | G\$2,800 (\$20) |

Periodicals

| | |
|---|-------------------|
| <i>Canadian Parliamentary Review</i> | |
| <i>Commonwealth Law Bulletin</i> | |
| <i>Commonwealth Ministers' Reference Book,</i> London, Kensington Publications Ltd. (annual publ.) | G\$16,800 (\$120) |
| <i>The Parliamentarian</i> , London, Commonwealth Parl. Assoc. Vol. 65, 1994 - 97 | G\$31,500 (\$225) |
| <i>Stabroek News</i> | |
| <i>Guyana Chronicle</i> | |

OTHER BOOKS AND PERIODICALS

Agriculture

Cox, Graham eds.

Agriculture: People and Policies,
London, Allen & Unwin, 1986

G\$6,825 (\$48.75)

Schusky,

*Culture and Agriculture: An Ecological Introduction to
Traditional and Modern Farming Systems*,
Westport, Conn., Bergin & Garvey, 1989

G\$8,505 (\$60.75)

Association of Caribbean States

Comacho, Pedro

Towards an Association of Caribbean states, *Caribbean Affairs*
Vol. 5, No. 4, Oct-Dec., 1992, p. 7-15

G\$280 (\$2)

Convention: "Establishing the Association of Caribbean States"

Bogota, Min. of Foreign Affairs, 1992, 38 leaves

G\$1,400 (\$10)

Molina Duarte, Simon

Financial Aspects of the Sub-Regional Integration and of the Creation
of the Association of Caribbean States, *Caribbean Affairs*,
Special Ed., July 1994, pp. 107-112

G\$210 (\$1.50)

Banks and Banking

Caribbean Development Bank

CDB: Its Purpose, Role and Functions: Twenty Questions and Answers,
Willey, St. Michael, CDB, 1994

Caribbean Development Bank

Lending policies,
revised April 30, 1991, Willey, St. Michael, CDB, 1991,

Effros, Robert C

*Emerging Financial Centers: Legal and Institutional Framework:
Bahamas, Hong Kong, Ivory Coast, Kenya Kuwait, Panama, Singapore*,
Washington D.C., International Monetary Fund, 1987,
ISBN 0-939934-20-5

G\$7,000 (\$50)

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APPENDIX 6

EQUIPMENT

| | |
|---|------------------------------------|
| 2 IBM Compatible 80586 computers with: DOS (latest) 60 500MB hard drive, 1.44MB floppy diskette drive for 3.5" diskettes, Wordperfect 6.0 or latest, Lotus, anti-virus software, cables, color monitor and enhanced keyboard | G\$560,000 (\$4,000) |
| 1 LaserJet printer | G\$70,000 (\$500) |
| 1 typewriter (manual) | G\$14,000 (\$100) |
| 1 fax machine | G\$28,000 (\$200) |
| 4 air conditioning units | G\$350,000 (\$2,500) |
| 8 standing fans | G\$44,800 (\$320) |
| 4 5000VA stabilizers | G\$159,600 (\$1,140) |
| 1 600VA-900VA stabilizer | G\$23,100 (\$165) |
| 1 350VA stabilizer | G\$14,000 (\$100) |
| 1 UPS unit (650 watts) | G\$70,000 (\$500) |
| 1 generator (5500 watts) | G\$420,000 (\$3,000) |
| 1 photocopier with meter for recording of copies made or cartridges or auditrons for recording copying done by different categories of users | G\$168,000 (\$1,200) |
| Approximate cost | G\$1,921,500 (\$13,725) |

APPENDIX 7

LIBRARY AND EQUIPMENT SUPPLIES

LIBRARY SUPPLIES

| | |
|---|----------------------|
| Sectional Visible Files (Beige) | |
| DV - 642 | G\$9,513 (\$67.95) |
| DV - 64-TS | G\$4,319 (\$30.85) |
| DV-64-BS | G\$3,388 (\$24.20) |
| Replacement card pockets (10 packs) | |
| DV - 64E (25 per package - \$15.55 per pkg) | G\$21,770 (\$155.50) |
| Book order forms (continuous) | |
| Author first, imprinted (3 part) | |
| 563P (4 boxes) | G\$11,144 (\$79.60) |
| Interlibrary loan forms (4 part snap style) | |
| 488 CB (2 boxes) | G\$2,653 (\$18.95) |
| Paper cutter | |
| 1212 12" blade | G\$6,580 (\$47) |
| Smooth perf. continuous 3 x 5 cards | |
| medium weight (cream) | |
| 301 - P235 (1,000) | G\$7,980 (\$57) |
| Rolodex card file | |
| 5024 | G\$5,096 (\$36.40) |
| Index card files (3 drawer) | |
| QK 1935 (gray) | G\$7,175 (\$51.25) |
| Catalogue card guides (A - Z) | |
| 326 - 3 4 sets | G\$1,169 (\$8.35) |
| Subject heading catalogue guides | |
| 411 (2 packs) | G\$4,718 (\$33.70) |
| Spine label protectors | |
| C815 3/4 x 13/8 (5 boxes) | G\$1400 (\$10) |
| C818 1 1/8 x 1 5/6 | G\$3,220 (\$23) |
| C821 1 1/2 x 2 | G\$2,905 (\$20.75) |

| | |
|--------------------------------|-----------------------------|
| Spine labels (foil backed) | |
| 3871 3/4 x 1 (6 boxes) | G\$5,600 (\$40) |
| 3873 1 x 1 1/2 (5 boxes) | G\$5,600 (\$40) |
| Sorting trays | |
| 547 (2 sets) | G\$8,582 (\$61.30) |
| 3M magic transparent tape | |
| 2704 3/4 wide (10 rolls) | G\$2,170 (\$15.50) |
| Corrugated pamphlet file boxes | |
| 3760T 9 1/2 x 4 x 9 (25) | G\$2,800 (\$20) |
| 3762T 11 3/4 x 4 x 9 (25) | G\$2,870 (\$20.50) |
| Step stool | |
| 514 (Gray) | G\$6,244 (\$44.60) |
| Book ends | |
| 163-2 (100) | G\$21,000 (\$150) |
| 169-2 (50 each) | G\$19,600 (\$140) |
| Catalogue cabinets | |
| No. 539 (P trays) | G\$75,740 (\$541) |
| Visible periodical record kit | |
| 5243 (108 card capacity) | G\$22,351 (\$159.65) |
| Charging trays | |
| 251 (double tray) | G\$5,453 (\$38.95) |
| Book cards | |
| 55L (3 boxes) | G\$4,788 (\$34.20) |
| Book pockets | |
| Style F (FG) (5 boxes) | G\$9,450 (\$67.50) |
| Index card files | |
| 1635 (2 drawer) | G\$5,110 (\$36.50) |
| Approximate cost | G\$290,388 (\$2,000) |

OTHER SUPPLIES TO BE OBTAINED LOCALLY

Stationery and Office Supplies

4 office letter trays (4 per library)
2 desk staplers and 6 boxes of staples
2 large staplers and 5 boxes of staples
5,000 white index cards
foolscap paper (100 packs of 500 sheets each)
30 ordinary foolscap size note pads
10 packs local envelopes
10 packs airmail envelopes
100 large envelopes (5 x 10)
100 large envelopes for mailing (8 1/2 x 12)
12 erasers
6 dozen pencils
6 dozen pens
4 waste paper baskets
2 door mats
6 dozen packs rubber bands
1 dozen boxes paper clips
5 office ledger books (for recording xeroxing, funds committed)
5 bottles glue
2 pairs scissors
3 rulers
1 dozen bottles correcting fluid or white out
10 reams photocopier paper (8 1/2 x 11 1/2)
10 reams photocopier paper (8 1/2 x 14)
4 dusting cloths
1 broom
2 mops
2 buckets

Approximate cost

G\$210,000 (\$1500)

EQUIPMENT SUPPLIES

| | |
|---|-------------------|
| 10 power stripes surge protector | G\$14,000 (\$100) |
| dust covers for monitor, printer and computer | G\$16,800 (\$220) |
| 3 boxes Maxell 3.5" diskettes | G\$5,040 (\$36) |
| 5 boxes correctable ribbons for typewriter | G\$14,000 (\$100) |
| 5 boxes typewriter ribbons | G\$10,500 (\$75) |

Approximate cost

G\$84,000 (\$600)

APPENDIX 8

FURNITURE AND SHELVING

LIST OF FURNITURE

- 2 filing cabinets (4 drawer)
- 2 steel book trolleys
- Large stationery cabinet
- 22 office chairs
- 4 tables each 6ft. x 9 ft. (to sit 4 persons each) (mahogany color finish legs and side and tops laminated)
- 1 executive chair for librarian
- 1 desk 4ft. x 3ft. with 2 drawers on each side for librarian
- 1 desk for library assistant
- 1 typist's chair for library assistant
- 1 table for library attendant (2ft. x 3ft.) (at doorway)
- 1 large table 4ft. x 5 ft. for repair room
- 2 coffee tables for lounge areas
- 4 sofas each to seat three for lounge area
- 4 matching individual armchairs
- 1 table for computer and printer
- 1 table/trolley for typewriter

Approximate total

G\$560,000 (\$4,000)

SHELVING

Needed for: reading room, room for historical materials, librarian's office, workroom and repair room/bindery.

To be built of local Guyanese wood. These items would be ordered after layout of library has been designed and total area for each room known. Specifications as follows:

| | |
|----------------------|---------------|
| Stack height | 7ft. 6 ins |
| Frequency of shelves | 12 ins. apart |
| Shelf thickness | 3/4 ins. |
| Bay width | 3ft. |
| Shelf width | 3ft. |
| Shelf depth | 9 ins. |

N.B. Shelving must not be built up to ceiling, otherwise cool air will not circulate effectively.

Allocate

G\$420,000 (\$3,000)