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OFFICE OF HOUSING AND URBAN PROGRAMS

AGENCY FOR INTERNATIONAL DEVELOPMENT

U. S. DEPARTMENT OF STATE

OPERATING GUIDE LINES

for

PRE/H LIBRARY

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1.0 INTRODUCTION

This document defines the organizational structure of the PRE/H Office Library and the structures and procedures to implement that structure.

The second section provides the overall guiding policies of the library. It is intended to provide the purposes of the library and how it operates to meet those purposes as well as to provide guidance so that future modifications to the library can be made with a consistent purpose.

The third section of the document provides an overview of the library organization. This information is provided to give a general overview of how the library is structured to meet its goals.

The forth section of the document provides a brief description of the various systems which have been developed to support the library organization and its efficient operation. This information is intended to provide guidance in selecting a method to retrieve and store information.

The fifth and largest section of the document consists of a series of library procedures. These are detailed instructions, procedures and definitions to be followed to put this organization and its associated systems into operation.

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2.0 LIBRARY POLICY

The Agency for International Development, Office of Housing and Urban Programs, Library contains a special collection of documents pertaining to the areas of international housing and urban development. It's purpose is to provide information and resource material in support of the overall goals and objectives of the Office.

2.1 Access Policy The library is available to the PRE/H staff, other AID staff, and consultants employed by the Agency at all times. The library is available to persons outside the Agency by appointment only. PRE/H staff may check out materials at any time. Others, including other AID employees and persons outside the Agency may check out material by appointment only from Program Support Division (PRE/H/PSD).

2.2 Material acquisition All documents purchased by the PRE/H Office belong to the Office and will be housed in the library. New arrivals will be sent to the library for processing and physical preparation before they are routed to individual staff members for long term retention or placed into general circulation.

All reports, projects, papers, or any other documentation generated by consulting firms for the PRE/H Office become the property of the Office and will be housed in the library.

Gifts to the library will be evaluated to determine their usefulness and the costs of including them in the collection.

The Library will periodically be weeded to remove irrelevant and out of date items from the shelves. Out of date yearbooks and directories which have been replaced by newer editions will be removed from the shelves.

2.3 Circulation Materials checked out from the library will normally be returned within two weeks. If the expected usage of specific materials will extend beyond two weeks, authorization may be given for long term retention on a selected basis. If other staff members require access to long term retention materials, they must be returned to the library upon notification. Procedures for borrowing materials are posted in the library and in Section 5.4 of this document.

Documents marked REF are for reference only and should not be removed from the Library during normal working hours. It will be possible to check these items out at the close of business to be returned at the start of business on the next work day.

Newly arrived periodicals will be kept on the library display shelf for one week prior to circulation. This will insure that all staff members have the opportunity to see current material in a timely fashion.

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2.4 Ordering materials Any PRE/H staff member desiring to purchase new documents will prepare a requisition and justification and submit it to the Assistant Director of Program Support for approval.

2.5 Revision of library policy This policy reflects the realization of the library's responsibility to meet the information needs of the users. This policy is subject to revision by PRE/H management as the PRE/H needs and objectives change.

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3.0 LIBRARY ORGANIZATION

The PRE/H library contains of a preponderance of documents which are unpublished project papers and reports. Many of these reports are unbound loose-leaf pages. The remainder of the collection consists of published books which are either reference material, cover specific topics, or cover specific geographical areas. The majority of the collection tends to deal with a specific country or region.

The organization of the library follows the geographical nature of the collection. Materials are grouped according to the region or country where possible. If a document deals with a specific topic rather that a geographical region, it is grouped according to the topic. A bookcase is devoted to each of the following regions or topics:

Latin America/Caribbean	LA/CAR
Near East	NE
Africa	A
Asia	ASIA
Urbanization	U
Housing	H
Miscellaneous	M
Reference	REF

To support this structure, several systems have been developed. Each system has a specific purpose. A detailed description of each system is given in Section 4, and the detailed procedures for implementing the systems are given in Section 5. To assist PRE/H staff members in implementing and maintaining the library, a part time library technician will be obtained by contract. This individual will attend to the details of implementing the classification and circulation systems, be responsible for data entry into the data base system, and will support the staff in locating documents.

A cataloging system has been developed to extract relevant information from each document. This information will be used by the library technician to classify the document, and will be put in the WANG PC to provide an on-line search capability.

A classification system has been developed to take the information extracted in the cataloging process and assign an individual call number to each document. This call number gives general information about the content of the document, specifies its shelf location, and uniquely identifies that document.

A circulation system has been developed to control the location of the documents in the collection so that they may be found when needed.

A data base information system exists to facilitate recovery of information from the collection, and locate documents based on the information extracted from the document during cataloging and entered into the data base during cataloging.

When a document is acquired by the library it will be given to a PRE/H staff member with expertise in the topic or region covered by the document. Using his knowledge of the subject, the staff member will review the document and extract the relevant information onto the cataloging worksheet according to the instructions given in the cataloging procedures. The document will then be returned to the library technician who will classify the document according to the instructions in the classification procedure, will enter the data from the cataloging worksheet into the data base according to the data base operating procedures, and will prepare the document for circulation according to the circulation procedures. The document will then be placed into circulation. Any PRE/H staff member, or other authorized individual, may then check out the document using the circulation procedures.

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4.0 LIBRARY SYSTEMS

Four systems have been developed to support the PRE/H library. These were introduced in section 3, and their functions in the library's organization have been discussed. In this section each system will be described in detail.

4.1 Cataloging and Keyword system

Cataloging consists of extracting descriptive information about each document from the document itself. This information contains the key elements in identifying the document and its contents, and will subsequently be used to identify the documents for retrieval. There are two aspects of cataloging which must be considered.

The first aspect of cataloging is descriptive cataloging. This involves transfering the bibliographic information (title, author, publisher, etc.) from the document. This information is used to identify the document itself, and provides a method of recovering this specific document. If a document can not be singularly isolated using the information at hand, at least a small group of documents which contains the desired document can be identified.

The second aspect of cataloging is subject cataloging. This involves making subjective judgments as to the content of the document. This information is not used to identify a specific document but is used to isolate a small group of documents which contain information about a specific topic. This type of cataloging is best done by those individuals with an in-depth knowledge of the topics covered by the documents being cataloged.

4.1.1 Descriptive Cataloging

The following bibliographic items must be extracted from the document.

1. Title
2. Author (Personal and/or Corporate)
3. Publisher
4. Publication date
5. Series (Volume and Number if applicable)

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6. Number of pages

7. Contract/project number (if applicable)

8. Document number (if applicable)

9. Language

4.1.2 Subject Cataloging

The following descriptive information must be extracted from the document. Each of the items will require a subjective evaluation by the cataloger.

1. Region of World
   Africa, Asia, Latin America/Caribbean, or Near East

2. Country
   name of country covered in document

3. RHUDO
   /ASIA, /CENA, /CARI, /E&SA, /NEAE, /SOUA, or /WESA

4. Type of Document

Annual Reports	Proposals
Bibliography	Reference
Evaluations	Shelter needs assessment
Financial reports	Shelter strategy statement
Graphics	Shelter sector overview
Land needs assessment	Statistics
Legal	Surveys
Manuals	Technical assistance report
Periodicals	Topical
Plans	Training
Policy	Urban development overview
Proceedings	
Program documents	
Project documents	

5. Demographic characteristics
   Urban, rural, both, not applicable

6. Subject headings (keywords) -- see next section

4.1.3 <u>SUBJECT HEADINGS (Keywords)</u>

The subject headings (keywords) are an authorized,

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controlled vocabulary used for indexing the document by subject matter. Their purpose is to provide a common vocabulary so that the searcher, cataloger, classifier, and data base all use the same terms. The subject headings indicate a general subject. Associated with the subject headings is a small set of qualifiers which further define the scope of the subject headings. Words or combinations of words may be used to reflect the subject content of the documents. Terms are designed to be linked together for specificity. For example: Housing-Development/Finance-Private would be used to describe a document dealing with private financing of housing development. In this example, the subject Housing is coupled with the qualifier Development while the subject Finance is coupled with the qualifier Private. While the list of terms is limited, one term may be used to cover a range of similar or related topics. Clearly, the assignment of the keywords is subjective in nature, and requires the expertise of the cataloger. These keywords may also be used in conjunction with the other descriptors covered in subject cataloging and descriptive cataloging. For example: Africa/Housing-Management would be used to describe a document dealing with housing management in Africa. The order of the descriptive elements makes no difference in the search.

The keyword list is a controlled list which must remain reasonably stable but capable of change as the needs of the library evolve. Changing the keyword list creates difficulties in searching previously cataloged documents. To provide flexibility, the index to the keywords gives various subjects for which a given keyword should be used. These subjects are dynamic and may be changed, but the keywords themselves are relatively constant. A recommended list for initial cataloging of the library is given in section 5.2.

4.2 Classification system

Classification is the grouping together of materials written on the same or related subjects, geographic concerns, or some other common theme according to some predefined scheme. This grouping is used to store the documents in a specific place and to retrieve the documents once they are identified.

The classification number derived from a classification scheme is the call number assigned to a specific document. It is the number by which you "call" the document from the shelf where is is located. Each document has a unique call number which is written on the document and on the cataloging worksheet. The library technician will assign and affix call numbers to the documents and to the cataloging worksheet after the document has been cataloged by the PRE/H staff.

The call number for the cataloging system developed for the PRE/H Library incorporates a three line scheme.

Line one contains the primary regional/topical designation. This is a unique code which will indicate which region of the world the document addresses. If the document does not deal with a specific region, there are selected topic designations which are used instead.

Line two contains the regional/topical subdivision. If the first line identifies a region, the second line will identify a specific country if the document relates to a single country. If the document is not country specific, a general designation code will be used. If the first line identifies a topic, the second line will identify a subject subdivision. If there is no single subject subdivision, a general designation code will be used.

Line three is a unique code which specifically identifies each document within a common primary and subdivision classification. This number code may contain a group number, the first letter of the author's last name, and a sequential number assigned to assure the uniqueness of the code. If the document is uniquely identified by the group number, that is all the third line will contain, otherwise the author's initial will be included. If the document is still not uniquely classified, a sequential number will be appended to the author's initial. For example:

A	- deals with Africa
Keny	-- specifically with Kenya
3.S	--- group 3, written by Smith
NE	- deals with Near East --
Egyp	-- specifically with Egypt
2-2.J1	--- group 2-2, author Jones but other NE/Egyp/2-2.J documents exist
U	- deals with Urbanization (no specific region)
gen	-- general in nature (no specific subtopic)
3	--- 3rd sequentially numbered document in U/gen

This classification scheme has been developed for the PRE/H Library for ease of browsing. It was developed in conjunction with the cataloging system so that most of the information needed to classify a document is available from the cataloging worksheets. The actual classifying of the documents should be done by a single responsible individual to assure that no two documents get the same call number. The procedures for classifying the documents will be given in the PRE/H Library

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Procedures Manual.

4.3 Circulation System

A circulation system is necessary to control the location of a document at any given time. Circulation is the process of loaning books, documents, periodicals, etc. to users and keeping records of this activity.

Book pockets affixed to the back of documents will hold a circulation card. There will be one circulation card typed for each document which indicates the call number, author, and title of the document. When the document is checked out, the card is filled in with the borrower's name and date, and filed alphabetically in a "charging tray" under the borrower's last name.

Normally, the documents may be checked out by PRE/H staff members for a two week period. Materials marked "REF" are for reference and are not usually checked out of the library. Allowances can be made for special cases where long term loans, use by non-PRE/H staff members, or the use of reference material outside the library are desired.

Periodicals will remain in the library for one week after they are received to allow staff members the opportunity to see the new material. After one week the periodicals may be circulated. A periodical checkout sheet will be located near the display stand.

4.4 Data Base System

A data base system using dBASE II on a WANG PC has been developed to facilitate information retrieval using bibliographic or subject data. The data base description and operating instructions are given in a separate document.

5.0 PROCEDURES

This chapter contains a series of procedures to implement the library systems and organization described previously in this chapter. Each of the procedures describes the steps required to accomplish some function of the library. If there are any problems discovered in following these procedures, contact the staff member designated as the library representative.

When a document is received for inclusion in the library collection, the library technician will stamp the title page and the inside front cover with a property stamp. The library technician will then route the document and a cataloging worksheet to an appropriate PRE/H staff member.

Upon receipt of a document for cataloging, a PRE/H staff member will fill out the cataloging worksheet according to the Cataloging Procedures, Section 5.1, using the Keyword Index, section 5.2. When the document has been cataloged, the document and the completed worksheet will be returned to the library technician.

When the cataloged document is returned, the library technician will classify the document according to the Classification Procedures, section 5.3. The data from the cataloging worksheet will be entered into the data base according to the Data Base Procedures, and the completed cataloging worksheet will be filed in a Cataloging Worksheet Notebook. This looseleaf notebook will serve as a shelf list, providing a record of the documents arranged in the order they are shelved.

The document will then be physically prepared for circulation by the library technician according to the Circulation Procedures, Section 5.4.

Periodical publications will be handled in a special Periodical Procedure, Section 5.5. This will cover their special circulation procedures.

The control and modification of the procedures given in Section 5 are expanded in Section 5.6.

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5.1 CATALOGING PROCEDURES

In order to uniformly catalog the documents in the PRE/H library and make use of the expertise of the staff, the cataloging will be done by the staff. To simplify this process, a standard worksheet, Attachment 5-A, has been developed. The detailed instructions for filling in this worksheet are presented in this section. Each of the items on the worksheet and the information you should enter into the field will be discussed in order. These procedures are not applicable to periodical publications.

1. ACC NO: Leave this field blank. It will be filled in by PRE/H/PSD.

2. FORM COMPLETED BY: Place your first initial and last name in this filed.

3. DATE: Place today's date in this field.

4. REGION: If the document covers a region or countries within a region, circle the appropriate region. These names refer to regions as identified by AID. If the document's scope extends beyond a single region circle "Multiple". If the document does not relate to a geographical area, ignore this field.

5. COUNTRY: If the document covers a country or a portion of a country (ie a city or province) fill in the name of the country. If the document applies to more than one country, list the countries (up to four) in order of importance. Use the note field to list countries after the first four. A list of countries and the regions they fall under is given in Attachment 5-B.

6. RHUDO: If the document is issued by or prepared for a PRE/H regional office, circle the appropriate RHUDO.

7. CALL NUMBER: Leave this field blank. It will be filled in by PRE/H/PSD.

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8. LANGUAGE:

Enter the predominant language used in the document. Multiple languages may be listed if they are equally predominant.

9. DOC TYPE:

Several standard document types have been identified. This field relates to the purpose and nature of the document, not to its content. A document may fall into more than one category. Circle up to four document types if appropriate. If the document does not fit any of the types, ignore this field.

10. TITLE:

Select the title by which the document is most likely to be cited; this will usually be the most prominent title on the title page (not on the document cover). Correct all obvious typographical errors and enter the title and subtitle exactly as it appears on the document, using the same order, wording, and spelling.

The following instructions are for use by PRE/H/PSD when entering the cataloging information into the data base.

a. Correct obvious typographical errors.

b. Omit initial articles (ie A, An, The).

c. Capitalize the first word of the title. Enter all other words in the title in lower case, except for words that would normally be capitalized in the language involved (ie proper nouns in English, all nouns in German, etc).

d. Capitalize the first letter of all significant words in the names of institutions and conferences which appear in a title (ie University of Illinois, etc).

e. When a subtitle is present, precede it by a space, a colon, and a space.

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f. Use Roman numerals as they appear in the title.

For example a document titled:

The
Transformation
of
Urban Housing

The Experience
of Upgrading
in Cartagena

would be cataloged as:

Transformation of urban housing : the experience of upgrading in Cartagena

11. AUTHOR:

A document may be authored by individuals, corporate entities, or both.

PERSONAL:

Enter the names of the persons responsible for the content of the document (authors, editors, compilers, etc. but not illustrators, translators, persons writing introductions or prefaces, etc.)

a. Enter the author's full name with the last name first, followed by the given name and initials.

b. If there is more than one author, cite up to three with slashes (/) between each name. If there are more than three authors, cite the first three listed followed by et al.

c. Ignore titles in the authors name (ie Dr, Mr, Mrs, Prof, etc)

CORPORATE:

Use this field when consulting firms, contractors, etc are predominantly named on the document.

a. Enter corporate names as they are commonly used. If the abbreviated form is more common use the abbreviated form,

otherwise spell out the corporate names (ie IBM not International Business Machines) as they appear on the document.

b. The hierarchy of the corporate structure should be followed, listing the higher levels first and the subordinate levels last (ie AID, PRE/H)

12. PUBLISHER: The publisher of the document is the organization which produces the document as distinguished from the author or printer. Usually this is the organization which funds a document.

13. PUBL DATE: Enter the year of publication, followed by the month and day if available (ie 1984; 1982, September 16; etc).

14. PAGES: Enter the number of pages in the document. If the pages are not numbered or if the numbering is irregular, estimate the number of pages and enter this number in brackets (ie [150]).

15. SERIES: This field is used to indicate that the document is one of a series of separate works issued in succession. They need not be published at regular intervals, but the documents must be related to each other by a collective title. Included as series are periodicals, journals, working papers etc. (ie Journal of Applied Mathematics, Ideas and Methods Exchange, World Bank Staff Working Paper, Shelter, etc.)

16. SERIES VOL/NO: If the document is a series, it will usually have a volume number and/or an issue number. If these numbers are present on the document, enter them in this field.

17. PROJECT/CONTRACT NO: If the document is produced as a result of a numbered project or under a numbered contract, enter these numbers in this field.

18. DOCUMENT NO:

If the document has been assigned an identification number by the publisher (as opposed to a series number, contract number, project number, or call number) enter the number in this field.

19. COPIES AVAILABLE DIST. CENTER:

Circle the appropriate response to indicate the availability of the document in the distribution center if this information is available. If the data is not available ignore this field.

20. NOTES:

If the title does not fully describe the contents, or if there are unique characteristics of this document which are not described elsewhere, use this field to expand the description.

21. DOES THIS DOCUMENT PRIMARILY REFLECT:

Evaluate whether the document deals with topics that are rural, urban, both rural and urban or neither rural nor urban, and circle the appropriate response.

22. KEYWORDS:

A keyword index is given in Section 5.2. The keyword index gives all the approved keywords, and lists related topics. These topics are given in lower case letters in the index and indicate similar terms for which the keywords may be used. The keywords are listed on the cataloging worksheet, and only these keywords may be used. The keyword list also includes a small number of qualifiers which may be used to further refine the keywords.

Look at the title and the table of contents. Scan the chapter headings, and read the abstract if there is one. Grasp the dominant subject of the document, and the author's intent. Determine which topics are treated in some detail in the document. The mere mention of a subject is not a sufficient reason for using it as a keyword.

a. The keyword list is designed to provide a large variety of combinations that will cover PRE/H material. Terms

are designed to be linked together for specificity. Select up to four appropriate Keywords which describe the primary subjects of the document. Circle the chosen Keywords on the worksheet.

b. For even further precision, the Keywords may be combined with a qualifier. To indicate this write the appropriate qualifier next to the circled Keywords if further refinement is desired. Up to two descriptors can be used for each Keyword. Only the descriptors listed on the worksheet may be used.

23. Turn in the document and the completed worksheet to PRE/H/PSD for final processing.

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5.2 KEYWORD INDEX

The following items are the approved keyword list for the PRE/H library. The entries in upper case letters are the keywords and only they may be used in cataloging. The entries in lower case are provided for information only. They must not be used in cataloging, but indicate appropriate keywords which should be used instead. The items listed as qualifiers at the end of the list (also in upper case letters) may be used to further describe a keyword.

Approved_____ date_____

COMMUNITY
- community development
- community facilities
- community leadership
- community organization
- community participation

COMPUTERS
- computer programs

CONSTRUCTION
- bidding
- building
- construction industry
- construction management
- construction supervision
- contracts
- cost control
- engineering
- estimating
- house construction
- site development
- site selection
- turnkey

DESIGN/CONSTRUCTION TECHNIQUES
- architecture
- building codes
- building design
- building materials
- cost reduction
- seismic design
- site design
- standards
- structural design

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unit design
wind-resistant housing

COOPERATIVES
apartments
condominiums
co-op federations
technical service organization (tso)

DEVELOPMENT ASSISTANCE
donor coordination
economic assistance
international lending

DISASTER
disaster mitigation
disaster preparedness
disaster relief

ECONOMICS
country debt
debt services
economic analysis
economic conditions
economic development
economic planning
economic theory
external debt
risk analysis

EMPLOYMENT
labor
labor markets
poverty
self-employment
unemployment

EMPLOYMENT GENERATION
industrial development
industry and trade
small business

ENERGY
energy conservation
energy consumption
energy costs
energy facilities
energy resource development

ENVIRONMENT
diseases and hygiene

22

environmental conditions
health
natural resources
nutrition
sanitation
water conservation

FINANCE

capital markets
construction financing
cost recovery
financial feasibility
financial needs
financial resources
interest rates
investment planning
lending
loan origination
loans
mortgages
project financial feasibility
real property tax
secondary money markets
taxes
taxation

FINANCIAL INSTITUTIONS

central banks
commercial banks
credit unions
housing banks
investment banks
private banks
regulatory agencies
savings and loan institutions

FINANCIAL MANAGEMENT

accounting
cost accounting
budgets
financial analysis
portfolio management
servicing mortgages

GOVERNMENT

HOUSING (general)

housing policy
shelter policy

HOUSING CONDITIONS
- housing markets
- housing needs
- informal housing
- marginal communities
- projections
- slums
- spontaneous settlements
- squatters

HOUSING GUARANTY

HOUSING INSTITUTIONS
- housing banks
- housing co-op federation
- housing co-ops
- national housing authorities
- savings and loan institutions
- technical service organization (tso)

HOUSING PROGRAMS (core)
- core housing

HOUSING PROGRAMS (delivery of)
- beneficiaries
- marketing
- orientation
- promotion
- target groups

HOUSING PROGRAMS (home improvement)
- materials banks

HOUSING PROGRAMS (sites and services)
- self help housing

HOUSING PROGRAMS (upgrading)

HOUSING PROGRAMS (other)
- emergency housing
- landlord-tenant relationships
- low income housing
- population resettlement
- refugee housing
- rent control
- rental housing

INCOME DISTRIBUTION

INFRASTRUCTURE (water and sewer)
- sanitation

INFRASTRUCTURE (other)
- electricity
- garbage
- roads
- street lighting
- streets
- transportation
- utilities

INTERNATIONAL ORGANIZATIONS

LAND

POPULATION
- demographics
- migration
- population distribution
- population growth
- population projections

PROJECTS (non-construction)
- project design
- project development
- project evaluation
- project management
- project monitoring

RURAL DEVELOPMENT
- agricultural marketing
- agricultural production
- agricultur
- rural market towns
- rural trails

SCIENCE AND TECHNOLOGY

SOCIAL

TRAINING/EDUCATION
- human resources development
- training programs

URBAN DEVELOPMENT
- national urban policy
- urban growth
- urban systems
- urbanization

URBAN MANAGEMENT
- city planning

decentralization
municipal administration
municipal financial management
zoning

URBAN-RURAL LINKAGES
regional development
role of cities in rural development
secondary towns

WOMEN IN DEVELOPMENT

```
********************** Q U A L I F I E R S *********************
*
*          CONFERENCE                          POLICY                  *
*                                                                      *
*          DEVELOPMENT                         POOR                    *
*                                                                      *
*          INSTITUTIONS                        PRIVATE                 *
*                                                                      *
*          MANAGEMENT                          PUBLIC                  *
*                                                                      *
********************** Q U A L I F I E R S *********************
```


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5.3 CLASSIFYING PROCEDURES

In order to uniformly classify the documents in the PRE/H library, a one individual will be responsible for assigning call numbers to the documents. This prevents the possibility of assigning duplicate call numbers to separate documents and allows a collection of papers under one cover to be assigned the same call number. The following procedures have been developed for the library technician to follow and will assure uniform classification of the collection. These procedures do not apply to periodical publications which are covered under their own set of procedures.

When the document is received from the PRE/H staff with the completed cataloging form, check that the form is filled in fully. If the required data is not available on the cataloging worksheet, return the document to the PRE/H staff member whose name appears on the form as the cataloger for completion of the cataloging process. When the cataloging process is completed, proceed with the following procedure.

Check the new document against the current holdings to determine if it is a duplication. If this document is a duplication and has already been processed then:

1. Check with the library representative to determine if multiple copies are needed in the library. If the document is not needed, remove it from the library.

2. If the document is desired, then use the same call number assigned to the original, and add a fourth line giving the copy number (ie "cpy 2" for the second copy, etc.).

3. If the document is a new edition of a document that has already been processed, remove the old edition from the shelf and replace it with the new edition. Alter the record to reflect the change in the edition number and date.

If the document is not a duplication of existing materials, then it must be classified according to the following procedure.

1. The first line of the call number indicates the general region or subject of the document, and indicates the bookcase which will contain the document. Reference documents are intended for reference in the library and will not be circulated. These documents are purchased for this purpose and will be cataloged as reference documents regardless of the geographical or subject

content. Non-reference documents are classified according to geographical area if possible. If a non-reference document does not cover a specific geographical area, then it must be classified according to its primary subject.

a. If a document is acquired for reference, the library representative will notify the library technician. These will include works such as dictionaries, encyclopedias, yearbooks, directories, and atlasses. Enter REF as the first line of the call number.

b. If a region has been circled in the REGION field of the worksheet, enter the abbreviation for this region in the first line of the call number.

Africa	A
Asia	ASIA
Latin America/ Caribbean	LA/CAR
Near East	NE

c. If no region is indicated but a country is indicated in the COUNTRY field of the worksheet, refer to the Region-Country List in Attachment 5-B to determine the region of the country. Enter the abbreviation for the country's region in the first line of the call number.

d. If neither a region nor a country is given, then the document must be classified according to the subject area. Examine the KEYWORDS circled on the worksheet to determine if the document deals primarily with urbanization, the environment, housing. Use the Index for Shelving New Documents, Attachment 5-D, for guidance. Select the primary subject of the document, and enter the appropriate abbreviation:

Urbanization	U
Housing	H
Miscellaneous	M

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2. The second line of the call number further refines the document's contents, and indicates which shelf of the bookcase will contain the document.

a. If the first line of the call number is REF, then the second line of the call number will reflect the subject of the document. Review the content of the document, and select the topic which is the primary topic of the document. If none of the following topics are applicable then enter "gen" in the second line of the call number. Otherwise enter the appropriate abbreviation in the second line.

Reference

Reference documents, AID	raid
Reference documents, other	roth
Legislation	legi
Bibliographies	bibs

b. If the first line of the call number is a region, then the second line of the call number will reflect the predominant country involved. If no country is listed in the COUNTRY field of the cataloging worksheet, enter "gen" in the second line of the call number. If one or more countries are given in the COUNTRY field of the worksheet, enter the abbreviation of the first country from the Region-Country List given in Attachment 5-B.

c. If the first line of the call number is a subject, then the second line of the call number will refine the scope of the document. Review the contents of the document, and select the sub-topic which is the primary sub-topic of the document. If none of the following topics are applicable enter "gen" in the second line of the call number. Otherwise enter the appropriate abbreviation in the second line.

Urbanization

Habitat	habi
Urban development	urde

Urban/general	gen
Housing	
Disasters/Emergency Housing	disa
Housing construction	houc
Low income housing	low
Housing/general	gen
Training materials/housing	tra
Miscellaneous	
Employment	empl
Special populations	spop
Environment	envi
Energy	ener
Miscellaneous/general	gen

3. The third line of the call number makes the call number unique. It will identify the location of the document on the shelf, and may further refine the topic of the document. Those REF documents and documents which have no secondary classification to further define will be sequentially numbered within their primary classification. Those documents which have a secondary classification will be boxed, grouping documents with related topics. For boxed documents, the third line will consist of a box number, the initial of the author's last name, and a sequence number as required to uniquely identify the document.

a. If the first line of the call number is "REF" or the second line of the call number is "gen", then the document must be assigned a sequential number. Search the collection using the Cataloging Worksheet Notebook and find the last number assigned for the primary and secondary classifications. Enter the next number on the

third line of the call number. This completes the call number.

b. If the second line of the call number is not "gen", then it will be boxed with other documents having similar subjects under the same primary and secondary classification. To determine the box number, review the following list of subjects, and select the subject which is most appropriate.

URBANIZATION

habi

miscellaneous	0

urde

miscellaneous	0
urban indicators	1
urban strategy and policy development	2
integrated improvement for urban poor	3
urban and financial management	4-2
land	5-2
secondary cities/urban-rural linkages	6
infrastructure	7
urban transport	8
Urban Edge	9
urban development assessment	10
urban functions in rural development	11

HOUSING

disa

miscellaneous	0

houc

miscellaneous	0

low

miscellaneous	0

tra

miscellaneous	0

MISCELLANEOUS SUBJECTS

empl

miscellaneous	0
employment generation	1-2
small enterprise development	2
poverty	3

envi

miscellaneous	0
environment/guidelines	1
environment and health	2
water and sanitation	3
water supply/rural water	4

spop

miscellaneous	0
women in development	1

ener

miscellaneous	0
energy/urbanization and housing	1
energy/renewable energy	2

AREA DESIGNATIONS (A, ASIA, LA/CAR, or NE)

country of intrest (from country list)

project documents	1
shelter	2
country/miscellaneous	3

The associated code is the box number. The first digit of the code indicates the subject of the documents contained in the box, and the second digit, separated with a hyphen, indicates the total number of boxes used to contain that subject material (the second part may be omitted if only one box is used). If sufficient room remains in the box to house the document being classified, enter the box number in the third line of the call number. If sufficient room does not remain in the box to house the document being classified, add a new box to the shelf and update this document to reflect the new number of boxes. Put the new box number on the box and on the third line of the call number.

c. Add the first letter of the first author's last name to the third line of the call number, separating it from the box number with a period (.).

d. Search the collection using the Cataloging Worksheet Notebook to determine if any other document has the same primary classification, secondary classification, box number, and author's initial. If no other document has this

classification, the call number is complete. If a duplicate is found, a sequence number will have to be added to line three of the call number. If the previously classified document does not have a sequence number, the sequence number for this document will be two. Otherwise the new sequence number will be one greater than the largest existing sequence number.

When the call number has been assigned, the classifying process is nearly done. Enter the data from the cataloging worksheet into the data base according to the Data Base Procedures. One of the results of entering the data into the computer is the computer generation of an accession number. Enter this number on the cataloging worksheet in the ACC NO field. File the Cataloging Worksheet in the Worksheet Notebook, filed according to the call number (this is the same as the shelf order).

5.4 CIRCULATION PROCEDURES

The circulation procedures outline the steps required to physically prepare the documents for circulation, the control of the documents when they are circulated, and periodically reviewing the collection for documents which should be replaced or removed from the collection. These circulation procedures do not apply to periodical publications which are covered under their own circulation procedures.

1. When a document has been classified according to the Classification Procedure, Section 5.3, examine the physical qualities of the document. If the document is not sturdy enough to circulate on its own, place it in a pressboard binder.

2. Prepare a circulation card for each document, by entering the call number, title, and author onto a blank card. Affix a book pocket to the inside back cover of each document or folder, being careful not to cover up any valuable information and place the card in the book pocket.

3. Label the document with the call number affixed to the upper right hand corner of the document so that the number will be visible when filed in a box. If the document is sufficiently thick, also affix the call number to the lower spine of the book. Pencil the call number on the title page of the document.

4. Place the document in the appropriate box on the shelf, or if it is a general document, place it in numerical order in the area reserved in each bookcase for general documents.

The materials in the PRE/H library are for the use of the PRE/H staff, other AID staff, and consultants employed by the Agency. The following procedures will be utilized when borrowing material. If a priority project requires the use of documents which have been borrowed, the person who has them may be requested to return them before they are due. This is particularly true of reference documents or long term loans.

1. When a document is to be checked out by PRE/H staff, the person checking out the document will remove the circulation card from the book pocket, print his name on the first blank line along with the current date. When a document is to be checked out by other than PRE/H staff, the library technician will remove the

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circulation card from the book pocket and print the borrower's name of the first blank line along with the current date. This card will then be placed in a card file alphabetically under the borrower's last name. The document is due two weeks from the time it is borrowed.

2. Once a week the library technician will examine the card file and identify those documents which are overdue. The borrower will be reminded that the documents should be returned.

3. If a long term loan is needed, the library technician can authorize a loan of up to one month. PRE/H library representative must authorize longer loans. In this case, the library technician will fill in the circulation card with the borrower's name and the due date. This circulation card will be filed in a long term card file alphabetically under the borrower's last name.

4. Reference material is not normally loaned. If work must be done outside the library, the library technician can loan reference materials overnight. These materials must be returned by the start of business the following morning. PRE/H management must authorize longer loans of reference material. These longer loan intervals should not include normal working hours, but may include weekends and holidays. For the loan of reference materials, the library technician will fill in the circulation card with the borrower's name and the due date. The circulation card will be filed at the beginning of the car_ file.

5. Library materials will be returned to the library and placed on the book truck. The library technician will replace the circulation card in the book pocket when materials are returned and will replace the documents on the shelves.

6. When materials are used within the library, they will not be checked out, and the user will be responsible for reshelving the documents.

The library technician will compile a list of new acquisitions quarterly, and post this list on the library bulletin board. The library technician and the PRE/H library representative will inventory the collection each year to validate the library's collection.

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1. Outdated documents will be identified. Those documents which are sufficiently useful will be replaced with updated versions. Those documents which are not useful will be removed from the collection.

2. Damaged documents will be identified. Those documents which are sufficiently useful will be repaired or replaced. Those documents which are not useful will be removed from the collection.

3. Those documents which are no longer needed will be removed from the library.

4. Missing documents will be identified, and if possible, recovered. If they can not be recovered, they will be replaced if sufficiently useful.

5. The data base will be updated to reflect the current status of the collection.

5.5 PERIODICAL PROCEDURES

Periodicals are publications occurring at regular intervals, such as a monthly magazine. They need not be cataloged on worksheets, classified, or entered into the data base. The following procedures should be used for processing and circulating periodicals.

1. The library technician will prepare a card for each different title received. This card will list the name of the periodical and will have spaces to check when each issue is received. These cards will be kept in a Periodical Card File. Note that the spaces will represent the publication frequency of the periodical. Some will be weekly, bi-weekly, monthly, etc. The card will also indicate if automatic routing of the periodical is to be made, and what the routing should be.

2. When the periodical is received, the library technician will stamp the document's cover with the library stamp.

3. When each issue of a periodical is received, the appropriate space on the periodical card will be checked.

4. When a periodical is received which should be automatically routed, the library technician will route the document to the people on the appropriate distribution list.

5. Newly received periodicals which are not on automatic distribution will be placed on the display shelf for one week before circulation, and the preceding issue will placed in the main collection. At the end of one week the document can be checked out.

6. A sign out sheet will be placed on a clipboard near the periodical display shelf. To check out a periodical, the borrower will sign his name and date. The periodical is due one week from the checkout date. The library technician can authorize longer term loans.

7. When periodicals are returned, the borrower will cross out his name on the checkout sheet. If the periodical was originally removed from the display shelf, the borrower will replace it on the shelf. If the periodical was borrowed from the main collection, the library technician will replace the periodical in its proper place.

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8. Periodicals will be stored in boxes according to title, and arranged by date inside each box.

9. A complete list of all periodicals received by the PRE/H library should be compiled and circulated to staff members when the annual library inventory is made.

5.6 PROCEDURE CONTROL

The needs of the library are flexible and will change with time, so the procedures must be flexible. The PRE/H staff who catalog and use the documents, and the library technician who implements many of these procedures are in the best position to recognize changes which should be made. Suggestions for changes to these procedures should be made to the PRE/H library representative. The proposed changes will be evaluated, and recommended changes will be given to PRE/H management for approval. When the changes have been approved, the library technician will change the appropriate procedures.

5.6.1 Control of the Keyword List The keyword list is subject to constant revision due to the changes in the collection and uses made of the library by the staff. As the needs of the library change, the catalogers will be in a position to identify candidates for change. The following types of changes might be necessary in updating:

1. Introduction of a new keyword.

2. Elimination of a keyword.

3. Subdivision of an existing keyword.

4. Additions or elimination to the topics included in the keyword index.

As these changes are identified, the following procedure will be used to control the keyword list.

1. The PRE/H staff will be responsible for identifying possible changes in the keyword list. These changes should be those which repeatedly occur in cataloging or searching for documents. When a possible change has been identified, it will be submitted to the library technician.

2. The library technician will keep a list of possible changes to the keyword index. When the list of possible changes becomes large enough to indicate that the keyword index should be updated, the library technician will compile a new keyword index. Only the most relevant keywords which have the widest use should be included in the keyword index, and the number of keywords should be limited. The number of qualifiers should also be held to the minimum usable set.

3. The completed keyword index will be presented to PRE/H management for approval. The signature of the approving authority will authorize the use of the new list and invalidate previous lists effective on the date of signature.

When the new keyword index is approved, the library technician will take the following action to incorporate the new keyword list.

1. Include the new keyword index in the Library Guidelines.

2. Prepare a new cataloging worksheet to reflect the changes in the keyword index, and include it into the Library Guidelines.

3. Update the data base to reflect the new keyword index.

6.0 PHYSICAL ORGANIZATION

The physical organization of the library has been planned around the cataloging and classifying system and facilitates the intended use of the library by the staff. Particularly, it promotes location of documents by browsing, utilizing a primary region of interest or a general subject heading as a starting point in a search.

The thirteen bookcases now present in the library have been labeled to indicate the primary regional designations and primary topical designations. The individual shelves of the bookcases have also been labeled to narrow down the subject content according to regional or topical subdivisions as appropriate. The documents are to be stored in boxes on the shelves where possible. Each box has been labeled to indicate the group number of the documents stored in the box. A portion of each bookcase has been designated for general document storage where appropriate.

Thus the call number of a document is directly related not only to the regional/topical content of the document, but also to the location of the document in the collection. The first line of the call number indicates which bookcase contains the document. The second line of the call number indicates the shelf in the bookcase which contains the document. The third line of the call number indicates which box on the shelf contains the document.

The physical rearrangement of the bookcases is recommended for uniformity. Attachment 5-G is the proposed floor plan. Regional bookcases are positioned alphabetically. General topic bookcases follow and placement will be based on usage. The purchase of an additional bookcase will allow for expansion of the collection (overflow). Bottom shelves will be used to store periodical publications, additions to the collection, and oversized documents.

The use of the existing book truck for returning loaned documents and reshelving the documents is recommended. The existing cabinet may be used for circulation accessories. These consist of a charging tray, periodical checkout sheets, and miscellaneous office supplies. The periodical display shelf has been relocated to the front of the room for higher visibility.

A bulletin board should be placed immediately inside the main entry to provide space to announce new additions to the library, photocopy title pages of new reports, and additional news concerning the library.

Color coding of the document boxes is recommended to

facilitate browsing. The countries under geographical regions should use alternating blue and red boxes to provide contrast. Documents classified according to subjects and those with general classifications should utilize tan boxes. It is recommended that all items be boxed.

7.0 RESOURCE REQUIREMENTS

To implement this library organization, several items of equipment and supplies will be needed. Some of these supplies are on hand, and others will have to be purchased to complete the organization. Other expendable supplies are general in nature and are typical of any office environment. The resources identified are listed in this section.

New specialized equipment and supplies which must be purchased are:

1. Book truck (existing truck may be used)
   a. for book return
   b. transporting documents being reshelved
2. Charging tray
   a. storage of circulation cards
3. Printed charging tray guides A-Z
   a. circulation card file
4. Book pockets
   a. holds circulation cards in document
5. Circulation cards
   a. control records for circulation system
6. Property stamp "PRE/H LIBRARY" (provided by consultants)
   a. marking library property
7. 1 x 1 1/2 inch pressure sensitive labels
   a. placing call numbers on documents
   b. placing box numbers on boxes
8. U-shaped label holders
   a. used to label shelves
9. Bookcase (optional)
   a. expansion of collection
10. Boxes (red, blue, and tan)
    a. storage of documents

The following office equipment and expendable supplies are also recommended to complete the library organization and physical arrangement:

1. Bulletin board
   a. display library news

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2. Pressboard binders 11 x 8 1/2 inches
   a. binding unbound documents

3. Clipboard
   a. periodical checkout sheets

4. Three ring binders
   a. holding cataloging worksheets

5. Three ring hole punch
   a. punching cataloging worksheets

6. Pencils, pens, pencil holder

7. 4 x 1 1/2 inch labels
   a. labeling cardboard binders

APPENDIX 5 - A

CATALOGING WORKSHEET

WORKSHEET FOR COMPUTER CATALOGING

DATE: _____

REGION: (circle) Africa Asia Latin America/Caribbean Near East Multiple

COUNTRY: _____

RHUDO: (circle) ASIA CARI CENA E&SA NEAE SOUA WESA

CALL NO: _____

LANGUAGE: _____

DOC TYPE: (circle; limit 4)

ANR	Annual report	PER	Periodical	SNA	Shelter needs assmt.
BIB	Bibliography	PLA	Plan	SSA	Shelter sector overview
EVA	Evaluation	POL	Policy	SSS	Shelter strategy stmt.
FIR	Financial report	PRO	Proceedings	STA	Statistics
GRA	Graphics	PGD	Program documents	SUR	Survey
LNA	Land needs assmt.	PJD	Project documents	TEA	Technical assistance rept.
LAW	Legal	PSP	Proposal	TOP	Topical
MAN	Manuals	REF	Reference	TRA	Training
				UDA	Urban development overview

TITLE: _____

AUTHOR: (personal) _____

(corporate) _____

PUBLISHER: _____

PUBL DATE: _____ PAGES: _____

SERIES: _____

SERIES VOL/NO: _____

PROJECT/CONTRACT NO: _____ DOCUMENT NO: _____

NOTES: _____

COPIES AVAILABLE DIST. CENTER (circle) Yes No

DOES THIS DOCUMENT PRIMARILY REFLECT: (circle) Urban Rural Both N/A

(TURN TO SIDE TWO)

APPENDIX 5 - B

REGION-COUNTRY LIST

REGION-COUNTRY LIST

AFRICA

Benin	Beni
Burundi	Buru
Botswana	Bots
Cameroon	Came
Cape Verde	Cape
Chad	Chad
Djibouti	Djib
Ethiopia	Ethi
Gambia	Gamb
Ghana	Ghan
Ivory Coast	Ivor
Kenya	Keny
Lesotho	Leso
Liberia	Libe
Madagascar	Mada
Malawi	Malw
Mali	Mali
Mauritania	Maua
Mauritius	Maui
Mozambique	Moza
Namibia	Nami
Niger	Nigr
Nigeria	Niga
Rwanda	Rwan
Sahel	Sahe
Seychelles	Seyc
Sierra Leone	Sier
Senegal	Sene
Somalia	Soma
South Africa	Sout
Sudan	Suda
Swaziland	Swaz
Tanzania	Tanz
Togo	Togo
Uganda	Ugan
Zaire	Zair
Zambia	Zamb
Zimbabwe	Zimb

ASIA

Bangladesh	Bang
Bhutan	Bhut
Burma	Burm
India	Indi
Indonesia	Indo
Korea	Kore

Malaysea	Mala
Maldives	Mald
Nepal	Nepa
Pacific Islands	Paig
Pakistan	Paki
Papua New Guinea	Papu
Philippines	Phil

LATIN AMERICA/CARIBBEAN

Argentina	Arge
Barbados	Barb
Belize	Beli
Bolivia	Boli
Biape	Biap
Brazil	Braz
Cabei	Cabe
Caribbean	Cari
Central America	Cena
Chile	Chil
Colombia	Colo
Costa Rica	Cost
Dominican Republic	Domi
Ecudador	Ecua
El Salvador	Salv
Guatemala	Guat
Guyana	Guya
Haiti	Hait
Honduras	Hond
Jamaica	Jama
Mexico	Mexi
Nicaragua	Nica
Panama	Pana
Pâraguay	Para
Peru	Peru
South America	Soua
Uruguay	Urug
Venezuela	Vene

NEAR EAST

Egypt	Egyp
Israel	Isra
Jordan	Jord
Kuwait	Kuwa
Lebanon	Leba
Morocco	Moro
Portugal	Port
Syria	Syri
Tunisia	Tuni
Turkey	Turk

APPENDIX 5 - C

INDEX TO KEYWORDS

INDEX TO KEYWORDS

Accounting - FINANCIAL MANAGEMENT
Agricultural marketing - RURAL DEVELOPMENT
Agricultural production - RURAL DEVELOPMENT
Agriculture - RURAL DEVELOPMENT
Architecture - DESIGN/CONSTRUCTION TECHNIQUES

Beneficiaries - HOUSING PROGRAMS (delivery of)
Bidding - CONSTRUCTION
Budgets - FINANCIAL MANAGEMENT
Building - CONSTRUCTION
Building codes - DESIGN/CONSTRUCTION TECHNIQUES
Building design - DESIGN/CONSTRUCTION TECHNIQUES
Building materials - DESIGN/CONSTRUCTION TECHNIQUES

Capital markets - FINANCE
Central banks - FINANCIAL INSTITUTIONS
City planning - URBAN MANAGEMENT
Commercial banks - FINANCIAL INSTITUTIONS
Community development - COMMUNITY
Community facilities - COMMUNITY
Community leadership - COMMUNITY
Community organization - COMMUNITY
Community participation - COMMUNITY
Computer programs - COMPUTERS
Computers - COMPUTERS
Condominiums - COOPERATIVES
Construction finance - FINANCE
Construction industry - CONSTRUCTION
Construction management - CONSTRUCTION
Construction supervision - CONSTRUCTION
Contracts - CONSTRUCTION
Coop federations - COOPERATIVES
Core housing - HOUSING PROGRAMS (core)
Cost accounting - FINANCIAL MANAGEMENT
Cost control - CONSTRUCTION
Cost recovery - FINANCE
Cost reduction - DESIGN/CONSTRUCTION TECHNIQUES
Country debt - ECONOMICS
Credit unions - FINANCIAL INSTITUTIONS

Debt services - ECONOMICS
Decentralization - URBAN MANAGEMENT
Demographics - POPULATION
Disaster mitigation - DISASTER
Disaster preparedness - DISASTER
Disaster relief - DISASTER
Diseases and hygiene - ENVIRONMENT
Donor coordination - DEVELOPMENT ASSISTANCE

Economic analysis - ECONOMICS
Economic assistance - DEVELOPMENT ASSISTANCE
Economic conditions - ECONOMICS
Economic development - ECONOMICS
Economic planning -ECONOMICS
Economic theory - ECONOMICS
Electricity - INFRASTRUCTURE (other)
Emergency housing - HOUSING PROGRAMS (other)
Energy conservation - ENERGY
Energy consumption - ENERGY
Energy costs - ENERGY
Energy facilities - ENERGY
Energy resource development - ENERGY
Engineering - CONSTRUCTION
Environmental conditions - ENVIRONMENT
Estimating - CONSTRUCTION
External debt - ECONOMICS

Financial analysis - FINANCIAL MANAGEMENT
Financial feasibility - FINANCE
Financial needs - FINANCE
Financial resources - FINANCE

Garbage - INFRASTRUCTURE (other)

Health - ENVIRONMENT
House construction - CONSTRUCTION
Housing banks - FINANCIAL INSTITUTIONS
Housing banks - HOUSING INSTITUTIONS
Housing coops - HOUSING INSTITUTIONS
Housing coop federation - HOUSING INSTITUTIONS
Housing markets - HOUSING CONDITIONS
Housing needs - HOUSING CONDITIONS
Human resources development - TRAINING/EDUCATION

Industrial development - EMPLOYMENT GENERATION
Industry and trade - EMPLOYMENT GENERATION
Informal housing - HOUSING CONDITIONS
International lending - DEVELOPMENT ASSISTANCE
Interest rates - FINANCE
Investment banks - FINANCIAL INSTITUTIONS
Investment planning - FINANCE

Labor - EMPLOYMENT
Labor markets - EMPLOYMENT
Landlord-tenant relationships - HOUSING PROGRAMS (other)
Lending - FINANCE
Loan origination - FINANCE
Loans - FINANCE
Low-income housing - HOUSING PROGRAMS (other)

Marginal communities - HOUSING CONDITIONS
Marketing - HOUSING PROGRAMS (delivery of)
Materials banks - HOUSING PROGRAMS (home improvement)
Migration - POPULATION
Mortgages - FINANCE
Municipal administration - URBAN MANAGEMENT
Municipal financial management - URBAN MANAGEMENT

National housing authorities- HOUSING INSTITUTIONS
National urban policy - URBAN DEVELOPMENT
Natural resources - ENVIRONMENT

Orientation - HOUSING PROGRAMS (delivery of)

Population distribution - POPULATION
Population growth - POPULATION
Population projections - POPULATION
Population resettlement - HOUSING PROGRAMS (other)
Portfolio management - FINANCIAL MANAGEMENT
Poverty - EMPLOYMENT
Private banks - FINANCIAL INSTITUTIONS
Project design - PROJECTS (non-construction)
Project development - PROJECTS (non-construction)
Project evaluation - PROJECTS (non-construction)
Project financial feasibility - FINANCE
Project management - PROJECTS (non-construction)
Project monitoring - PROJECTS (non-construction)
Projections - HOUSING CONDITIONS
Promotion - HOUSING PROGRAMS (delivery of)

Real property taxes - FINANCE
Refugee housing - HOUSING PROGRAMS (other)
Regional development - URBAN-RURAL LINKAGES
Regulatory agencies - FINANCIAL INSTITUTIONS
Rent control - HOUSING PROGRAMS (other)
Rental housing - HOUSING PROGRAMS (other)
Risk analysis - ECONOMICS
Roads - INFRASTRUCTURE (other)
Role of cities in rural development - URBAN-RURAL LINKAGES
Rural market towns - RURAL DEVELOPMENT
Rural trails - RURAL DEVELOPMENT

Sanitation - ENVIRONMENT
Sanitation - INFRASTRUCTURE (water and sewer)
Savings and loan institutions - FINANCIAL INSTITUTIONS
Savings and loan institutions - HOUSING INSTITUTIONS
Secondary towns - URBAN-RURAL LINKAGES
Secondary money markets - FINANCE
Seismic design - DESIGN/CONSTRUCTION TECHNIQUES
Self-employment - EMPLOYMENT

Self-help housing - HOUSING PROGRAMS (sites and services)
Servicing mortgages - FINANCIAL MANAGEMENT
Site design - DESIGN/CONSTRUCTION TECHNIQUES
Site development - CONSTRUCTION
Site selection - CONSTRUCTION
Slums - HOUSING CONDITIONS
Small business - EMPLOYMENT GENERATION
Squatters - HOUSING CONDITIONS
Spontaneous settlements - HOUSING CONDITIONS
Standards - DESIGN/CONSTRUCTION TECHNIQUES
Street lighting - INFRASTRUCTURE (other)
Streets - INFRASTRUCTURE (other)
Structural design - DESIGN/CONSTRUCTION TECHNIQUES

Technical service organization (TSO) - COOPERATIVES
Technical service organization (TSO) - HOUSING INSTITUTIONS
Target groups - HOUSING PROGRAMS (delivery of)
Taxes - FINANCE
Taxation - FINANCE
Training programs - TRAINING/EDUCATION
Transportation - INFRASTRUCTURE (other)
Turnkey - CONSTRUCTION

Unemployment - EMPLOYMENT
Unit design - DESIGN/CONSTRUCTION TECHNIQUES
Urban growth - URBAN DEVELOPMENT
Urban systems - URBAN DEVELOPMENT
Urbanization - URBAN DEVELOPMENT
Utilities - INFRASTRUCTURE (other)

Water conservation - ENVIRONMENT
Wind-resistant housing - DESIGN/CONSTRUCTION TECHNIQUES

Zoning - URBAN MANAGEMENT

APPENDIX 5 - D

INDEX FOR SHELVING NEW DOCUMENTS

INDEX FOR SHELVING DOCUMENTS

If the document is regional or country specific, the call number will be assigned according to the region and country. If the document is topical rather than geographical, the following guidelines may be used for assigning call numbers. Each document will be shelved according to the assigned call number.

COMMUNITY	U gen, MISC spop, etc.
COMPUTERS	MISC gen
CONSTRUCTION	H houc
DESIGN/CONSTRUCTION TECHNIQUES	H houc, U urde, etc.
COOPERATIVES	H gen, H low
DEVELOPMENT ASSISTANCE	U urde, H low, etc.
DISASTER	H disa, MISC envi, etc.
ECONOMICS	U urde, MISC gen, etc.
EMPLOYMENT	MISC empl, etc.
EMPLOYMENT GENERATION	MISC empl, etc.
ENERGY	MISC ener, etc.
ENVIRONMENT	MISC envi, etc.
FINANCE	U urde, H gen, etc.
FINANCIAL INSTITUTIONS	U urde, H gen, etc.
FINANCIAL MANAGEMENT	U urde, H gen, etc.
GOVERNMENT	U urde, H gen, etc.
HOUSING (gen)	H gen
HOUSING CONDITIONS	H low, H gen, etc.
HOUSING GUARANTY	H low, H gen, etc.
HOUSING INSTITUTIONS	H gen, etc.
HOUSING PROGRAMS (core)	H gen, H low, etc.
HOUSING PROGRAMS (delivery of)	H gen, H low, etc.
HOUSING PROGRAMS (home impr)	H gen, etc.
HOUSING PROGRAMS (sites and serv)	H gen, etc.
HOUSING PROGRAMS (upgrading)	H gen, H low, etc.
HOUSING PROGRAMS (other)	H gen, H low, H cons, etc.
INCOME DISTRIBUTION	MISC empl, etc.
INFRASTRUCTURE	U urde, MISC envi, etc.
INFRASTRUCTURE (other)	U urde, MISC envi, etc.
INTERNATIONAL ORGANIZATIONS	H gen, U gen, etc.
LAND	U urde, etc.
POPULATION	U gen, MISC spop, etc.
PROJECTS (non construction)	U urde, MISC gen, etc.
RURAL DEVELOPMENT	U urde, etc.
SCIENCE AND TECHNOLOGY	MISC gen, H gen, etc.
SOCIAL	MISC gen, etc.
TRAINING/EDUCATION	any classification
URBAN DEVELOPMENT	U urde, etc.
URBAN MANAGEMENT	U gen, U urde, etc.
URBAN-RURAL LINKAGES	U urde, etc.
WOMEN IN DEVELOPMENT	MISC spop, etc.

APPENDIX 5 - E

INDEX TO DOCUMENT TYPES

INDEX TO DOCUMENT TYPES

Agreements - LEGAL
Annual budget submission - PROGRAM DOCUMENTS
Audits - EVALUATIONS

Blueprints - GRAPHICS

Case studies - EVALUATIONS
Catalogs - MANUALS
Census - STATISTICS
Conferences - PROCEEDINGS
Contracts - LEGAL
Country development strategy statement - PROGRAM DOCUMENTS
Country policy - PROGRAM DOCUMENTS
Course catalogs - TRAINING
Curriculum - TRAINING

Final reports - TECHNICAL ASSISTANCE REPORTS

Guidelines - MANUALS

Handbooks - MANUALS

Laws - LEGAL
Legislation - LEGAL

Maps - GRAPHICS
Methodology - MANUALS
Monitoring documents - EVALUATIONS

Program delivery plan - PLAN
Programing documents - PLAN
Project-in-development - PROJECT DOCUMENTS
Project papers - PROJECT DOCUMENTS

Regulations - LEGAL
Reports - TECHNICAL ASSISTANCE REPORTS

Work plans - PLAN
Workshop material - TRAINING

DOCUMENT TYPES

ANNUAL REPORT

BIBLIOGRAPHY

EVALUATION
- Audits
- Case studies
- Monitoring docuements

FINANCIAL REPORT

GRAPHICS
- Blueprints
- Maps

LAND NEEDS ASSESSMENT

LEGAL
- Agreements
- Contracts
- Laws
- Legislation
- Regulations

MANUALS
- Catalogs
- Guidelines
- Handbooks
- Methodology

PERIODICAL

PLAN
- Program delivery plan
- Programing documents
- Work plans

POLICY

PROCEEDINGS
- Conferences

PROGRAM DOCUMENTS
- Annual budget submission
- Country development strategy statement
- Country policy

PROJECT DOCUMENTS
- Project-in-development
- Project papers

PROPOSAL

REFERENCE

SHELTER NEEDS ASSESSMENT

SHELTER SECTOR OVERVIEW

SHELTER STRATEGY STATEMENT

STATISTICS
- Census

SURVEY

TECHNICAL ASSISTANCE REPORT
- Final reports
- Reports

TOPICAL

TRAINING
- Course catalogs
- Curriculum
- Workshop material

URBAN DEVELOPMENT OVERVIEW

APPENDIX 5 - F

PERIODICAL CHECKOUT SHEET

PRE/H LIBRARY
PERIODICALS CHECK-OUT

Periodical Title and Date	Borrower's Name	Check-out Date

62

APPENDIX 5-G

ROUTING LIST

ROUTING LIST*

PRE/H LIBRARY ROUTING LIST

Periodical _____

Date of Periodical _____

Name	Read	Room No:
XXXX		XXX
XXXX		XXX

RETURN TO PRE/H LIBRARY

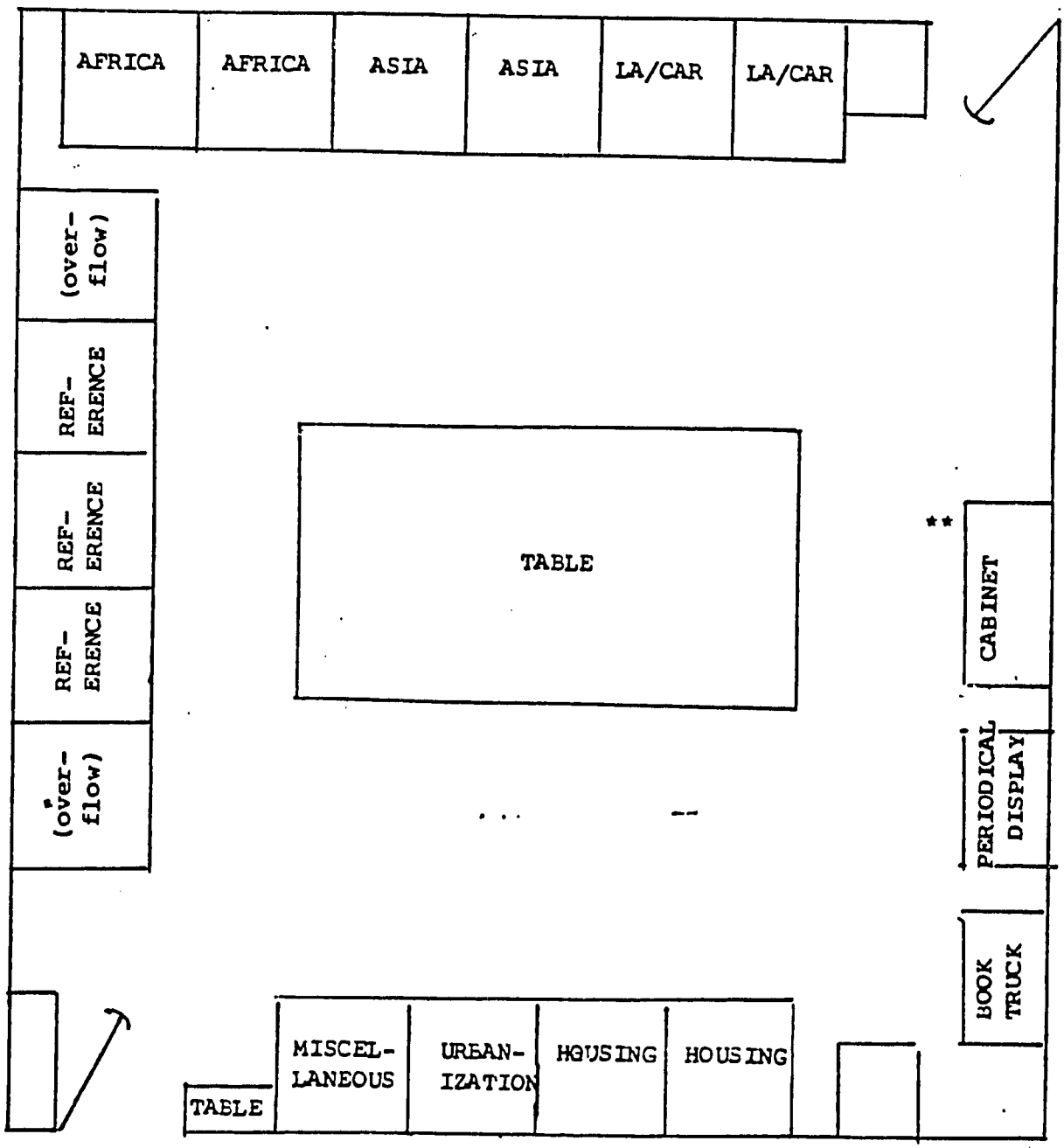
Date _____

*sample

APPENDIX 5 - H

FLOOR PLAN

PROPOSED FLOOR PLAN*



*not drawn to scale; enlarged to show detail
**circulation accessories