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# **HOW TO BUILD AND MANAGE AN NFE/WID RESOURCE COLLECTION**

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HOW TO BUILD AND MANAGE A NON-FORMAL EDUCATION/  
WOMEN IN DEVELOPMENT RESOURCE COLLECTION

by

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The Non-Formal Education/Women in Development (NFE/WID) Information Exchange Center for Asia is one of the three center components in the world of the Non-Formal Education Information network of the Michigan State University. It was organized to make possible the exchange of information and available knowledge concerning non-formal education experience and resources of women in development in the region,

The NFE/WID Information Exchange Center for Asia Library started its operation in June, 1981. As of December, 1982 its resource collection totaled 3,279 volumes, built mainly through exchange and donations. Only about 1.5 percent of these were purchased. Its resource collection include the following:

- books and monographs in non-formal education, 45 percent
- books and monographs in women in development, 13 percent
- periodicals (newsletters, journals, bulletins, organizational brochures and reports, acquisition lists, etc.), 30 percent
- masteral theses and Ph.D. dissertations, 8 percent;
- publications on reserve for various agricultural education courses, 4 percent

The NFE/WID Information Exchange Center for Asia maintains an exchange of publications with 25 local and 30 foreign organizations in these regions of the world:

- USA, 13 organizations
- Asia, 10 organizations
- Europe, 5 organizations
- Africa, 1 organization
- Latin America, 1 organization

These are housed in the Department of Agricultural Education, College, of Agriculture, University of the Philippines at Los Baños, College, Laguna, Philippines.

Majority of its users are students. Occasionally, students from other colleges and universities, and employees/scientists from other agencies do research in this library. These people are requested to register in a visitor's log (Appendix A).

From time to time, the center receives local and foreign requests of the following nature:

- requests for information and materials (30)
- requests for its publications (25)
- requests for inclusion in its mailing list (41)
- requests for its publication list (12)

Even though, the librarian manages the day-to-day operations with the help of three part-time staff of the center and with the use of an improvised catalog cabinet, she hopes for and looks forward to a full-time library aid and a larger catalog cabinet.

Management of this library entails the following major tasks:

- cataloging documents;
- preparing catalog cards;

- monitoring and updating catalog card files;
- monitoring and updating document files;
- assisting users in locating information/documents in the library;
- answering requests for information on NFE/WID from persons/institutions/organizations, local and foreign; and
- procurement of documents

## CATALOGING DOCUMENTS

### Major steps we follow:

1. Stamp each new document received with the date of receipt, the name and address of the center;
2. Record the following information:
  - date when the document(s) was received
  - the number of copies received
  - the form of the documents (book, monograph, journal, bulletin, newsletter, etc.)
  - the subject/content
  - the source (person/organization and country)
  - the author(s)/editor(s)
  - the title, volume and number, year of publication, name and address of publisher
  - the number of pages in a log which serves as a general/master list (Appendix B);
3. Assign the document a catalog number based on the developed classification system (Appendix C); and
4. Write onto the upper left hand corner of the document cover and/or on the book binder the catalog number;
5. Provide the document, except when cataloged under the "Z" category, with a borrower's card (Appendix D) secured in a pocket, usually placed on the inside of the front or back cover;

finally

6. File the document in its respective area in the bookshelf.

#### Assigning catalog numbers.

Documents are assigned catalog numbers based on the developed classification system which is primarily dependent on the subject matter content of the publications.

The main subject category can oftentimes be determined by:

- merely looking at the titles which obviously express the subject matter content of the publication; or
- leading through the "Table of Contents"; or
- briefly reading through the document itself.

Questions to ask when assigning catalog numbers:

- does the document provide mostly theory and discussions on education, as indicated by the categories in "A"; or
- does it discuss a particular technology or approach to NFE, as indicated by the categories in "C"; or
- does it describe, or theorize about, a particular kind of program or project - or does it pertain to practical materials that can be used in a specific program, indicated by the categories in "W"?

Documents in the NFE/WID - Asia library are assigned catalog numbers as follows:

A40.3a B10.5b C50.15a E20.18b W11.12b These numbers are comprised of several parts. For example:

- W     = broad subject category
- 11    = more specific subject within the category
- .12   = number of the document within the category
- b   = the document is in book form

A paper that evaluates formal education would be cataloged "A20". A document on the use of games and simulations in education would be cataloged "C90". A material on curriculum development would be indexed "D80".

Many of the documents we receive are case studies, i.e. they describe a particular project or program. These documents are cataloged in the "E" or "W" category according to project or program content using the numbers that end in "0" and the "E" category and "1" under the "W" category. For example:

- training/extension - "E180"
- women's role/status/statistics - "W11"

Other documents are general or theoretical discussions or bibliographies on specific projects or subjects. These documents are also indexed in the "E" or "W" category according to content area, but the catalog numbers end in "1" and "0", respectively. For example:

- theoretical paper on management - "E131"
- a select bibliography on women - "W410"

Manuals and other practical materials designed for use in non-formal education or women in development projects or programs are cataloged in the "E" or "W" category according to content area, but the catalog number end in "2". For example:

- care of children with diarrhea - "E32"
- the universal childbirth picture book - W192"

Periodicals such as newsletters and descriptive materials or organizations are always cataloged in the "Z" category. For example, the first issue of a newsletter that we receive is assigned a "Z50" number. Each succeeding issue of that same newsletter is assigned the same number. This makes it much easier to process these kinds of materials.

Occasionally, the Center receives series of documents that are marginally related to NFE. The series is assigned a number in the "M" category.

Once the main subject category of a document has been determined, we decide whether the document is a book, designated by "b", or an article, designated by "a". Generally, if the document is large and sturdy to stand on a shelf, its catalog number will end in "b". Otherwise, the number will end in "a". The remaining part of the catalog number indicates the number of a document in a subject category.

### Determining cross-reference

A cross-reference system makes it easier to keep more detailed information on the content of documents in the library. The more cross references the better. Much as we would want to operate on a maximum

number of cross-references, we are constrained by manpower and equipment shortages. But, we shall endeavor to do so in the future. We presently operate on a three-way reference system: the author(s), subject (main and minor) and the country catalogs.

When we catalog a document, we not only determine the main subject category but also identify relevant cross-reference categories, most especially the ~~main~~ subject matter category content and the country(ies) involved in the study or report. Take for example the title:

Radio and Television in Literacy. A Survey of the  
Use of the Broadcasting Media in Combating  
Illiteracy Among Adults by John Maddison.

This document is cataloged "C22.1b" - radio communication. Cross-references for this document are:

- "C23" (television communication);
- "E10" - (literacy - report/case study) and
- the author - Maddison, John

## PREPARING CATALOG CARDS

### Author and Subject Catalog Cards

Generally, we prepare three identical 3" x 5" cards for each of the document from the log of publications received. We prepare:

- 1 card for each author
- 1 card for each primary subject content
- 1 card for each secondary subject content (if applicable)

Those white cards generally have this format:

<p>E100.10a          Ahmad, N.              <u>General Educational Requirements for Access          to Manual Skills Training in Botswana. June 1979.</u>          Adult Educ. Section Literacy, Adult Ed. &amp; Rural          Dev. Div., Unesco, Paris, France 115 pp.            E100.10a - General educ.          E180     - Training          H1401   - Botswana</p>
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### Country Card

The country card is the same as the author and subject card. The only difference is that the country mentioned in the document is written on the upper right-hand corner of the card opposite the catalog number.

E100.10a

Botswana

Ahmad, N.

General Educational Requirements for Access  
to Manual Skills Training in Botswana. June 1979.  
Adult Educ. Section Literacy, Adult Ed. & Rural  
Dev. Div., Unesco, Paris, France 115 pp.

E100.10a - General educ.

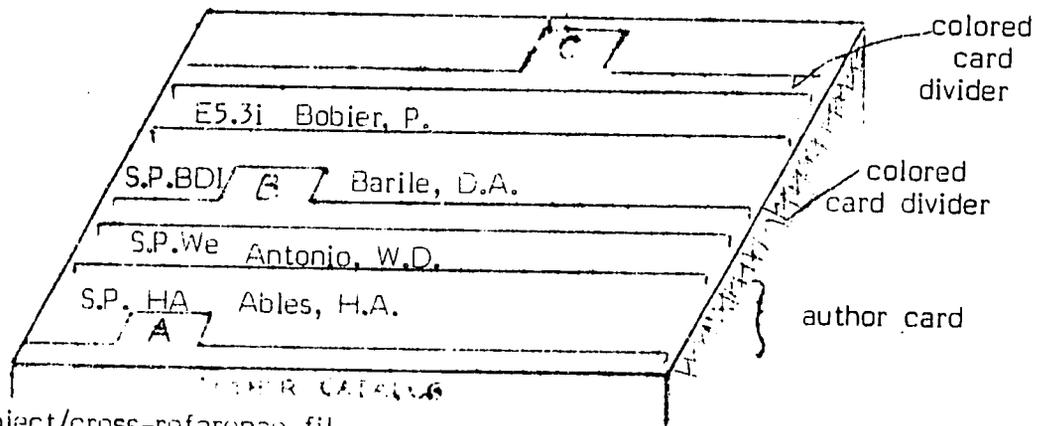
E180 - Training

H1401 - Botswana

## CATALOG CARD FILES

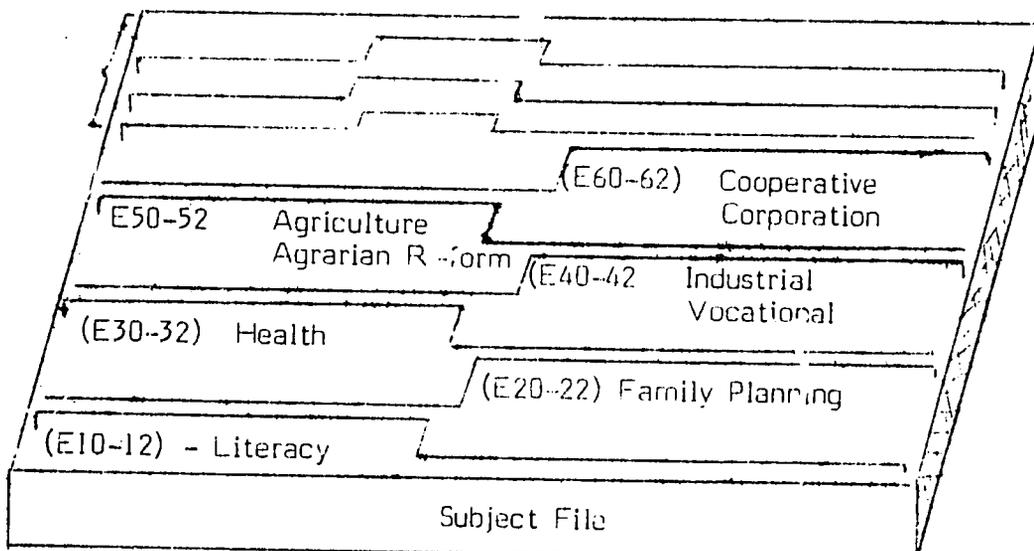
### The author/cross-reference file

The author cards are alphabetically filed based on the author's family name. Colored cards serve as dividers between the author and the cross reference cards. Cross reference cards are likewise, alphabetically arranged based on the co-author(s) last name.

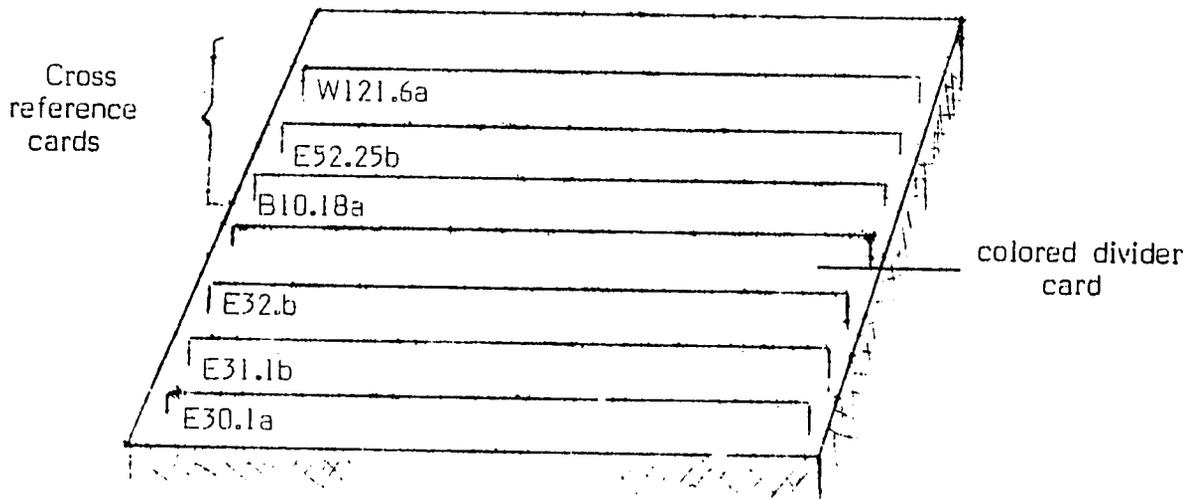


### The subject/cross-reference file

In the subject file the cards are arranged according to the subject categories in the Classification System. Within each subject category the cards are filed according to their catalog numbers.

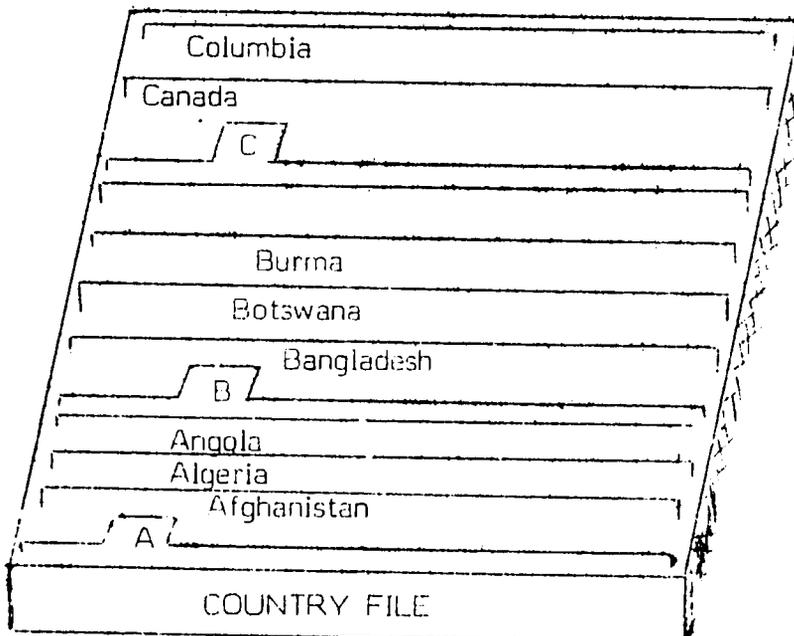


For example, all cards cataloged as "E30" and "E31" . . .  
 gically placed in the "E30 to 32-health" section followed by a colored divider  
 card which signals the beginning of the cards for documents that have been  
 cross-referenced to "Health - E30 to 32". These cross-reference cards are  
 likewise placed in order according to their catalog numbers.

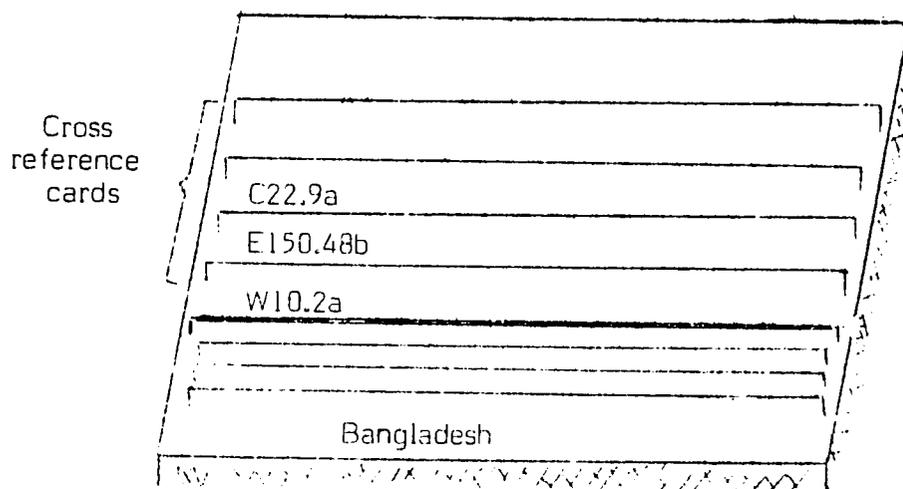


The country/cross-reference file

The country cards are alphabetically arranged according to the  
 countries.



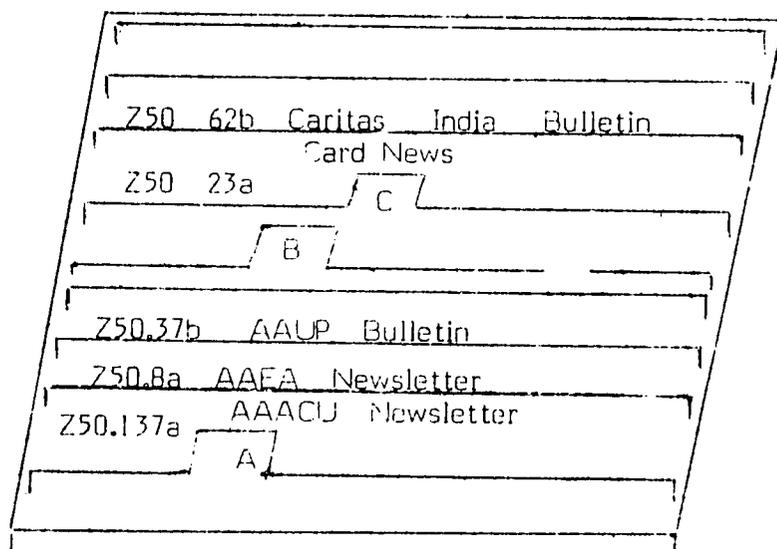
Within each country category could be found the cards of documents which were cross-referenced to that particular country. A colored card serves as a divider between the country and the cross-reference cards.



#### The "Z" files

Cards for periodic documents cataloged as "Z10" (acquisition lists), "Z30" (organization brochures and reports), and "Z50" (journals, newsletters, bulletins, etc.), are kept in a separate file. The "Z10s" and "Z50s" are filed alphabetically by the title of the document; the "Z30s" are filed alphabetically by the name of the organization.

All our catalog cards are white, except for the colored divider cards and of the same measurement, except for the "Z50" cards which are 4" x 6" to make possible the recording of future volumes/issues of each particular document.



## LOCATING INFORMATION IN THE NFE/WID-ASIA LIBRARY

The NFE/WID Asia library contains a wealth of information. Although it includes many published documents, the library consists mainly of "fugitive" or inaccessible documents that have been donated to the collection. It is the function of the library to put into maximum use information in these materials. Majority of its users are students whose research time are during nights and weekends. Inasmuch as there is no library service at night and on weekends, overnight and weekend loan-out of publications is allowed on the following conditions:

- that the borrower duly fill-out the borrower's card
- leave an ID card with the librarian, and
- promptly return the materials the following morning so the materials will be available for use during office hours. Overdue materials are fined.

The information contained in the NFE/WID Asia library can be easily availed of if a user is familiar with the cataloging and filing system. Thus, copies of the "Key to the NFE/WID-Asia Library" are strategically placed in several areas of the library for our users' reference. Documents in the library are cataloged by subject category according to a Classification System developed specifically for this library. At present five different catalogs are employed to facilitate research in the library:

- author catalog  
(alphabetically arranged by author's last name)
- subject catalog  
(arranged by the subject categories in our Classification System)
- country catalog  
(alphabetically arranged by country)
- periodic document "Z" catalog  
(divided into 3 main sections: "Z10" - acquisition lists, "Z30" - organization brochures, and "Z50" journals, newsletters, bulletins, etc.)
- agricultural education department's resource collection which includes MS theses, PhD dissertations, reserved documents for Ag. Ed. courses, and staff publications  
(Alphabetically arranged by author's last name)

#### How to look for a specific document

If you know:	Then consult:
1. the author	1. the author file
2. the country	2. first, consult the Classification System for the number of the country in which you are interested; then, consult the country file/catalog

#### How to look for documents on a specific subject

- First, consult the Classification System to determine the number of the subject category in which you are interested
- Then, consult the cards in the subject catalog that correspond to that number.

These are some of the kinds of research that may be conducted in the NFE/WID-Asia Library. If you need help, the librarian and/or one of the staff can assist you. Feel free to remove documents from the shelves. When you are through using materials, leave them on a library table for the staff to reshelve.

## HOW WE RESPOND TO REQUESTS

As of December 1982 the center received a total of 108 requests of various kinds. These are the things we do upon receipt of letters of request:

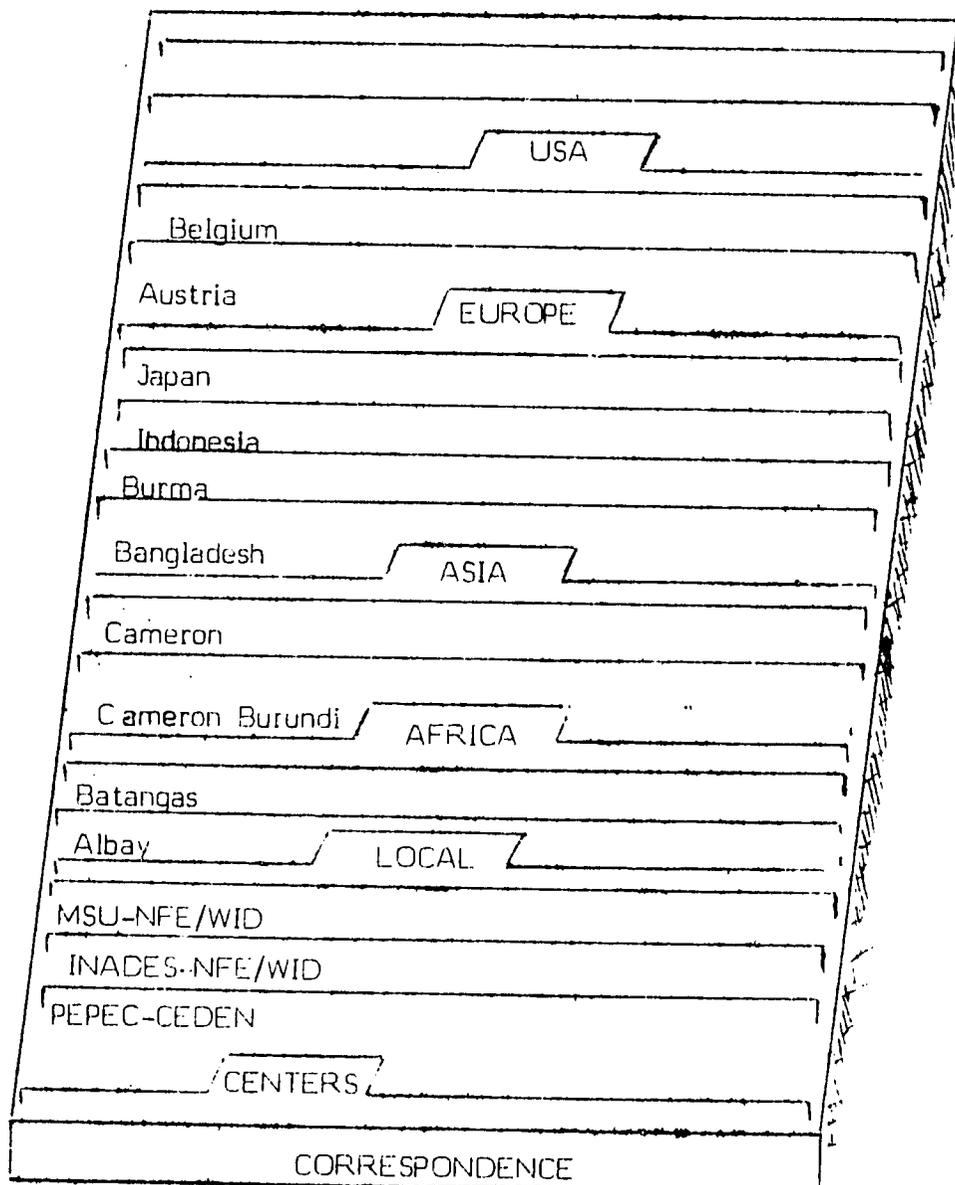
- stamp onto the letter the date of receipt.
- Prepare the material(s) which could be our publication or publication list.
- Research on the information requested for from the documents in the resource collection.
- Prepare the letter of response.
- Record the letters of request and response in the correspondence log (Appendix E)
- Staple together the letters of request and response, and keep them in the correspondence file.
- All out-going letters are recorded first in a log (Appendix F) before they are mailed out.
- Finally, mail the material(s) requested for together with the response letter or under separate cover.

This is how we file our correspondence:

- Many of our correspondence are filed by region/country of origin/organization.

- Correspondence from the two component centers (INADES-Ivory Coast and FEPEC-CEDEN-Colombia) and from the mother center at Michigan are provided with separate folders and kept in a separate file.
- Local correspondence are filed alphabetically by province.
- Communications from the USA are alphabetically filed by state.
- All the rest are filed by region/country/organization.

This is how our correspondence file looks like.



## HOW OUR DOCUMENTS ARE ACQUIRED

As mentioned earlier, most of our collection are donations, but many are requested from local and foreign organizations; and a few are purchased.

To save time and supply, request for documents is done with a standard letter of request (Appendix G).

Purchase of documents is done by direct order (through letter or order form) to the organizations/publishers concerned). Advance payment in money order or check in the currency preferred by the organization/publisher is the usual requirement.

Upon receipt of a purchased document it is recorded in a log (Appendix H).

Receipts of purchased documents are turned over to the person in charge of financial matters.



APPENDIX B

NFE WID Information Exchange Center for Asia  
Form A - Log of Publications Received

Date Rec'd.	No. of copies	Mat.* Form	Subj./** cont.	Source Person/ Org. & Country	Author	Title, Yr. Vol. Mo. Yr. Publisher & Address	No. of pages	Material Code	Cross Reference

# APPENDIX C-1

## Key to The Non-Formal Education and Women in Development Library

### A. Concepts and Issues In Education

- 10 Foundations of Education
- 20 Critiques and Evaluation of Formal Education
- 30 Reforms of Formal Education
- 40 Conceptualizations of Non-Formal Education
- 50 Need for Non-Formal Education
- 60 Relating Formal Education to Non-Formal Education
- 70 Bilingual/Bicultural Education
- 80 Intercultural/Cross Cultural
- 90 Higher Education

### B. Non-Formal Education

- 10 General/Theory
- 11 Case/Reports
- 12 Practical Materials

### C. Communication

- 10 Technology - general
- 20 Media - general
  - 22 Radio
  - 23 Television/Videotape/Audiovisual
  - 24 Satelite communications
  - 25 Films
  - 26 Newspapers
  - 27 Drama/theatre
  - 28 Do-it-yourself media
  - 29 Audio Casette Technology (ACT)
- 30 On-the-job and in-service training
- 40 Correspondence and Distance
- 50 Extension and Demonstration
- 60 Programmed Instruction
- 70 Teacher training
- 80 Training for Non-Formal Education Programs
- 90 Games and Simulations
- 100 Communications - General
- 101 Reports/Case
- 102 Visual Aids
- 103 Dialogues
- 104 Communication Course
- 105 Computer Technology
- 106 Libraries and Documentation Centers

D. Economics and Planning of Education (Formal and Non-Formal)

- 10 General
- 2) Human Resource and Manpower Development
- 30 Cost-Benefit Analysis
- 40 Financing
- 50 Needs Assessment/Educational Planning
- 60 Management Planning and Training
- 70 Evaluation
- 80 Curriculum Development
- 90 Course outline

E. Content Areas

Literacy

- 10 Case studies/reports
- 11 General/theory
- 12 Practical Materials

Home Economics and Ecology

- 80 Case studies/reports
- 81 General/theory
- 82 Practical materials

Family Planning/Population/  
Demography

- 20 Case studies/reports
- 21 General/theory
- 22 Practical materials

Nutrition and Foods

- 90 Case studies/reports
- 91 General/theory
- 92 Practical materials

Health

- 30 Case studies/reports
- 31 General/theory
- 32 Practical materials

Education - General

- 100 Case studies/reports
- 101 General/theory
- 102 Practical materials

Industrial/Vocational

- 40 Case studies/reports
- 41 General/theory
- 42 Practical materials

Education - Adult

- 110 Case studies/reports
- 111 General/theory
- 112 Practical materials

Agriculture/Agrarian Reform

- 50 Case studies/reports
- 51 General/theory
- 52 Practical materials

Education - Children/Youth

- 120 Case studies/reports
- 121 General/theory
- 122 Practical materials

Cooperative/Cooperation

- 60 Case studies/reports
- 61 General/theory
- 62 Practical materials

Management

- 130 Case studies/reports
- 131 General/theory
- 132 Practical materials

Community Development &  
Leadership

- 70 Case studies/reports
- 71 General/theory
- 72 Practical materials

Integrated Development

- 140 Case studies/reports
- 141 General/theory
- 142 Practical materials

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E. Content Areas (Cont'd.)

Income Generating Activities

- 150 Case studies/reports
- 151 General/theory
- 152 Practical materials

Religious and Medical Education

- 160 Case studies/reports
- 161 General/theory
- 162 Practical materials

Environment-Natural Resources

- 170 Case studies/reports
- 171 General/theory
- 172 Practical materials

Training and Extension

- 180 Case studies/reports
- 181 General/theory
- 182 Practical materials

Institutions/Organizations/  
Associations/Centers

- 190 Case studies/reports
- 191 General/theory
- 192 Practical materials

Migration/Employment/Income

- 200 Case studies/reports
- 201 General/theory
- 202 Practical materials

Psychology

- 210 Case studies/reports
- 211 General/theory
- 212 Practical materials

Research

- 220 Case studies/reports
- 221 General/theory
- 222 Practical materials

Sociological/Social/Anthropology

- 230 Case studies/reports
- 231 General/theory
- 232 Practical materials

Economics

- 240 Case studies/reports
- 241 General/theory
- 242 Practical materials

Evaluations

- 250 Case studies/reports
- 251 General/theory
- 252 Practical materials

Science

- 260 Case studies/reports
- 261 General/theory
- 262 Practical materials

Administration

- 270 Case studies/reports
- 271 General/theory
- 272 Practical materials

F. Target Learners/Subject

- 10 Rural
- 20 Urban
- 30 Children and Youth
- 40 Adults
- 50 Women
- 60 Farmers
- 70 Military
- 80 Family
- 90 Out-of-school Youth
- 100 American Indian
- 110 Disabled
- 120 Elderly/Senior Citizen

G. Assistance/Aid

- 10 General
- 20 Technical
- 30 Village
- 40 Development
- 50 Scholarship

H. Area of Studies

1100	Africa	1600	Middle Africa
1200	North Africa	1601	Angola
1201	Algeria	1602	Cameron
1202	Egypt	1603	Central Africa Republic
1203	Libya	1604	Chad
1204	Morocco	1605	Equatorial Guinea
1205	Sudan	1606	Gabon
1206	Tunisia	1607	Zaire
1300	East Africa	2000	Asia
1301	Burundi	2200	Southeast Asia
1302	Comorros	2201	Bahrain
1303	Ethiopia	2202	Cyprus
1304	Kenya	2203	Gaza
1305	Madagascar	2204	Iraq
1306	Malawi	2205	Israel
1307	Mauritius	2206	Jordan
1308	Mozambique	2207	Kuwait
1309	Reunion	2208	Lebanon
1310	(Rhodesia) Zimbabwe	2209	Oman
1311	Rwanda	2210	Saudi Arabia
1312	Somalia	2211	Syria
1313	Tanzania	2212	Turkey
1314	Uganda	2213	U.A. Emirates
1315	Zambia	2214	Yemen Arab Republic
1316	Seychelles	2215	Yemen Dem. Republic
1400	Southern Africa	2300	Middle South Asia
1401	Botswana	2301	Afghanistan
1402	Lesotho	2302	Bangladesh
1403	Namibia	2303	Bhutan
1404	South Africa	2304	India
1405	Swaziland	2305	Iran
1500	West Africa	2306	Nepal
1501	Benin (Dahomey)	2307	Pakistan
1502	Cape Verde Island	2308	Sikkim
1503	Gambia	2309	Sri Lanka
1504	Ghana	2400	Southeast Asia
1505	Guinea	2401	Burma
1506	Guinea-Bissau	2402	Indonesia (Inc. W. Irian)
1507	Ivory Coast	2403	Khmer Republic
1508	Liberia	2404	Laos
1509	Mali	2405	Malaysia
1510	Mauritania	2406	Philippines
1511	Niger	2407	Portuguese Timor
1512	Nigeria	2408	Singapore
1513	Senegal	2409	Thailand
1514	Sierra-Leone	2410	Vietnam, Dem. Rep. of
1515	Togo	2411	Vietnam, Republic of
1516	Upper Volta		

H. Area of Studies (Cont'd.)

2500	East Africa	4000	Latin America
2501	China	4200	South America
2502	Hongkong	4201	Argentina
2503	Japan	4202	Bolivia
2504	Korea, Dem. Rep. of	4203	Brazil
2505	Korea, Republic of	4204	Chile
2506	Macau	4205	Colombia
2507	Mongolia	4206	Ecuador
2508	Taiwan	4207	Guvana
		4208	Paraguay
		4209	Peru
2600	Oceania	4210	Surinam
2601	Australia	4211	Uruguay
2602	Fiji	4212	Venezuela
2603	New Zealand		
2604	Papua, New Guinea		
2605	Smaller Islands & Enclaves		
3000	Europe	4300	Middle America
3200	Northern Europe	4301	Costa Rica
3201	Denmark	4302	El Salvador
3202	Finland	4303	Guatemala
3203	Iceland	4304	Honduras
3204	Ireland	4305	Mexico
3205	Norway	4306	Nicaragua
3206	Sweden	4307	Panama
3207	United Kingdom	4308	Belize
3300	Western Europe	4400	Caribbean
3301	Austria	4401	Bahamas
3302	Belgium	4402	Barbados
3303	France	4403	Cuba
3304	Fed. Rep. of Germany	4404	Dominican Republic
3305	Luxembourg	4405	Guadaloupe
3306	Netherlands	4406	Haiti
3307	Switzerland	4407	Jamaica
		4408	Martinique
		4409	Netherlands Antilles
3400	Eastern Europe	4410	Puerto Rico
3401	Bulgaria	4411	Trinidad/Tobago
3402	Czechoslovakia		
3403	Dem. Rep. of Germany		
3404	Hungary		
3405	Poland		
3406	Romania		
3500	Southern Europe	5000	North America
3501	Albania	5200	Canada
3502	Greece	5300	U.S.A.
3503	Italy		
3504	Malta	6000	U.S.S.R.
3505	Portugal		
3506	Spain		
3507	Yugoslavia	8000	World

I. Career

- 10 General/theory
- 11 Case studies/report
- 12 Practical materials

J. Information Networking

- 10 General
- 20 Case study/reports
- 30 Practical materials

K. Technology

- 10 General
- 20 Case study/reports
- 30 Practical materials

L. Development

- 10 General
- 20 Economic
- 30 Programs/Reports/Projects/Manuals
- 40 Rural
- 50 Urban
- 60 Agricultural
- 70 Communication
- 80 International/National
- 90 Manpower
- 100 Education
- 110 Planning/Planned
- 120 Human/Social
- 130 Technological

M. Special Series

N. Conference and Seminar Papers

V. Publications in Language other than English

- 5 Dutch
- 10 Indonesian
- 15 Amharic
- 20 Thai
- 25 Italian
- 30 Spanish
- 40 French
- 50 German
- 60 Portuguese
- 70 Hindu
- 80 Arabic
- 90 Persian
- 100 Bengali

W. Women-General

- 1 General/theory
- 2 Case study/report
- 3 Practical materials

Women's Role/Status/Statistics

- 10 General/theory
- 11 Case study/reports
- 12 Practical materials

General Education

- 20 General/theory
- 21 Case study/report
- 22 Practical materials

Adult Education

- 30 General/theory
- 31 Case study/report
- 32 Practical materials

Non-Formal Education

- 40 General/theory
- 41 Case study/report
- 42 Practical materials

Higher/Continuing Education

- 50 General/theory
- 51 Case study/reports
- 52 Practical materials

Children Education

- 60 General/theory
- 61 Case study/report
- 62 Practical materials

Religious Education

- 70 General/theory
- 71 Case study/report
- 72 Practical materials

Communication

- 80 General/theory
- 81 Case study/report
- 82 Practical materials

Economics and Planning

- 90 General/theory
- 91 Case study/report
- 92 Practical materials

21

W. Women-General (Cont'd.)

Management

100 General/theory  
101 Case study/report  
102 Practical materials

Evaluation

110 General/theory  
111 Case study/report  
112 Practical materials

General Development

120 General/theory  
121 Case study/report  
122 Practical materials

Integrated/International  
Development

130 General/theory  
131 Case study/report  
132 Practical materials

Economic Development

140 General/theory  
141 Case study/report  
142 Practical materials

Agricultural/Rural Development

150 General/theory  
151 Case study/report  
152 Practical materials

Urban Development

160 General/theory  
161 Case study/report  
162 Practical materials

Technology

170 General/theory  
171 Case study/report  
172 Practical materials

Literacy

180 General/theory  
181 Case study/report  
182 Practical materials

Family Planning/Population

190 General/theory  
191 Case study/report

Migration/Manpower/Labor Force

Employment  
200 General/theory  
201 Case study/report  
202 Practical materials

Health

210 General/theory  
211 Case study/report  
212 Practical materials

Industrial/Vocational

220 General/theory  
221 Case study/report  
222 Practical materials

Agriculture

230 General/theory  
231 Case study/report  
232 Practical materials

Cooperatives/Cooperations

240 General/theory  
241 Case study/report  
242 Practical materials

Community Development &  
Leadership

250 General/theory  
251 Case study/report  
252 Practical materials

Home Economics and Human Ecology

260 General/theory  
261 Case study/report  
262 Practical materials

Nutrition

270 General/theory  
271 Case study/report  
272 Practical materials

W. Women-General (Contd.)

Income Generating Activities

- 280 General/theory
- 281 Case study/report

Environmental-Natural Resources

- 290 General/theory
- 291 Case study/report
- 292 Practical materials

Training/Extension

- 300 General/theory
- 301 Case study/report
- 302 Practical materials

Institutions/Organizations

- 310 General/theory
- 311 Case study/report
- 312 Practical materials

Science

- 320 General/theory
- 321 Case study/report
- 322 Practical materials

Research

- 330 General/theory
- 331 Case study/report
- 332 Practical materials

Psychology

- 340 General/theory
- 341 Case study/report
- 342 Practical materials

Sociological/Social

- 250 General/theory
- 251 Case study/report
- 252 Practical materials

Information Networking

- 360 General/theory
- 361 Case study/report
- 362 Practical materials

Special Series

- 370 General/theory
- 371 Case study/report
- 372 Practical materials

Aid/Assistance

- 380 General/theory
- 381 Case study/report
- 382 Practical materials

Energy

- 390 General/theory
- 391 Case study/report
- 392 Practical materials

Development Projects/Programs

- 400 General/theory
- 401 Case study/report
- 402 Practical materials
  
- 405 Workshop/Conference  
Reports/Proceedings
  
- 410 Bibliographies, Resource  
Lists/Manuals

Z. Bibliographies, Directories,  
Organizational Brochures and  
Progress Reports, Catalogue

- 10 Bibliographies, Acquisition and resource lists
- 20 Directories/Guide
- 30 Organizational Brochures and Reports (progress)
- 40 Maps
- 50 Newsletter/Journals/Bulletins, etc.
- 60 Book Reviews, abstracts, notes, excerpts, summaries
- 70 Catalogue, Wordbook, index, register
- 80 Job description

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## APPENDIX C-2

### Key to the Agricultural Education Department Resource Collection

M - is the letter code used for indexing masters' theses followed by the first letter of the author's family name and the entry number.

Example: MD7

MD - Master's Thesis of Domingo, Lorna P.  
7 - is the seventh entry under letter D.

D - is the letter code used for indexing PhD dissertations followed by the first letter of the author's family name and the entry number.

Example: DS15

DS - PhD dissertation of Saz, Efren.  
15 - is the fifteenth entry under letter S.

SP - are the letters used for indexing publications of Ag. Ed. Dept. staff members followed by the first letters of the author's family and first name and the entry number.

Example: SP.CG.40

SP.CG - Staff publication of Castillo, Gelia T.  
40 - the 40th material entered in her name.

R - is the letter code for publications on reserve followed by the course number and the entry number.

Example: R289.10

R289 - reserved for course Ag. Ed. 289.  
10 - the 10th material entered in this course.

UNMATERIAL  
CODE

APPENDIX D

NFE/WID Information Exchange  
for Asia, Ag. Educ. Dept.,  
UPLBCA, College, Laguna

BORROWER'S CARD

Author: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Date:                      Name:                      Due:

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NFE/WID Information Exchange Center for Asia  
Form A - Correspondence Log

Date	Name Title	Organization Country/Geo Area	Type	Request Type Content	Ans'd by	Date Answer Mailed	Remarks/ Comments

# APPENDIX F

NFE/WID Information Exchange Center For Asia  
Agricultural Education Department  
UPLB CA College, Laguna 3720  
Philippines

## Log Of Out - Going Communication

DATE	FOR WHOM / ADDRESS	CONTENTS

## APPENDIX G-1

NFE/WID Information Exchange Center For Asia  
Agricultural Education Department  
UPLB CA College, Laguna 3720  
PHILIPPINES

Dear Sir/Madame:

The Non-Formal Education/Women in Development Information Exchange Center for Asia would like to request for the following publication(s).

Inasmuch as we are building up our resource collection mainly through an exchange basis we would be pleased to include your name in our mailing list on such basis . However, if the above publication(s) cannot be donated or obtained through an exchange basis could you please send it/these here with your invoice via surface mail rates.

Thank you.

Your sincerely,

for Obdulia F. Sison  
Project Director

APPENDIX G-2

NFE/WID INFORMATION EXCHANGE CENTER FOR ASIA  
AGRICULTURAL EDUCATION DEPARTMENT  
UPLB-CA, COLLEGE, LAGUNA 3720  
PHILIPPINES

Dear Sir/Madame:

Enclosed is an Order Form. Kindly bill us in the U.S. dollar equivalent and send the invoice and the materials to the above address.

Thank you.

Cordially,

LORNA P. DOMINGO  
Res. Associate and Librarian

List of Purchased Publications

Organization Address

Material Description and Cost

D  
Ordered

A T E  
Delivered

Paid