

JAMAICA

LIBRARY ASSOCIATION

BULLETIN

SEPTEMBER 1963

NO 9

JAMAICA LIBRARY ASSOCIATION

BULLETIN

— 0 —

Contents

	Page
Editorial	239
The new home for the Jamaica Archives, by Clinton V. Black	242
Peace Corps training for Jamaica, by Barbara Nolting	248
Peace Corps at the Jamaica Library Service, by Pauline A. Young	252
The Golden Key, by Maxine Allen	255
Library of the Ministry of Agriculture and Lands, Hope, by Valerie Nelson	257
Library of the Jamaica Industrial Development Corporation, by Sheila Bacchus	261
News of the Libraries	264
Book Issue Methods, by Daphne Douglas	267
Professional Library Examination Passes	270
List of Committee Members	272

EDITORIAL

I would like to address this editorial to the unconverted librarian and library assistant rather than to the converted. By 'converted', I refer to the precious few, who are already dedicated; who have always attended meetings, ordinary and professional, who have given hours of their public and private life to the service of literature, who take time off in their daily contacts with society to promote the well-being of libraries. For it is by these demonstrations that professional interest is measured and it is only by having the greater percentage of our striking force adopt this approach to their undertakings, that the impact of libraries in an independent Jamaica will be strengthened and maintained.

It is interesting and enlightening to stand aside and observe the use being made of libraries in Jamaica. Already, there is a generation who have known no other life but one in which a library exists. Children from all walks of life rush into the library, return and select their books as a normal routine of life. The problem here is one of availability, not interest: if one child in a class can discover, all are exposed to discovery. Again, in all libraries, public and special, men and women from all walks of life are finding answers to their problems, printed materials to fill their needs. The hypothesis remains the same: if one training college student, if one factory worker,

if one housewife becomes exposed to the benefits of libraries, all can and will eventually be.

The library field here is now a well-defined one, people have begun to think library-wise, and to be aware of its place in society and the services it covers. This condition will only go forward if the people who aid in its promotion, themselves have faith in the value of the work they are doing. Further, they must, in the normal course of earning their living, think beyond the personal implications of their job and seek to find scope and inspiration for that type of service by which every ambitious man hopes to make and leave his mark here on earth.

The degree of inclination among library staff members can be measured by their enthusiasm and initiative. Even if they at the outset lack technical knowledge and the initial ability to organise and manage knowledge in its graphic form, it is possible for them to develop these abilities to advance the social utilization of these records, provided the basic inclination is there, untrammelled by egotistic tendencies. The attitude of - the least amount of performance for the greatest possible remuneration - and an 'I win every-time' attitude is all too prevalent and has no place whatever in librarianship. This, let me hasten to say, does not necessarily mean giving up one's rights or accepting prejudicial conditions in the name of good librarianship. There is a happy medium which social work demands.

Again, professional awareness can be judged by the involvement of the individual in matters professional. Participation, outside the functions of the job, in activities surrounding its promotion, keeping up with developments by means of discussions formal and informal and by reading, study and investigation of selected areas aimed at specialist proficiency, are all part of one's declaration of a profound absorption in one's career. And here I cannot forego the temptation to add that a desire to write for the professional journal should be one of the manifestations. I quote from the editorial of our first issue: "... in other words, if libraries in Jamaica are staffed with people enthusiastic and conscious of their profession, a demonstration of this should be that there should be no lack of expression of this in the form of the written word." Surely, several years later, with libraries more developed and many, many more workers in the field, there should be no dearth of articles and the professional journal should be a regular and flourishing concern.

May librarianship in our new Jamaica be an inspired undertaking and may our librarians and library assistants approach their profession with high unselfish ideals.

DAPHNE R. DOUGLAS

THE NEW HOME FOR THE JAMAICA ARCHIVES

By Clinton V. Black, Government Archivist.

The new archive repository in Spanish Town was officially opened by the Governor Sir Kenneth Blackburne on the 15th February this year. With the provision by the Government of this building (the first of its kind to be erected in the British Caribbean area) the Jamaica Archives, their peregrinations over, moved at last into a permanent home.

The need for such accommodation was early recognised by the Archives Committee appointed in 1954 by the Government to make recommendations for the implementation of the Report on the island's archives prepared by Sir Hilary Jenkinson, at that time head of the Public Record Office, London. The accommodation then available - erected to commemorate Admiral Rodney's victory over the French more than 150 years ago and not added to since - was taxed to the limit, so the Committee recommended the purchase of a site adjoining the existing premises on which to build the new repository. The acquisition of this site, incidentally, secured for the Government ownership of the entire block bounded by the Square, King, Manchester and White Church Streets. Plans for the new building were prepared by the Architectural Branch of the Public Works Department, and, with the provision of funds, construction work began on the 1st December 1959.

Because archive administration is a specialised business an archive repository has to be specially designed for its purpose. It should provide maximum security from fire, the weather and unauthorised access. Since archives grow constantly, the building should permit of expansion without doing violence to the original design. Although most of the structure will be used for storage, accommodation should be included as well for the many services essential to proper archive-keeping. All these requirements the new Spanish Town repository fulfils. But planning was carried further in many directions, even to the extent of ensuring that the appearance of the new structure would not conflict with that of its splendid Georgian neighbours in the Square.

Earlier this year I was invited to give a series of broadcasts on the subject of archives, to coincide with the opening of the new building. One of these broadcasts was concerned with "The Archivist and the Archive Repository." The following excerpt from this talk which deals with the new Spanish Town repository, and especially with the influence which the archivist's duties exert on the design and equipment of the building he occupies, might not be out of place here:-

Approaching the building from the back, we enter through the unloading bays. Into these bays vehicles bringing records for deposit in the department will drive so that their freight may be unloaded under cover.

If the particular deposit is from a government department the archivist will have been particularly closely involved for some time. He will have examined the collection, advised on (perhaps helped with) its sorting, arranging, listing, labelling, wrapping, etc. When the preliminary list was produced, he and a small sub-committee of the Archives Committee would have met to decide which classes of these records were utterly useless and could be destroyed, and which had a long-term value and should be permanently preserved in the Archives department. This last is one of the most difficult and anxious tasks in the archivist's daily round, because destruction is an irrevocable act; but it is also a disagreeable necessity since the indiscriminate saving of records can defeat its own ends by confronting the historian in time with such an overwhelming mass of material that he may fail to find the information he wants because he gets lost in a forest of irrelevant matter. All the archivist can do is insist on a carefully supervised policy of destruction, and, when in doubt, keep the particular record rather than destroy it.

But, to return to the new Archive building, from the unloading bays the records will go into a section known as the Intermediate Repository. There they will be carefully examined, their arrangement checked, they will be identified, relisted and labelled if necessary,

dusted, treated for mildew and insect infestation, and in the case of damaged or fragile items, passed to the Repair and Binding Section which, for obvious reasons, adjoins the Intermediate Repository. Here, in the only department of its kind in the British Caribbean, the documents or books will be restored and, after examination by the Archivist before and on completion of the work, go into the lift (there are two in the building) and up to the Strong Rooms where they will take their place on the great array of steel shelves which house the country's archival heritage. Before we leave the Repair and Binding Section may I say that seeming miracles of restoration work are done here daily, work which makes it possible to say that no document worth preserving need now be destroyed because of its physical condition. We can repair it and give it a new lease of life - if you will give us the chance to do so.

There are Strong Rooms on both floors, the larger upstairs, the other on the ground floor adjoining the public research area. The building is fully air-conditioned, for the ability to control temperature and humidity are major aids in the fight which must be waged to preserve paper and parchment in our climate and will, I hope, ensure that future archivists of the island will not be faced with the mammoth repair problem I inherited from the past.

Which brings us to the public Search Room, a very important section, for once the archivist has fulfilled his primary duty which is the safety of his record, his next is to the users of them, for the archivist is no dog in the manger. If no one were to use his documents, his reason for existence would scarcely be justified. It is his job to see that access to them for all genuine researchers is as easy as possible; to provide 'keys' in the form of lists, indexes and the like, which will enable the researcher to pick out material of interest to him without having to plough through several volumes. Here in the search room also are Display Units where changing exhibitions of documents and related objects of outstanding historic interest may be shown. Such exhibitions are an important function of an archival institution in its public relations. They stimulate the interest of all, especially of the younger people, in records, and they provide the casual visitor (including the tourist) with matter of interest to look at and remember, as well as with a savour at least of the department's contents and the island's archival treasures.

One more section remains to be mentioned, the Photographic, situated on the first floor, where important recording and reproduction work will be done.

Finally, there are the wash-, rest-, store- and lunch-rooms, and the quarters for the custodian. The building has been so planned and constructed that it will be possible to **add** a third and even a fourth floor, when the need for this arises.

Such then is the new home for the Jamaica Archives. It is a fine building, one worthy of the important purpose it serves, and ensures the island's foremost position in the British Caribbean area in a field in which Jamaica has always given the lead.

PEACE CORPS TRAINING FOR JAMAICA

By Barbara Nolting

The United States Peace Corps training program for Jamaica began April 2, 1962, in New York City under the auspices of the Research Institute for the Study of Man, which sponsors social science research in the Caribbean. For eight weeks, the group of trainees attended classes from 7:00 in the morning until 9:00 at night. The course of study was planned to follow three main divisions: Area studies, American studies and world affairs, and technical training. The Area Studies comprised an orientation to Jamaica and the West Indies - covering such topics as history, geography, economics, agriculture, politics, culture and society - and included language instruction in Jamaican Creole. The American Studies and World Affairs program provided the trainee with an opportunity to examine and discuss his country's ideals, traditions, and problems and to broaden his understanding of the role of the United States in contemporary world affairs. A study of communism and its effect upon nations of the world was included.

In addition to this, there were such items as Peace Corps orientation, which included a study of the aims, objectives, and organization of the Peace Corps and the role of the Volunteer; health training, which included basic health care, local health conditions, and a first aid course; physical training, during which time an opportunity to learn West Indian sports and games, such as cricket, was provided, as well as a general physical fitness program. To break up the regular

schedule, there were field trips, instructions in West Indian dancing by Ivy Baxter, guest lecturers (for example, Mrs. Joyce Robinson, Dr. Hugh Springer, Lady Sylvia Foot, Miss Edith Clarke, M.G. Smith, Louise Bennett), and, of course, sight seeing excursions that were enjoyed by the Volunteers in their free time.

The technical training part of the overall program was designed to give refresher instruction in the respective skills as adapted to the requirements of the positions that would be held in Jamaica. The volunteers fell into six general categories and divided into these groups for classes two days a week. These included industrial arts instructors, commercial practice instructors, vocational training instructors, nurse-health educators, specialists to work in agricultural schools and organizations, and librarians.

Dr. Dorothy G. Collings, a native Jamaican and presently Educational Liaison Officer in the United Nations, organized and conducted the 100 hour course for the librarians. Dr. Collings received her Ph.D. from the University of Chicago and her M.A. from Columbia University, and is currently a member of the faculty of the Columbia University School of Library Service. With the United Nations since 1952, she has worked with UNESCO in Paris, Egypt, and Nigeria and has edited Education Abstracts and Educational Studies and Documents.

The primary objectives of the course of study for the librarians were to acquaint the trainees with library services in the Caribbean area and Jamaica, their achievements and problems, and their importance as practical tools for economic and social development; to maximize competence in particular skills required by posts in Jamaica; to study sources of Caribbean and other useful library materials and services; and to stress the need for adapting American library procedures and practices to Jamaican conditions.

The topics of study for the librarians to cover were:

1. The history of library development in Jamaica and the Caribbean in the context of political, geographic, demographic, and relevant socio-economic factors.
2. British Commonwealth pattern of education for librarianship (apprenticeship, Library Association examinations, overseas training in Britain), which is the training of most Jamaican librarians and which differs considerably from American professional training.
3. Library assistance to programs of adult, youth, and workers' education, e.g., as in the Jamaica Ministry of Education School Publications Branch, the adult education programs of the Jamaica Social Welfare Commission, and the Extra Mural Division of the University of the West Indies.
4. Cataloguing and classification: the Library of Congress scheme and subject headings and training volunteer workers in these technical processes.
5. Bookmobile services.
6. Work with children and young people.

7. Sources of Caribbean and other useful library materials: the Caribbean Commission and other West Indian publications, including government documents; United Nations documents and publications, U.S. Book Exchange, United States Information Service, British Council, UNESCO book coupon scheme, etc.
8. Organization of non-book materials (pamphlets, documents, photographs, records, films, etc.)
9. Analysis of the process of library development - trends, methods and techniques, and accomplishments and problems in selected countries and areas.
10. Photo-reproduction of library materials - uses, equipment, procedures.
11. Organization of in-service library training programs.
12. Development of bibliographic controls and other library tools.

As well as interesting lectures and discussions on the above material, the librarians enjoyed field trips to several libraries in the New York and Washington areas. These included the United Nations Library, the Columbia University Libraries, the Donnell Regional Branch and the Schomburg Collection of the New York Public Library, the Queens Borough Public Library, the H. W. Wilson Company, the Library of Congress, the U. S. Book Exchange, and the Moorland Foundation of the Howard University Library.

After a full eight weeks training course, the Volunteers for the Peace Corps - Jamaica project were given ten days home leave before leaving from New York City on June 12, 1962 for Kingston, Jamaica.

Barbara Nolting
Peace Corps Volunteer
Institute of Jamaica
West India Reference Library

THE PEACE CORPS AT THE JAMAICA LIBRARY SERVICE

By Pauline A. Young.

The Peace Corps Act became law in September 22, 1961 with the announced purpose:

..."to promote world peace and friendship through a Peace Corps which shall make available to interested countries and areas men and women of the United States qualified for service abroad and willing to serve, under conditions of hardship if necessary, to help the peoples of such countries and areas in meeting their needs for trained manpower, and to help promote a better understanding of the American people on the part of the peoples served and a better understanding of other peoples on the part of the American people."

Almost a year later, following a two-month period of intensive training in New York City, we four librarians were part of a Peace Corps group of volunteers that swept over this beautiful island of Jamaica and onto the Palisadoes airstrip at Kingston. From that day in June we have been continuously delighted with Jamaica's panoramic scenery and her soft-speaking, dignified people. It is a pleasure to say something of our busy life here; it is far from one of exile, loneliness or hardship.

Two of us are at the Jamaica Library Service headquarters in Kingston, Fay Quanbeck of Minneapolis, Minnesota, a young graduate of Augsburg College, with public library experience as well as public school music teaching, and myself, here from Wilmington, Delaware, with many, many years of public school and public library experience as well as secondary school teaching. The other two librarians are at the Institute of Jamaica, one of the Island's special libraries and repositories of archives that reveal Jamaica's colorful and tragi-romantic history. The 29 other PCVs, as we term the Peace Corps volunteers, work at the boys' camps at Cobbla, Chestervale and Knockalva, the School of Agriculture near Spanish

Town, the high schools of Port Antonio, Montego Bay and Kingston; the Mico Teachers College in Kingston and the Arts and Craft Institute of this city. The group includes 4H club workers, automobile mechanics, carpenters, nurses, teachers and electricians.

The Jamaica Library Service is an impressive, large and modern operation. With a book-stock of more than half a million volumes and 6 bookmobiles, it serves 13 parish libraries, 7 branches, 144 book centres and 740 schools. The task for which the Jamaican government asked help, was that of cataloguing a back-log of 80,000 books, revising the union catalogue at headquarters and the card catalogues of the 13 parish libraries. This condition - common to all libraries - had become magnified in Jamaica because of a shortage of trained librarians in Jamaica and the natural growth of the book-stock and the demands for service of an appreciative public. To solve this monumental problem the catalogue department was, therefore, turned over to us lock, stock and barrel with the assistance of a crew of typists (of fluctuating size) and a Flexowriter automatic typewriter. In the 8 months that we have been here we have prepared 161 boxes (@ 1000 per box) of cards for the libraries' catalogues; revised, inter-filed, checked and re-checked the Union catalogue and completed the withdrawal program of non-fiction books, keeping up, the while, with the Service's acquisitions. There remains, of course, much more to be done - the subject index for the JLS classified catalogue and fuller processing of junior and all fiction books. It has been agreed, however, that for the benefit of the PCV's! wider acquaintance with the Island, we shall soon begin direct work in the parish libraries.

It is to be noted that in the absence of a Jamaican school of librarianship, the Jamaica Library Service carried on an in-training program for its staff throughout the year and, as well, conducts special classes for the members who are preparing for the British professional examinations. We assist in each of these areas.

Even though we have not gotten out of the city to the parish libraries as yet, we have not been actually as trapped as this may indicate. Jamaican friendliness has been welcomed from the gala Independence celebrations of last August through the Christmas season of calls and parties, the Caribbean games, the library conferences et al. We eschew American groupings and have joined others as disparate as the Little Theatre, the national symphony orchestra, and a scrabble club. Many have had the advantage of knowing and mingling with families far up in the hills i.e. the "bush". Personally I had the good fortune to join a Credit Union convention group meeting in Grenada that toured several islands and took in the Independence celebrations at Trinidad. As a PCV I was introduced to the Convention and interviewed for a radio broadcast; in Barbados, the Barbados Advocate also interviewed me - as a PCV. Such cordial, generous people among whom was Senator Ada Day Camp (also a physician) who had been appointed by the eminent Prime Minister Eric Williams of Trinidad! (We Americans have a claim on Dr. Williams as he was at one time a professor at Howard University in Washington, D.C.).

There are problems here - unemployment and compulsory education has not yet been effected in Jamaica but the Peace Corps has boosted one business, the tourist business - my brother and sister-in-law from Chicago spent a week with me, Fay's school girl friend spent Christmas here, a sister of a California PCV was here for a week, our Nebraska couple entertained a couple from there, and three sets of parents have visited their offsprings. If you haven't done so already, you, too, must come to Jamaica.

THE GOLDEN KEY

By Maxine Ann Allen

Books are the stepping stones of the future. The right introduction and selection can make all the difference in the mental growth of a child, the normal thirst for knowledge can be kept alive by an early trip to the library.

How well I remember my childhood. The joy and the pathos that stimulated my imagination, and the store-house of incidents and favorite characters of my world. As far back as I can remember, my mother gave us a book for every occasion; its an old family joke about mom and her "presents". I remember the first book I ever received, the happy hours of reading over and over again the story of "Sleeping Beauty". The excitement I shared with the characters who always ended up in the happily ever after".

I made friends with "Huck", "Tom Brown", "Beth", and "Little Eva"; how I cried when she died, and read the book several times in a childish hope that I had somehow missed something and she could be brought back to life. I would even put off reading the chapter in which she died for as long as I could stand the suspense and then wistfully return to read each phrase carefully again.

Through the medium of books, I had countless adventures in England, America and far away Africa, visited the Colesseum in Rome, attended a bull-fight in Spain, and Mardi Gras in Brazil, I even visited the Holy Land.

I was not disappointed by my books when I eventually visited foreign lands, pre-armed with information on the culture, history and folklore of the people. Perhaps my greatest introduction to the benefits of the library occurred when I was studying in the United States. The American child is introduced to the library at an early age, this is made interesting with the aid of movies and records. It carries through to high school where the movies graduate from cartoons to documentary films on the use of the library, and the classification and cataloging of books. It is interesting to note that students with an aptitude for librarianship are encouraged to work in the library. The efforts of these students are further encouraged by the award of a certificate to the most progressive and conscientious of the group. The library is situated in the center of the building, usually on the third or fourth floor; it is carefully decorated, painted in soft colours, with comfortable chairs, proper shelving arrangement and an accessible catalogue. The books are approved and selected by the school board, but a certain amount of selection is done by the student body.

Another note of interest is the custom of the graduating class to give a gift of books to the library; a list of the books required and the estimated cost is given to the senior class council at the beginning of the year and ideas are submitted by the class, for the raising of the amount; the best ideas are selected and set into action. A school paper serves to further the interest and usefulness of the library for the students, and provides the material for the weekly book reports and essentials for assignments in library study.

This era in my life was the time of "opening of doors". The symbol of our graduating class was a book of knowledge with a key, we each received a miniature of this on graduation day; I feel this was the key to throw the doors open, a placing of the key in my hand to use at will.

I remember, and will always be thankful for such pioneers in Jamaica library work, as Robert Verity, Miss Lawrence, and Miss Campbell of the Institute of Jamaica who were certainly responsible for the first turn of the key.

THE LIBRARY OF THE MINISTRY OF AGRICULTURE AND LANDS, HOPE

By Valerie Nelson, A.L.A.,
Librarian, Ministry of Agriculture
and Lands.

The Library functioned under the Department of Agriculture until April, 1957 when the Department became incorporated with the Ministry of Agriculture and Lands. The history of the Department of Agriculture began in 1774 when it was decided to establish two botanic gardens. During succeeding years various gardens were set up and in 1879 the Department of Public Gardens and Plantations was formed to co-ordinate the work. In 1908 this Department was amalgamated with a laboratory at Hope at which experiments were carried out with sugar cane and other staple crops. This new Department became known as the Department of Agriculture.

The foundation of the Library was laid in 1879 when Sir Daniel Morris after his appointment as Director of the Department of Public Gardens and Plantations purchased the standard works of famous botanists of the seventeenth, eighteenth and nineteenth centuries. Some of these works which are still in the Library are: Sloane's Catalogue of Jamaican Plants 1696, Sloane's Natural History of Jamaica 1707, MacFayden's Flora of Jamaica 1837 and Grisbach's Flora of the British West Indian Islands 1864. During succeeding years this botanical collection was gradually built up and until a few years ago was considered the best botanical collection in Jamaica. The older botanical books were transferred to the University College of the West Indies in 1956.

In 1908 the scope of the Department was widened and the emphasis shifted to agriculture and economics rather than pure botany.

There was no full-time Librarian until 1941 when Miss Ethel Marson was appointed. Miss Marson gathered together the scattered collection of books from various sections of the Department, classifying, cataloguing and shelving them to make them easily accessible. In short, she arranged the Library into an efficient working tool so much so that one Director spoke of it as the most efficient Division of the Department.

In 1941 a Library Assistant was appointed and in 1942 a full-time clerical assistant.

The Department of Agriculture was re-organized and enlarged in 1943 and the Library which had been housed at the Head Office in Hope Gardens was given new quarters. These consisted of three rooms in the building which had been erected about 1940 for Leaf Spot Control work (on bananas). A binder was appointed in 1943 and a small bindery established. In 1957 a survey of the work of the Bindery showed that it would be more economical to have the binding done commercially and so this was arranged when the Binder resigned to take up a post in the commercial world. The Library continued to grow in size and scope as the interests of the Department widened.

As at present constituted, the Library system consists of a Central Library and divisional libraries. The latter serve divisions of the Ministry in the country parts and specialist officers whose books are seldom used by other members of the Ministry, e.g. chemistry books in the Agricultural Chemistry Division. The Central Library now occupies five rooms in what was once the Leaf Spot building. This is a pleasant building, airy and light, with glass windows and doors. The rooms have been arranged so that there are now rooms for periodicals, pamphlets, books, catalogues and Ministry publications.

The subjects covered include agriculture, chemistry, animal husbandry, veterinary science and fisheries. Types of material collected are books, periodicals, pamphlets, newspaper clippings, abstract journals, bibliographies, reports, maps, films, photographs and government publications. A micro-film reader and photocopier have recently been purchased. About 7,000 separates are received annually, including 551 periodical titles. Due to the research activities of the Ministry, the bulk of the Library's holdings comprise periodicals and pamphlets as these publishing media are usually the first to contain new information. Most of these publications are obtained by exchange with agricultural and other institutions and government departments all over the world. Some are purchased. This is done through the government agencies in London and New York.

The Library is classified by the Universal Decimal Classification. This includes the pamphlets which are filed in boxes. There is a classified union catalogue of the books and also a classified index of periodical articles of interest to the Ministry. This supplements other indexes such as Wilson's "Agricultural Index" and the United States Department of Agriculture's "Bibliography of Agriculture." An index of local agricultural information gleaned chiefly from Annual Departmental Reports is also in course of preparation. This is an alphabetical index as also is the index to Newspaper Clippings.

Services provided by the Library to the Ministry's staff include loaning of books etc., circulation of new publications, answering of quick reference questions, literature searches, compilation of bibliographies, translations and compiling of reports. The Library is also responsible for editing and distributing Ministry publications.

Although serving mainly Ministry staff, reference facilities are allowed the public and the Library co-operates in the inter-library loan scheme.

The staff at present consists of the Librarian, Library Assistant and two Clerical Assistants.

THE LIBRARY
OF THE
JAMAICA INDUSTRIAL DEVELOPMENT CORPORATION

By Sheila Bacchus, A.L.A.
Librarian, I. D. C.

The Library consisting of a seven year collection of books, pamphlets, periodicals, newspaper clippings and trade catalogues, entered a new phase when it was transferred from its previously unsatisfactory location to a new wing of the Corporation's buildings in March 1962. It now occupies an air-conditioned room of some 440 sq. ft. and has approximately 450 ft. of steel shelving. It also boasts a small adjoining stack, 124 sq. ft. in area and having 280 ft. of wooden shelves.

The transfer afforded an excellent opportunity for putting the chaotic collection of unclassified and inadequately catalogued material into some order. Current numbers of periodicals were shelved alphabetically by title and a start was made on the binding of titles to be held permanently. Special sections were allocated to reference works, annual reports, government publications and trade catalogues, then books and pamphlets were sorted and shelved in broad subject divisions according to the classified sequence of the Universal Decimal Classification Scheme. The stack was used to shelve three month files of twelve local and foreign newspapers, back numbers of periodicals and reference works, and a great quantity

of duplicate material kept for distribution. This preliminary sorting and arrangement facilitated considerably retrieval of material and prepared the way for systematic accessioning, classification and cataloguing. The policy adopted was to process all new material and deal with the old stock as time permitted. As a result, the Library now has two sequences of books and pamphlets, those classified and catalogued and the other in classified sequence but not yet processed. Subject coverage includes economic data - banking and finance, labour tariffs, production statistics, surveys - business, industrial and factory management, personnel management, commerce and trade, technical information - mechanical and civil engineering, specialised industries and trades - and educational material. The Library subscribes to one hundred and twelve serial titles and approximately the same number is received on a complimentary basis.

The main purpose of the Library is to provide the staff of the Corporation with published and unpublished material in order to keep them informed of significant developments within their subject field and to assist them in the carrying out of their duties. This entails not only selective and planned acquisition for immediate requirements, to build up a comprehensive basic collection and to provide for future interests, but careful processing to make the material accessible and to reveal what is available. For the latter purpose, a weekly accessions list is distributed to members of the staff.

A satisfactory system for routing current numbers of periodicals has been adopted and a start has been made on the indexing of articles in the more important journals. The success of this project depends on the cooperation of the staff who are the experts in their particular field and who are most competent to select such articles. The Library also provides an up-to-date press-clippings service which covers articles on Jamaica in the field of economics, politics, industry and education from foreign and local newspapers. Clippings are mounted on 4" x 10" backing paper and filed by subject in open-top pamphlet boxes. For this a special alphabetical subject classification has been compiled. Legislation pertinent to the interests of the Corporation is filed and a special index of amendments to various laws has been started. The Library is the depository for a great quantity of material published by the U. S. Agency for International Development formerly the International Co-operation Administration and though these publications are sorted and filed for speedy retrieval, the plan is to classify and catalogue each one.

The Library staff of three, Librarian, Assistant Librarian and Clerical Assistant, is kept fully occupied, and has been greatly encouraged by the increasing interest in and use of the Library not only by the Jamaica Industrial Development Corporation staff but by a few government departments and others engaged in commercial and industrial activities in the island. To the latter the Library is open for reference purposes. It is hoped that, as the service develops, it will be possible to have a completely separate library building and to extend its facilities to interested members of the public.

NEWS OF THE LIBRARIES

The University of the West Indies Library Bindery.

The start of the Michaelmas term 1962 saw the completion of the extension to the workroom and lunch-room and of the erection, adjoining the workroom, of a permanent building to house the Bindery as well as a small photo-litho-offset printery the University has recently acquired.

The extension of the workroom has made possible a better functional grouping of various sections in the processing division of the Library. The catalogue typists including the Flexowriter operator are now included in a single pool next to the cataloguers. The lacquering and labelling of books are now also done in the room with and under the supervision of the cataloguers. The Gifts and Exchanges section has been removed from upstairs on the top floor and brought into the enlarged workroom beside the Order and Accessions section. The new arrangement should allow for greater coordination of effort in processing the books and other material ordered by the Library.

The University Bindery was first established in 1949 in a small wooden hut of the old Gibraltar Camp in common with other University departments. In September 1952 it had to be removed to another wooden building which was larger and more commodious. This building was unfortunately destroyed by fire in December 1953 and all its equipment and stock of books awaiting rebinding likewise destroyed or severely damaged.

In due course the Bindery was set up in 1955 with new equipment in yet another wooden building which it shared with the Cosmic Ray Research Unit and the sub-department of Chemical Technology.

This building lay at a distance of about half-a-mile from the Library under which the Bindery is administered and inevitably led to difficulties of organization.

The proximity of the new Bindery will greatly facilitate consultation between bindery staff and library staff on the many matters of binding style which arise from time to time. The new building has also secured the contents of the Bindery from the hazards of fire which were a constant threat to the old Bindery.

Scientific Research Council Library

Since 1957 the Government of Jamaica has been supporting an organization for the promotion and co-ordination of research. The preliminary Scientific Research Committee laid the foundation for a permanent statutory body the Scientific Research Council which was established under Law 30 of 1960.

One of the functions of this Council is the provision of information which will help in the economic development of Jamaica. The source of this information is, of course, a library and the Council is gradually building up a collection of reference books and serials covering a wide range of scientific and technical subjects. A reading room with facilities for taking notes is provided.

The Scientific Research Council's library is not a lending organization, but special arrangements can be made through members and staff of Council, and other libraries for short-term loans.

The business community of Jamaica is materially assisting the growth of the collection by donating trade and technical journals, and several periodicals are received free of charge from the British Information Service and other organizations. Subscriptions and gifts together amount to over 200 journal titles currently available, while there are approximately 300 book titles.

The journals are used in the preparation of Monthly Abstracts, which is sent out to over 600 individuals and firms. These abstracts evoke a steady stream of requests for additional information.

The Library is located at 10A Caledonia Avenue, Cross Roads, and is open to the public on Mondays through Fridays, from 8 a.m. to 4 p.m.

BOOK ISSUE METHODS

A list of references for students

compiled by

Daphne Douglas, F. L. A.

1. GENERAL

GEER, Helen Thornton. Charging systems. Chicago, Ill., American Library Association, 1955.

HOGG, F.N. and others. A report on a survey made of book charging systems at present in use in England, by F.N. Hogg, W.J. Matthews, T.E.A. Verity. London, Library Association, 1961.

KIRKWOOD, L.H. Charging systems. New Brunswick, N.J., Rutgers University Press, 1961.

LANDAU, Thomas, ed. Encyclopaedia of Librarianship 2nd. ed. rev. London, Bowes, 1961.

MAIDMENT, W.R. Book issue methods; a systematic approach. (In Library Association Record, Vol. 57, No. 2, February, 1955, pp. 53 - 56.)

2. PHOTO - CHARGING

(See also Punchcard charging)

BOWEN, E.M. Elizabeth. An experiment in photo-charging at Toronto. (In Library Association Record, Vol. 60, No. 5, May, 1958, pp. 147 - 149.)

CORBETT, E.V. Wandsworth's experiment with photo-charging. (In Library Association Record, Vol. 57, No. 9, September, 1955, pp. 345 - 348.)

CORBETT, E.V. Wandsworth's experiment with photo charging: a final report including a reference to audio-charging. (In Library Association Record, Vol. 61, No. 10, October, 1959, pp. 248 - 251.)

CORBETT, E.V. Wandsworth experiment with photo-charging. A second report. (In Library Association Record, Vol. 58, No. 4, April 1956, pp. 135 - 138.)

HEPWORTH, P. A provincial photocharging installation (In Library Association Record, Vol. 59, No. 5, May, 1957, pp. 162 - 164.)

JONES, A.C. This photocharging. (In Assistant Librarian, Vol. 54, No. 1, January, 1961, pp. 5 - 9.)

PHIPPS, Cyril. Photocharging in Coventry. (In Library World, Vol. 61, No. 713, November, 1959, pp. 85 - 80.)

Photocharging: a way out? (In Librarian, Vol. 50, No. 6, July - August, 1961, pp. 119 - 123.)

PUNCHCARD CHARGING

BUTCHER, S.J. Two methods of sorting transaction cards. (In The Librarian and Book World, Vol. 47, No. 7, August, 1958, pp. 121 - 125.)

CALLANDER, T.E. Photo-punch charging. (In Library Association Record, Vol. 60, No. 11, November, 1958, p. 337.)

DAVIES, John. Punched cards in the library and information fields. (In Aslib Proceedings, Vol. 12, No. 3, March, 1960, pp. 101 - 108.)

JONES, A.C. First catch your punched card..... a really basic introduction to the use of punched cards in photocharging. (In Assistant Librarian, Vol. 54, No. 6, June, 1961, pp. 108 - 113.)

SHARP, John B. Punched card charging - a suggested system. (In Library Association Record, Vol. 59, No. 5, May, 1957, pp. 151 - 155.)

AUDIO CHARGING

(see also item 3 under Photocharging)

Audio-charging: a misunderstood orphan. (In Library Journal, Vol. 87, No. 10, May 15th, 1960, pp. 1843 - 1848.)

5. TOKEN CHARGING

BICKERTON, L.W. The Worthing token system.
(In Library Association Record, Vol. 58, No. 7,
July, 1956, pp. 265 - 268.)

BOSWELL, David. Token charging at Grimsby.
(In Library Association Record, Vol. 62, No. 5,
May, 1960, pp. 156 - 158.)

DENT, John. Selective token charging.
(In Library Association Record, Vol. 58, No. 4,
April, 1956, pp. 138 - 140.)

McCOLVIN, L.R. Westminster token charging scheme.
(In Library Association Record, Vol. 56, No. 7,
July 1954, pp. 254 - 261.)

McCOLVIN, L.R. Progress report on the Westminster
token system. (In Library Association Record,
Vol. 58, No. 1, January, 1956, pp. 14 - 16.)

6. MISCELLANEOUS SYSTEMS

COX, K.R. A controlled issue-charging system for
lending libraries. (In Library Association Record,
Vol. 60, No. 7, July 1958, pp. 225 - 226.)

FIELDING, F.D.O. A simple charging method for a
university library. Library Association Record,
Vol. 61, No. 11, November, 1959, pp. 298 - 300.)

MAIDMENT, W.R. The 'Cheque-book' charging system.
(In Library Association Record, Vol. 63, No. 2,
February, 1961, pp. 50 - 51.)

Plastic cards for charging books. (In Library
Journal, Vol. 83, No. 19, November 1st, 1958,
pp. 3062 - 3063.)

STILES, W.G. Charging by a simple exchange principle.
(In Library Association Record, Vol. 59, No. 12,
December, 1957, pp. 397 - 399.)

TAYLOR, W.A. Bookamatic comes to Britain. (In Library
World, Vol. 64, No. 746, August, 1962, pp. 42 - 45.)

VILENTCHUK, Lydia. A charging system for small Special
libraries. (In Unesco Bulletin for Libraries, Vol. 15,
No. 6, November - December, 1961, pp. 331 - 333.)

PROFESSIONAL LIBRARY EXAMINATION PASSES

Two persons qualified for election to the Register of Fellows and two to the Associateship of the British Library Association as a result of recent successes in professional examinations. Completing the finals were Mrs. Hazel Bennett, Deputy Director of the Jamaica Library Service and Miss Judith Richards, Acting Assistant Librarian in charge of the West India Reference Library. Both people passed Section 3 - English Literature - of this examination and thus reached the farthest point in library training under the British system. Miss Richards recently returned from Britain, where she was a British Council scholarship holder.

Both Miss Stephney Ferguson, Librarian of the St. Elizabeth Parish Library, now on secondment to the St. Ann Parish Library and Miss Jacqueline Rowe late of the Kingston and St. Andrew Parish Library now at the University of the West Indies Library completed "Cataloguing and Classification" and "Bibliography and Assistance to Readers" respectively. They have now applied for formal election to the Register of Associates.

Other successes in these examinations are as follows:-

FIRST PROFESSIONAL EXAMINATION

Miss C. Jackson	-	Jamaica Library Service Headquarters
Miss M. Haughton	-	" " " "
Miss G. Anderson	-	" " " "
Miss G. Allen	-	Trelawny Parish Library
Miss B. East	-	St. James Parish Library
Mrs. Y. Lawrence	-	St. Catherine Parish Library
Miss N. Davis	-	St. Thomas Parish Library
Miss S. Brown	-	Kingston & St. Andrew Parish Library
Mr. A. Braithwaite	-	" " " "

GROUP A - CATALOGUING AND CLASSIFICATION

Miss P. Dunn - Institute of Jamaica

GROUP B - BIBLIOGRAPHY AND ASSISTANCE TO READERS

Mrs. G. Salmon - Jamaica Library Service Headquarters
Miss G. Clarke - " " " "
Miss M. Picart - Ministry of Education Library

GROUP C - ADMINISTRATION

Miss N. Orr - Kingston & St. Andrew Parish Library
Mrs. G. James - " " " "
Miss C. Chung - Portland Parish Library
Mrs. R. Tyson - St. Catherine Parish Library
Mrs. L. Neita - Manchester Parish Library
Miss G. Robertson - Institute of Jamaica

GROUP D - LITERATURE

Miss C. Green - Jamaica Library Service Headquarters
Miss D. Simons - " " " "
Mrs. A. Gray - Kingston & St. Andrew Parish Library
Mrs. R. Tyson - St. Catherine Parish Library
Miss S. Linton - Institute of Social & Economic
Research, U.W.I.
Miss A. Leigh - Mico Training College

FINALS PART 4

Mrs. A. Robertson - St. James Parish Library.

LIST OF COMMITTEE MEMBERS

Mr. Leslie Robinson, M.A.
President

Mrs. Hazel Bennett, F.L.A.,
1st Vice-President

Mr. K.E. Ingram, B.A., F.L.A.,
2nd Vice-President

Miss Leila Thomas, F.L.A.,
3rd Vice-President

Miss Sybil Jones, A.L.A.,
Secretary

Mr. Roy Floro, A.C.C.S.
Treasurer

Mr. Norman Jackson, B.A.

Mr. Lloyd Solan, A.L.A.,

Miss Sheila Bacchus, A.L.A.,

Mrs. Audrey Roberts, F.L.A.,

Miss Judith Richards, F.L.A.,

--ooOoo--